



Payroll & HR Administrator

Experience Required

CONTACT

TWINCON ENTERPRISES LTD.

#101-1850 Camrose Street, Penticton, BC
Office: 778.646.2082
Email: hr@twincon.ca
Website: <http://twincon.ca>

START DATE: To be determined

SALARY: 55,000-65,000

BENEFITS: Extended health care
Dental care
Vision care
Life & Disability insurance
Employee assistance program
Casual dress and company events

ABOUT TWINCON

TWINCON ENTERPRISES LTD. in Penticton specializes in civil earthworks, excavation and rock breaking, drilling and blasting, and subdivision development. TwinCon holds itself to the highest standards in both the quality of work produced for its clients and the community and the maintenance of a safe and healthy work environment for its employees on all job sites. We are one of the fastest growing companies in the South Okanagan, offering 15 years of experience and an extensive inventory of heavy equipment to match both large and small contracts. We are proud of our professional reputation for high quality work and safety orientation.

TwinCon is committed to providing an exceptional place of work for our employees. We believe that you should enjoy where you work and feel as though you have purpose and direction. We offer a full benefits package and encourage the growth and development of our staff. We are looking for a career-driven individual to join our team as **Payroll & HR Administrator**. This position offers an exciting opportunity for the right person having a strong desire for a career in the civil construction industry.

As our new Payroll & HR Administrator, you will be responsible for all aspects of payroll (for field and office staff) and HR practices under the direction of our Operations Manager.

Payroll Responsibilities:

- Administer payroll on a bi-weekly basis for salaried and hourly employees, including:
 - Verifying timesheets for accuracy
 - Applying appropriate overtime rules
 - Applying required deductions and advances
 - Distributing pay stubs
 - Addressing and correcting any discrepancies in a timely manner
- Maintain employee records, including:
 - Initial employee set-up in payroll and timekeeping systems
 - Vacation calendar
 - Probation and anniversary review dates
 - Process terminations and issue Records of Employment (ROE)
- Balance payroll liabilities accounts monthly
- WorksafeBC Quarterly Remittance Reporting
- Filing of government remittances and garnishments
- Process T4s and other year-end statements and reporting for accuracy
- Track vacation and process employee expense reports



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HR Responsibilities:

- Assist with personnel issues as necessary
- Company orientation and onboarding of new employees
- Coordinate job postings, recruit, and interview candidates for open positions
- Manage and coordinate employee performance reviews
- Assist with terminations, ensuring that all applicable laws and regulations are followed
- Policy development and updates
- Remain up to date on all legislation and policies (Employment Standards, etc.)
- Administer group benefits plan, which includes setting up new members, ensuring all eligible employees are enrolled on time, processing benefit changes, calculating payroll deductions/taxable benefits, billing verification, reconciliation, and remittances.
- Communicate with benefits providers as needed
- Respond to employee inquiries regarding payroll and benefits

To set yourself up for success in this role, you will already have:

- Completion of a HR certificate, diploma, or degree
- Payroll Compliance Practitioner (PCP) certification or partial completion
- Previous experience with Jonas or a similar ERP system
- Previous experience in payroll and/or Accounts Payable
- Self-starter with the ability to drive change
- Previous experience in the construction industry
- Knowledgeable with Microsoft Office, particularly Microsoft Excel
- Exceptional organizational skills
- Proven ability to work as part of a team
- Problem solver

Interested applicants are invited to submit their resumes to hr@twincon.ca.