

Payroll Specialist

Job Posting: CW19-054

ContainerWorld is British Columbia's premier logistics provider for the beverage industry; a local, privately owned company with approximately 400 employees throughout its four facilities. We are a state-of-the art forwarding, warehousing and distribution Company. We have recently upgraded our Warehouse Management System to include voice picking, interleaved put-away/replenishment and license plated inventory with RF scanning. We also upgraded our ERP, CRM and added Kronos T&A applications to prime us for our expansion into other provinces. ContainerWorld actively supports Lean Six Sigma concepts.

ContainerWorld has an immediate full-time opportunity for a Payroll Specialist to compliment its Human Resources Department. In addition to payroll, this position will also assist in HR related activities.

Position Overview:

Working mainly independently with guidance from Director, Human Resources as required, is responsible for the accurate and timely payment of bi-weekly payrolls, using ADP and Kronos systems. The position is also responsible for providing management reports and training pertaining to the bi-weekly payroll payments.

Key Responsibilities:

Produces bi-weekly payroll for hourly (union and non-union) and salaried employees ensuring that all employees are paid accurately and on time. Including year-end payroll processes.

Maintains information in ADP WorkForce Now to ensure consistency and integrity of HR data as per payroll administration guidelines. Perform audits to validate information.

Provides benefits administration to support existing compensation system.

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

Knowledge, Skills and Experience:

The successful candidate must possess the following knowledge, skills and experience:

- 3-5 years' full-cycle payroll
- Advanced computer skills, especially Excel.
- Strong aptitude for systems, data management, and internal data auditing
- Able to handle challenging situations in a confidential, timely, and diplomatic manner

Preference will be given to candidates with **Kronos T&A and ADP WorkForce Now**.

ContainerWorld provides excellent benefits which are fully paid by the Company and fair compensation. Please submit your resume with salary expectations and availability timelines to careers@containerworld.com. Thank you for your interest in our organization. Only short-listed candidates will be contacted.