

**CITY OF CORNER BROOK
CAREER OPPORTUNITY**

**HUMAN RESOURCES/PAYROLL SPECIALIST
(Full time/Permanent)**

The City of Corner Brook is currently accepting applications for the permanent position of Human Resources/Payroll Specialist. This position reports directly to the Manager of Human Resources and is primarily responsible for providing administrative, analytical, and payroll support for the Human Resources division.

Responsibilities and duties of this position include, but not limited to: compiling and verifying all employee records; preparing Records of Employment, and assisting with the preparation of documents related to hiring, termination, collective bargaining, grievances and employee benefits. This position assists the Supervisor of Payroll with the completion of weekly and biweekly payrolls and paid leave administration and will liaison with various city departments on a multitude of human resources and payroll related matters. This position is required to carry out payroll administration duties in the absence of the Supervisor of Payroll including the analysis and processing of complex payroll related issues. This position provides clerical support for the Human Resource Division including typing documents, maintaining the filing system, coordinating ingoing and outgoing correspondence and the scheduling of meetings. The successful applicant may also be required to handle media requests, including television and/or radio interviews and other related duties and responsibilities as assigned.

The successful candidate will possess a minimum of a diploma in Business Administration supplemented with Accounting or Human Resources related work experience. Preference will be given to individuals with certification with the Canadian Payroll Association as a Payroll Compliance Practitioner and/or as a Certified Payroll Manager. Individuals must possess strong computer, communication, and time management/organizational skills and have the ability to work in a fast-paced, high profile confidential office environment. He/she should be analytical and have experience interpreting policy, resulting in proven problem solving skills. The ability to learn quickly while maintaining a high level of attention to detail is essential for success in this role.

Classification: Non-Union
Salary: \$34,142.67 - \$45,524.38
Closing Date: A review of resumes will begin on November 2nd, 2018
Competition No: 2018-48

Please submit résumés, **giving complete details of qualifications**, to the Human Resources Office, City of Corner Brook, P.O. Box 1080, Corner Brook, NL, A2H 6E1; email hr@cornerbrook.com.

The City of Corner Brook thanks all applicants for their interest; however, only those selected for an interview will be contacted.