



As the Payroll & Human Resources Coordinator, you will be responsible for supporting the operations of the department and ensure that processes and payroll functions for the organization are carried out accurately and in a timely manner. While communicating effectively with internal and external stakeholders, you will respond to inquiries regarding payroll, policies, procedures, programs and escalate employee concerns and issues. Assist with biweekly payroll processing for employees in Canada, USA, Europe and China including retail stores.

Some of What You'll Do:

- Ensure Time off requests are approved prior to payroll processing
- Review Timecards prior to payroll processing and ensure any errors are corrected
- Track work permit expiries
- Produce Records of Employment as required.
- Administer the Group Benefit Plan; enrollments, changes, terminations and proper record keeping of documents
- Assist with various letters of employment
- Serve as the first point of contact for employee questions regarding company policies and benefit plans
- Ensure company policies and procedures are followed and respected
- Assist with new hire onboarding and offboarding
- Track eligible Quebec training activities and expenditures for Bill 90 (1% training)
- Ensure Employee HR files are maintained and up to date with proper documentation
- Assist with other HR/Payroll special projects as needed

Some of What You'll Need:

- Minimum of 2 years of experience working in a similar role
- Experience working with a Payroll/HR system, ADP knowledge an asset.
- Proficient user of Excel and Word
- Detail oriented and highly organized with strong follow up skills
- Ability to deal with sensitive and confidential material
- Excellent interpersonal skills
- Excellent communication skills (verbal and written)
- Bilingual in French and English
- Payroll Certification an asset.