

Payroll & Benefits Administrator

Our Company

Global Power Technologies Inc (GPT) is the world's leading manufacturer and distributor of Thermoelectric Generators (TEGs) and a leading supplier of Remote Power Systems. The Company's products are used extensively in the oil and gas industry as well as for telecommunications, security and surveillance and military applications. With sales into 50 countries, GPT has been providing reliable solutions for critical remote power applications around the world since 1975.

Job Purpose

The Payroll and Benefits Administrator is an integral member of the GPT team. This position is responsible for performing end-to-end payroll processes in a timely and accurate manner as well as overall benefits administration. The successful candidate will be a team player with a great attitude, exceptional communication skills and an enthusiastic personality.

Key Duties

- Process bi-weekly payroll for 100 hourly and salaried employees
- Act as time and attendance system administrator in SAP by Design and provide ongoing system training to managers and employees
- Enter new hires and other information changes into the payroll systems
- Reconcile and remit organization and employee deductions (source deductions, garnishments, benefits, RSP etc...)
- Calculate amount for special situation payments/deductions such retroactive pay, commissions, bonus, adjustments, separation payments
- Generate Record of Employment to CRA
- Prepare, maintain and ensure accurate related payroll records and reports
- Provide information to employees on payroll and benefit plan matters
- Complete inquiries for payroll information from Service Canada
- Complete year-end procedures, reconciliations and reporting, verification and distribution of T4s and T4As, completion of T4 summary and related annual reporting
- Respond to inquiries from other departments and external organizations
- Administration of GWL benefits and insurance programs; including enrollment, changes, disability administration and terminations.
- Responsible for third party billing and reporting activities
- Administration of RRSP program
- Provide HRIS Administration back up when required
- Other related duties as assigned

Qualifications

- 2+ Years Payroll job experience
- Diploma or certificate in business administration, human resources or similar
- Manufacturing industry experience is an asset
- Knowledge of Payworks or other cloud based payroll systems
- ERP experience, SAP By Design experience is an asset
- Solid understanding of payroll legislation, employment standards in Alberta
- Proven skills working on and developing advanced Excel spreadsheets
- Able to maintain confidentiality in all matters related to employee compensation and benefits
- Self-directed and independent, but also experienced in working effectively as a member of a team, which includes internal and external stakeholders
- Excellent analytical and problem-solving skills
- Able to prioritize and organize time effectively to meet strict deadlines
- Exceptional communication skills
- Benefit administration is an asset.

To Apply

Please submit your resume and cover letter to HR@globalte.com quoting the job title in the subject line and tell us why you are the best candidate for the job. We thank all applicants for their interest, however due to the volume of anticipated applications, we will be responding only to those candidates who are shortlisted.