



## Human Resources, Payroll and Benefits Specialist

- **North Bay**

As a member of the Human Resources team, you will be responsible for providing support to all aspects of the Human Resources function, including payroll, compensation, benefits, disability management, and recruitment. You will be responsible for payroll administration, including managing and executing the necessary activities to accurately calculate, prepare and process bi-weekly payroll, payroll year-end and mandatory statutory remittances. You will act as subject matter expert and administrator of the HRIS (Ceridian Dayforce HCM) platform, providing frequent support to employees and management.

You have strong analytical, critical thinking, and problem-solving skills, as well as a high degree of accuracy and attention to detail. You have a demonstrated ability to use discretion and sensitivity when dealing with staff privacy and confidentiality, and understand the importance of following established processes, including accurate and timely reporting. Your proven ability to develop work plans and schedules, set and meet goals, and work with minimal supervision is complemented by your ability to build rapport and maintain relationships with internal and external stakeholders.

You have obtained a post-secondary degree or equivalent combination of education and experience in Human Resources/Business Administration, complemented with a minimum of five years (5) related job experience. A Certified Human Resources Professional (CHRP) designation or the ability to obtain is required. Payroll Compliance Practitioner (PCP) certification is considered an asset. This position provides a challenging career with an attractive benefits package and salary based on qualifications. If you feel you meet our needs and are interested in being a part of a rewarding career in occupational health and safety, please forward your application by **December 10, 2021** to:

### **Human Resources**

**Workplace Safety North**

**690 McKeown Avenue**

**North Bay, ON P1B 9P1**

**Fax: (705) 482-0326** (*confidential fax*)

**E-mail: [talent@workplacesafetynorth.ca](mailto:talent@workplacesafetynorth.ca)**

**[www.workplacesafetynorth.ca](http://www.workplacesafetynorth.ca)**

WSN is an Equal Opportunity Employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, WSN will provide accommodations to applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform Human Resources staff of the nature of any accommodation(s) that you may require.

We thank all those that apply, however, only those selected for further consideration will be contacted.