



PAYROLL & HUMAN RESOURCES ADMINISTRATOR

Who are we?

Greystone Energy Systems Inc. is internationally recognized as one of the largest ISO registered manufacturers of HVAC sensors and transducers for Building Automation Management Systems. Headquartered in Moncton, with a global presence, the sales team is located in Canada, USA, Middle East, India, Singapore and Malaysia. Greystone Energy Systems is strongly committed to innovation, quality and environmental sustainability; always striving to exceed clients' expectations. Greystone is an equal opportunity employer that values diversity and inclusivity and encourages applicants from all backgrounds to apply.

Why choose Greystone Energy Systems?

- A full range of Health Benefits (shared costs)
- Participation in the Group RRSP plan, 100% employer match
- A telemedicine virtual healthcare service
- Employee and Family Assistance Program
- Opportunities for Skills Development
- Free Parking
- Daytime hours, Monday to Friday work Schedule
- Annual Performance Appraisals

Objective & Purpose

This role is a shared resource between Human Resources and the Finance Department. The primary responsibilities are to support the day-to-day activities of both departments.

1. **Payroll**, the primary responsibilities are to act as primary payroll person for the bi-weekly payroll processing activity using the electronic time-keeping application, ADP. Additional job tasks that support the finance department.
2. **Human Resources**, the primary responsibilities are to perform administrative functions of day-to-day HR tasks, such as maintaining personnel records, full cycle recruitment, on-boarding new employees, updating various reports and trackers.

Principle Duties & Responsibilities

Fully manage the entirety of the talent acquisition life cycle including, but not limited to;

- Responsible for the full cycle payroll.
- Examine all payroll documents submitted for input and verify accuracy to ensure all transactions are properly supported.
- Data entry of new hires and any other payroll related changes in the payroll system.

- Prepare Record of Employment and submit electronically to Service Canada through the payroll system.
- Create, maintain, and manage all personnel files for both full and part-time staff from date of hire to date of separation both physically and digitally.
- Conduct Background and credit checks.
- Full-cycle Recruitment: job postings, post ads on online job boards, screen resumes and conduct pre-screening interviews, conduct telephone reference checks, and draft offer letters.
- Onboarding of new hires.
- Develop relationships with recruiters, schools, and any other party that can help advance our recruitment efforts.
- Report and maintain all work-related injuries, complying with provincial and federal regulations.
- Maintain various reports and trackers.
- Biweekly payroll processing in ADP Workforce Now.
- Maintain and reconcile benefit deductions.
- Promote employee online ADP registration and assist when needed.
- Complete RRSP additions and terminations as required.

Education, Training & Experience

- Post-Secondary education in a related field.
- A minimum of 1 to 2 years of work experience in a payroll role is preferred.
- A minimum of 1 to 2 years of work experience in an HR role is preferred.
- Canadian Payroll Association (CPA) certification is considered an asset.
- Experience in Event Planning is an asset.

Skills and Competency Requirements

- Ability to work under time constraints to ensure deadlines are met.
- Must be proficient in Microsoft Office products.
- Ability to work in a team environment.
- Excellent communication (both oral and written)
- Interpersonal skills, customer service skills.
- Can handle confidential information ethically and professionally.
- Effective attention to detail and a high degree of accuracy.
- Ability to problem solve, make decisions, and exercise good judgment.
- Strong math skills.

Please submit your application for consideration by end of day September 2, 2024.

Only those who will be considered for the next step of the application process will be contacted.

Applications should be forwarded to Jodi Mattatall.

Please email resume and cover letter to mattatall.j@greystoneenergy.com