

Company Name

Qualico

Company Address

One Dr. David Friesen Drive
Winnipeg, Manitoba R3X 0G8
Canada
[Map It](#)

Job Title

Recruitment Specialist

Job Description

Job Type: Term (Starting Approx. March 9, 2020 and Ending Approx. July 31, 2021)

Reporting to the Payroll & Benefits Manager, you are responsible to ensure that all Qualico employees are paid accurately, timely and in accordance with applicable legislation and regulations.

- Processing and submitting payroll reports and surveys.
- Maintaining employee documentation in IQ Workforce.
- Providing additional support to the payroll team and assisting with year-end processes.
- Supporting the HR Business Partners and representatives with their questions and concerns.

Essential Requirements

As our ideal candidate, you are:

- On the ball; you are highly organized and able to prioritize and manage your time effectively.
- Detail-oriented; you have an eye for the smallest detail and you have incredible accuracy.
- A professional; you are able to handle and maintain confidential information.
- A creative problem solver; you can think outside the box for solutions without fear of failure.

Other Requirements

- Degree/Diploma in Payroll Administration, or related is preferred.
- Minimum 2 years' of progressive payroll experience in a multi-jurisdictional environment is preferred.
- Proficient in all areas of Microsoft Office Programs (Outlook, Word, Excel, PowerPoint) and ADP payroll software (or related).
- Satisfactory verification of criminal record check.

What We Value

- Creating trusting and successful working relationships.
- Taking responsibility for the outcome of decisions and actions.
- Cooperating with team members in an open, supportive and respectful manner.

Working Conditions

You will work primarily in an office setting during regular business hours. Overtime may occasionally be required.

About Us

To learn more about us and to apply for this role, please visit:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=17852fc8-578b-48f1-9d8d-0ecf86f753c2&ccId=19000101_000001&jobId=297813&source=CC3&lang=en_CA

Closing Date: March 3, 2020