



Human Resources & Payroll Coordinator Roterra Piling Ltd.

ABOUT ROTERRA:

Roterra is a turn-key foundation solutions provider with focus on four main technologies: helical screw, bored cast-in-place, driven, and continuous flight auger piling along with excavation support (shoring). We offer engineering and fabrication solutions with a focus on providing end-to-end service. We service all markets and all project sizes pride ourselves on providing industry-leading customer experience.

WHY WORK FOR ROTERRA:

We offer a comprehensive compensation plan including a health and dental package, employee assistance plan, competitive salary, group RRSP and deferred profit sharing plans, as well as room for growth. Roterra has a young and dynamic team that is owner-operated and committed to being a leading provider of our core products and services across North America. If you are looking to join a professional team of high functioning and high performing individuals committed to accomplishing significant growth for both the company and the individuals, than Roterra is for you.

ROTERRA CORE VALUES

- We pursue excellence by constantly raising the bar
- We have passion and enthusiasm – for our roles, the company and our relationships
- We are experts that continually grow
- We do the right thing
- We are team players

PURPOSE:

The Human Resources & Payroll Coordinator helps to guide the overall activities of the Human Resources department. This position supports both employees and managers while providing recruiting, employee relations, benefit and payroll administration, and managing events and activities for the company. The successful candidate will have the key responsibilities as present below.

DUTIES:

- Post and maintain employment advertisements on external and internal websites as required and field incoming calls as required
- Coordinate candidate interviews and prepare interview packages
- Assist managers with recruitment process including pre-screening, performing interviews, reference checks, and preparing offer letters for a wide range of applicants from entry level laborer's, field staff, to senior management
- Perform new hire orientations and employee on-boarding process
- Process bi-weekly payroll including calculating and monitoring hourly pay, tracking salaried vacation and sick time, reviewing company deductions related to benefits, and answering employee enquiries
- Process and post bi-weekly reimbursements
- Ensure all year-end payroll requirements are accurately completed and filed timely
- Administer the company benefit plan and RSP/DPSP program
- Administer and record employee recognition and incentive programs
- Maintain, update, and track employee records
- Plan and organize staff events and prepare monthly employee newsletter and birthday and anniversaries e-greeting cards
- Act as a change agent to build awareness of new human resources processes and facilitate successful process, behavior and cultural change
- Review and assist in the development and implementation of policies, programs, and procedures

- Assist in the completion of monthly and quarterly workplace inspections
- Participate in some health and safety initiatives and tasks including scheduling fit for duty appointments, safety trainings, meetings, and orientations
- Assist Senior Management with special projects or general office administration

EXPERIENCE REQUIREMENTS:

- 3+ years of human resources, business administration or related experience (required)
- 2+ years of payroll administration experience (required)
- 1+ years of recruiting and onboarding experience (required)
- 1+ years of QuickBooks payroll experience (asset)
- Construction, engineering, and/or manufacturing experience (asset)
- General accounting and/or health and safety experience (asset)

EDUCATION/TRAINING REQUIREMENTS

- Post-secondary education in Human Resources, Business Administration, or related discipline (required)
- Completion of, or working towards, payroll certification (asset)

CORE COMPETENCIES

- Strong organizational and time management skills to perform a variety of tasks and meeting required deadlines
- Results-driven and career focused thriving on the success and growth of a company culture
- Strong morals and ethics, along with a commitment to privacy and confidentiality
- Integrity and professionalism
- Strong interactive communication skills both verbal and written

LOCATION:

Acheson (West Edmonton), AB

WAGE:

Based on Education and Experience

OTHER:

Hours are 8:00am to 4:30pm M-F. This is not a remote position.

Consideration will be given for candidates who prefer a shortened work week (i.e. 9am – 2pm)

HOW TO APPLY:

If you are interested in this position, please send your resumes to careers@roterra.com