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## **PAYROLL / HR ADMINISTRATOR – GUELPH**

Hy-Mark Mechanical Ltd. is a leading provider of residential HVAC and Plumbing services. As an essential service we serve residential new construction builders, developers, and homeowners. Hy-Mark has locations in Guelph (Head Office), Owen Sound and London. Our roots date back over 25 years in the community.

If you are an enthusiastic team player, looking for your next career challenge and appreciate working in a face paced environment, and have a passion for assisting others, we have a terrific opportunity for you!

Hy-Mark Mechanical Ltd. is currently seeking a full time **Payroll / HR Administrator Coordinator** based in our **Guelph, Ontario** location.

### **Job/Position Summary:**

Reporting to the Human Resources Manager the ideal candidate will have superior people skills, be a highly organized and a motivated individual with the ability to handle multiple initiatives at the same time. You will be a positive individual that is solution orientated, dedicated to providing the highest levels of productivity and quality to Hy-Mark customers and team members.

### **What is in it for You?**

- Full time employment
- Competitive compensation
- Comprehensive health benefits
  - 100% Company Paid – Medical, Dental and Extended Benefits
  - Matching RRSP Plan
  - Out of Province/Country travel insurance
- Education Assistance Programs
- Health & Wellness allowances
- Become a part of an innovative and growing organization
- A friendly and supportive work environment

### **Who We Are Seeking:**

- An ambitious and resourceful person
- A competitive spirit who strives to be a top performer
- A team player, willing to go out of your way to help, and support your team.
- An entrepreneurial self-starter who can operate with minimal supervision and is motivated to find solutions to challenges as they occur
- An individual with high integrity and a genuine interest in delivering the right solutions every time

### **Essential Duties & Responsibilities:**

- Prepare, verify, and process all team member payroll (hourly & salaried) related payments, including regular pay, benefit payments, and special payments such as allowances and vacation pay for approximately 60 team members.
- Prepare and verify statements of earnings for team members, indicating gross and net salaries and deductions such as taxes, garnishments, etc.
- Identify and resolve payroll discrepancies, when necessary.
- Ensure hourly timecards are setup with proper cost codes and oversee approvals.
- Prepare and submit CRA, WSIB and other remittances and reconcile monthly.
- New team member onboarding setup.



- When required process Record of Employment (ROE) and submittals as per governing timelines and procedures.
- Produce all annual reports such as T4 and Auto Taxable Benefit administration.
- Benefit administration including team member additions, deletions, and changes as well as updating fringe benefits and deductions.
- Maintain team member records such as attendance, leave, and overtime to calculate pay and benefit entitlements.
- Job set up in ERP.
- Administration support for Health & Safety and training.
- Tracking of all company assets such as tools, IT equipment, cellular phones, etc.
- Respond to team member inquiries in a timely and professional manner.
- Provide confidential administrative support to the Human Resources Manager.
- Other duties/projects as assigned by Human Resources Manager.

### Job Specifications:

- A post-secondary diploma in Business, Office or Payroll Administration, Accounting, Human Resources, or equivalent work experience.
- Payroll Compliance Practitioner (PCP) designation is an asset.
- Familiarity with ADP Payroll – Workforce Now, HR and Time & Attendance an asset.
- JONAS ERP experience an asset.
- Minimum 2 years' experience in a payroll and/or supportive clerical/administrative capacity within a Human Resources or Accounting department.
- Knowledge of Payroll Compliance Legislation.
- Knowledge of office administration and clerical practices and procedures.
- Superior computer skills such as Microsoft Office (Outlook, Word, Excel), ERP, and web-based applications.
- Demonstrated ability to function effectively in a fast-paced, deadline driven, environment.
- Ability to maintain discretion with confidential information.
- Ability to analyze data.
- Strong organizational skills.
- Demonstrated attention to detail.
- Excellent communication skills - written and oral.

Please send your resume and cover letter with “**Payroll Administrator - Guelph**” in the subject line to [info@hy-mark.ca](mailto:info@hy-mark.ca).

Hy-Mark endeavours to create a respectful, accessible, and an inclusive work environment. Upon individual request, the company will endeavour to remove any barrier to the hiring process to accommodate candidates with disabilities.

Full-time, Permanent

