

Corrosion Service was founded in 1950 by Thomas R.B. Watson as the first Canadian firm to specialize in cathodic protection. Our founding philosophy was based on the principles of providing great customer service and developing a deep understanding of customer needs, these same core principles still guide our company today.

Throughout our history we have always been privately owned by successive groups of employees that have risen through the organization. This ownership structure gives us a unique perspective on business and ensures that our stakeholders (customers, employees and partners), rather than shareholders, always come first. This is vital for a company such as ours, given that we exist primarily to protect the environment, our fellow citizens and the prosperity of the communities in which we live. The position is based in Markham, Ontario.

### **General Function:**

The Payroll and Human Resources Specialist will be responsible for providing support regarding all payroll and human resources issues in conjunction with daily administrative tasks.

### **Responsibilities:**

- Prepare biweekly payroll for all salary and hourly employees, month end and year end submissions.
- Ensures the flow of information (i.e., benefit forms, booklets, Company communication, etc.) is maintained.
- Assists in the recruitment process for all employees.
- Co-ordinates internal recruitment processes with the supervisors with regard to job postings.
- Co-ordinates employee relation functions.
- Responsible for co-ordination with the Human Resources Manager to handle employment legal issues and/or government agencies to include but not limited to, Human Rights, Pay Equity and Employment Standards for multiple provinces is kept up-to-date on state legislation changes.
- Maintain and monitor benefits, training and employee files.
- Update employee posting board.
- Perform other duties as assigned by the Human Resources Manager

### **Qualifications:**

- Bachelor's degree or diploma in Human Resources or Finance is an asset
- CPM or PCP designation is preferred
- CHRP enrolment or designation is an asset
- 5+ years of full cycle payroll experience in a computerized payroll environment is required
- Exposure to multiple provinces is asset
- Excellent skills using Excel, MS Word, and experience working with automated Payroll systems (experience with Ceridian payroll will be highly regarded but not essential)
- Self-starter at heart, with strong problem solving/judgment skills, and high level of attention to detail and accuracy
- Ability to maintain confidentiality and exercise extreme discretion
- Strong organizational and time-management skills, and the ability to work under pressure
- Ability to handle and prioritize multiple tasks and meet all deadlines

### **Application Process:**

Please send your resume and cover letter with the subject line "Payroll and Human Resources Specialist".

We are an organization where you can apply your skills to some of the world's most challenging, and interesting projects nationwide. It is a place that values the diversity of our areas of practice and our people. It's what makes Corrosion Service a great place to work and grow. Corrosion Service is an Equal Opportunity Employer. If you would like to work in a stimulating environment with the prospect of developing your potential, we invite you to explore the possibility of joining our team.

In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) please advise the Human Resources Department to ensure your accessibility needs are accommodated throughout this process.

Note: All employment is conditional upon the completing and obtaining a satisfactory background check, including employment, references and criminal records (for which a pardon has not been granted) checks.

Please note that only individual selected for an interview will be contacted.