

MANITOBA START JOB OPPORTUNITY BROADCAST (J.O.B.) ADVERTISEMENT

POSITION	PAYROLL AND BENEFITS PROJECT SPECIALIST
JOB NUMBER	2808
NUMBER OF POSITION/S	1
NOC CODE	1432
CLOSING DATE	No Closing Date
LOCATION	Winnipeg, MB Downtown
ACCESSIBLE BY TRANSIT	Yes
HOURS PER WEEK	TBD
HOURLY WAGE RANGE	TBD
JOB TERMS	Full time
JOB DESCRIPTION	<p>Are you a motivated and organized problem solver, do you enjoy process improvements and special projects? Are you comfortable engaging internal & external stakeholders and helping with change management?</p> <p>We are looking for colleagues that are:</p> <ul style="list-style-type: none"> Customer service oriented Strong relationship builders Results Oriented Solution focused Analytical Self-starters
JOB DUTIES	<p>This position is a project team member of the Workday payroll and benefits system implementation. The accountabilities include, but are not limited to:</p> <ul style="list-style-type: none"> Assist in summarizing payroll requirements for system configuration Lead and co-ordinate the system testing action plans for payroll/benefits for all project phases and assist in the testing as needed Provide guidance to training team to allow them to complete our training materials Liaise with the Payroll Department on an as needed basis to keep the apprised of project progress Provide workaround solutions to Payroll Operations where appropriate. Assist in the benefits configuration and testing as needed Key transactions into the system Ability to learn Workday payroll and benefits Other duties as assigned Travel required between 10-20%
QUALIFICATIONS, REQUIREMENTS & SKILLS	<p>Required</p> <p>Intermediate experience with spreadsheet applications, word documents and email (office suite)</p>

MANITOBA START JOB OPPORTUNITY BROADCAST (J.O.B.) ADVERTISEMENT

QUALIFICATIONS, REQUIREMENTS & SKILLS	Ability to identify and implement process improvements Professional and engaging attitude (business attire, communication with colleagues, positive attitude) professional demeanor Strong analytical and problem solving skills including offering of constructive solutions Ability to deal with the nature of large scale projects Ability to effectively work with off-site teams 2+ years payroll experience Ability to plan, organize and prioritize numerous tasks with conflicting deadlines in a fast-paced and changing environment Preferred Benefits administration experience Previous experience in system implementations GEAC/Workday system experience Lean/Six Sigma and Change Management training/experience VBA/SQL experience and knowledge Relational Database experience and knowledge
APPLICATION PROCESS	Send targeted resume Apply through your CC
APPLICATION DETAILS	Kindly send your targeted resume to your Career Coach via email. Please indicate the job title and job order number in the application.
JD	Murray Beakley