

## **HR, Payroll and Health & Safety Coordinator**

Hurst Marina is currently seeking a highly motivated HR, Payroll and Health & Safety Coordinator to provide effective organization and support to our Human Resources, Payroll and Safety programs. This is a full-time position, Monday to Friday schedule.

*As a HR, Payroll and Health & Safety Coordinator you will:*

- Prepare, verify and process Bi-Weekly payroll;
- Prepare payroll related filings and supporting documentation;
- Maintain employee records, employee handbooks and job descriptions;
- Support recruitment and selection processes of new hires;
- Support with the drafting of contracts/agreements as required;
- Conduct new hire onboarding and orientations;
- Administer employee benefits plans, paid sick time, leaves of absence, and vacation;
- Participate and coordinate JHSC meetings, workplace inspections, audits, and reporting;
- Oversee policy compliance, create new policies as directed, review policies on an annual basis and update as needed;
- Manage all aspects of WSIB, including claims and premiums;
- Provide H&S training as required or requested and manage the training matrix to ensure compliance with legislated training requirements ensuring employee acknowledgment;
- Act as a point of contact and provide support to employees in various HR, payroll and Health & Safety related topics.

*This opportunity includes:*

- Competitive salary;
- Benefits package for full-time employees;
- Company matching RRSP-DPSP program.

*The ideal candidate has:*

- Undergraduate degree /College Diploma in a related discipline, preferably (HR Management/Accounting/Payroll);
- 1-2 years work experience in human Resources/payroll/health & safety;
- Knowledge of human resources processes and best practices;
- Understanding and knowledge of Canadian employment laws and regulations;
- Computer proficiency, including Office 365;
- Excellent interpersonal, written, and verbal communication skills;
- Ability to multitask and prioritize changing situations;
- Excellent attention to detail and accuracy;
- Ability to assess situations carefully and are sensitive in dealing with people;
- Ability to act with professionalism and confidentiality;
- JHSC certification an asset;
- Benefit administration experience an asset;
- Experience working with WSIB an asset;
- Experience with Ceridian an asset.

[Apply Here](#)