

Payroll & HR Administrator (Vancouver, BC)

Paradox Hotel Vancouver is looking for a Payroll & HR Administrator to join the team! The successful candidate will work closely with the accounting team and directly report to the HR Manager in the corporate office.

Responsibilities:

- Collecting and checking timekeeping information from all departments
- Preparing and processing bi-weekly payrolls
- Answering employee questions about their timesheets and payslips
- Issuing ROE and T4
- Preparing bi-weekly payroll report for the accounting department
- Preparing monthly headcount report for HR Manager
- Administer leave of absence and vacation payouts
- Administer time and attendance for hour workers
- Assisting HR Manager and Management with job posting, resume filtering, and interview scheduling
- Administer employment contract, obtain and verify employee's confidential information, such as reference check, ID, direct deposit info, etc.
- Administer employees' benefit plans

Qualifications:

- Minimum of one (1) year of experience in payroll or related experience
- Excellent verbal and written communication skills
- Understanding of HR and labour rules and regulations (BC Employment Standard Acts)
- Attention to detail and strong numeracy skills
- Working knowledge of payroll software
- Strong organizational and time management skills
- Ability to prioritize tasks effectively
- Interpersonal skills

Job Type: Full-time, Permanent

Benefits:

- Dental care
- Extended health care
- Life insurance
- Paid time off
- Vision care

If you think you are the right candidate for this position, please submit your resume to careers@holborn.ca. We thank all applicants for their interest in a career with the Holborn Group, however, only those identified for further consideration will be contacted.