

# Payroll Administrator

- 1455 Mountain Ave, Winnipeg, MB R2X 2Y9, Canada
- Full-time

## Company Description

Canada Goose isn't like anything else. We've built something great, something special – an iconic lifestyle brand with an inspirational and authentic story. Our purpose-based platform [HUMANATURE](#) and philosophy that humans are a part of nature and nature is a part of us informs everything we do. From the materials we use to the products we make, everything is meticulously crafted and built to last. At Canada Goose we endure any condition, observe every detail, and take the long view in order to keep the planet cold and the people on it warm.

Here, opportunities are everywhere – to try something new, to learn, to do meaningful and impactful work, and they're yours for the taking.

## Job Description

### Job Purpose:

The Payroll/HR Administrator is responsible for input and maintenance of Production employee's timekeeping data within the Leadtec system, in addition to HR Admin duties as outlined below.

### Key Responsibilities:

- Process and validate the Leadtec Clock-In/Clock-Out report to capture any time adjustments and log absence information.
- Email and coordinate with line supervisors for confirmation of daily hours/earnings to be processed.
- Process Leadtec payroll of piece rate and hourly employees -earnings, overtime and statutory pay
- Process Weekly Wage Accrual Form (WAF), obtaining sign off from employees and taking care of time/pay adjustments
- Close the first and second week of pay period every Monday before the end of the day.
- Process all termination within Leadtec and prepare Termination Checklist for HR department
- Prepare and process deduction requests for production related items (Fob, cards etc.)
- Coordinate and track Special Working hours request and shift changes
- Generate all necessary reports for Canada Goose Head Office (i.e. Leadtec Earnings Transaction List, Direct Overhead, Incentives, etc.)
- Communicate with Head Office payroll team on pay adjustments that cannot be accommodated by Leadtec as necessary
- Maintain sections, shifts and pay related codes in Leadtec
- Keep track of hourly employee wage increases and process accordingly (ex. at 6 months & 1 year)
- Resolve any issues concerning the payroll side of Leadtec. Coordinate with IT and Leadtec Support as needed
- Organize & ensure proper distribution of pay stubs
- Resolve any issues regarding pay shortages and overages as they come up. Follow-up with Leadtec Coordinator for verification
- Input new hire data into Leadtec & Workday
- Transfer employees to different sections in the Leadtec system as required
- Complete employee purchase orders and refunds when EPP season rolls around
- Coordinate distribution of Employee Purchase Orders (jackets) & resulting refunds, exchanges & returns
- Create employee job letters when requested
- Act as back up coverage to Reception/HR Assistant as needed
- Support and implement various HR projects and initiatives
- Other duties as required

## Qualifications

Experience, Education and Designations:

- Completion of high school
- Diploma in office / business administration/payroll considered an asset
- **Minimum 3 years of payroll** experience in an office environment

## **Additional information**

### **Knowledge, Skills and Attributes:**

- Ability to prioritize, multitask, operate proactively, work as a team and handle challenges
- Ability to evaluate options and generate solutions
- Must be familiar with computers and business software such as MS Office and skilled in Excel
- Consistently exhibits Canada Goose's Values, taking pride in being innovative, respectful, passionate, accountable, and entrepreneurial while exhibiting personal commitment

### **Working Conditions:**

- Office and Factory Environments

To apply, please contact:

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