

JOB Posting: CW18-028

Date: June 2019

ContainerWorld located in Richmond, British Columbia is a premier logistics provider for the beverage industry; privately owned company with approximately 430 employees throughout its three BC facilities. ContainerWorld also operates in Ontario and Nova Scotia.

We are a state-of-the-art forwarding, warehousing and distribution Company. We have a Warehouse Management System to include voice picking, interleaved put-away/replenishment and license plated inventory with RF scanning. Our automation also includes an ERP, CRM, Cargowise, Truckmate, Sage, Kronos applications to prime us for present and future expansions into other provinces. ContainerWorld actively supports Lean Six Sigma concepts.

We are presently recruiting for a permanent full-time and a contract position in our HR & Payroll Department.

Job Title:

HR & Payroll Coordinator

Mondays to Fridays 8:30am to 4:30pm

Position Overview:

Maintains information in HRIS (WorkForce Now) to ensure consistency and integrity of HR data as per HR administration guidelines.

Participates in implementing OH&S initiatives and processes to ensure compliance with health and safety regulations.

Provides benefits administration to support existing compensation system

Participates in recruitment process to facilitate effective selection and retention

Interprets Company's HR policies and procedures to ensure consistent implementation.

Assists with HR initiatives to support organizational development by facilitating implementation of HR practices

100% full trained to back up Payroll Specialist to produces bi-weekly payroll for hourly (union and non-union) and salaried employees ensuring that all employees are paid accurately and on time.

Knowledge, Skills and Experience:

- 2-3 years' exposure to HR and/or Payroll
- Good understanding of Payroll
- Advanced computer skills, especially Excel.
- Sound understanding of Federal and Provincial Payroll and Employment legislations.
- Proven ability to quickly learn new computer programs and database tools.
- Strong aptitude for systems, data management, and internal data auditing
- Ability to prioritize multiple tasks in a very fast paced environment.
- Excellent communication skills including written, oral, and listening.
- Proven track record of responsiveness and meeting deadlines.
- Able to handle challenging situations in a confidential, timely, and diplomatic manner

Preference will be given to candidates with **Kronos Dimensions and ADP WorkForce Now** knowledge.

ContainerWorld offers an attractive package which includes excellent benefits and competitive compensation.

To apply for this position please email your resume and salary expectations to careers@containerworld.com. We thank all applicants for their interest; however, only those selected for an interview will be contacted.