



Job Posting ***Human Resources Administrator***

Position Type: Regular, Full-time

Company Name: Hole's Greenhouses & Gardens

Application Deadline: Open until filled

Hole's is looking for a Human Resources Administrator to be responsible for the administrative duties involving on-boarding new employees and maintaining employee records. Reporting to the CEO, this individual works closely with the Staff Accountant to ensure that the employee data base is current, accurate and compliant with legislation. Clear verbal and written communication skills and attention to detail are critical to this manager/employee service driven position.

General Duties

- Contact new employees to provide and then collect paperwork required for on-boarding (complete new employee check-list), arrange orientation dates, and enter information into payroll/time-keeping software
- Maintain detailed records of all employee information (e.g. employment contracts, corrective action, training dates, wage information, probationary reports, WCB claims, terminations etc.)
- Perform biweekly payroll runs, submit payroll information to Ceridian for processing, and process records of employment when required as back-up to Staff Accountant
- Notify employees of when they become eligible for benefits and arrange to meet to explain company benefit plan
- Complete, verify and process forms and documentation for administration of benefits (wage increases, terminations etc.) and submit to Staff Accountant for payroll adjustments
- Advertise, screen, interview and conduct reference checks for entry level service or greenhouse positions if required
- Answer employee inquiries regarding payroll and benefits, and provide letters of confirmation of employment when requested
- Collaborate with department managers in organizing job fairs off and on-site
- Submit WCB reports in a timely manner, as well as all other duties as required by WCB legislation
- Perform employee orientations as required
- Other administrative duties as required

Qualifications

- 2+ years in payroll/ benefit administration or in a Human Resources support position
- Proficiency using Microsoft Office Suite, specifically word and excel
- Excellent written and verbal communication skills
- Extreme attention to detail
- Customer service orientated
- Ability to maintain a high level of confidentiality
- Experience working with a HRIS database preferred

Education

- Post-secondary training in Payroll or Human Resources administration preferred

Contact: Janice Curle

Human Resources Coordinator

101 Riel Drive, St. Albert, Alberta, Canada, T8N 7H7

janice@holesonline.com

780-419-6803

www.enjoycentre.ca/employment