

Payroll & Benefits Coordinator

STONHARD

With a century of leading the industry in manufacturing and installation of high-performance, seamless floor, wall, and lining systems, STONHARD, understands the challenges in the industrial and commercial marketplace. We continue to meet customer needs by providing long-term, durable, safe solutions for facilities around the world. We currently have an immediate opportunity for a **Payroll & Benefits Coordinator** in our Whitby location.

Why Work for Stonhard?

We are the global leaders in this marketplace, and passionately believe that our success is created because of the great people who make it happen. We are a single-source company committed to our customers. We design, engineer, and provide cost-effective solutions, helping to maintain and enhance existing facilities and infrastructure, while planning and specifying new projects.

During a global pandemic, Stonhard has been able to continue our high level of service to our customers' needs which have deemed us an essential service provider.

Responsibilities:

Payroll:

- Process Weekly & Bi-weekly payrolls
- Prepare journal entry for accounting along with various additional reports.
- Troubleshoot and provide employee support as needed with WFN
- Administration of Workers Compensation
- Maintain attendance & vacation records for all employees
- Administration of Time Sheets
- Filing - electronically on WFN and Sharpoint
- Prepare year-end TD1 employee documents and validate payroll as well as T2200 preparation
- Maintain employee confidentiality at all times

Benefits:

- Main point of contact for employees and suppliers for all company benefits. Responsible for processing applications, preparing, and submitting monthly payments and reports (medical, dental, life insurance, RRSP, etc.)

Other Duties:

- RPM Compliance Training - follow up on incomplete employee training via Oracle reports

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- As part of the onboarding process, complete and disburse the New Hire Information Sheet, and set the new hire up in WFN, Oracle and Baan
- Address Changes - update employees' addresses/information in various system
- Analysis - as required for payroll, benefits & union
- Excellent Organizational Skills – Ability to Multi-task
- Other duties & projects as assigned

Skills and Attributes

- Confidentiality: This position will be trusted with the highest level of confidential data/information and integrity is of the utmost importance.
- Experience with Workers Compensation
- Ability to analyze information, problem-solve and make good decisions
- Self-directed with an ability to organize, plan and prioritize
- Detail-oriented
- Strong communication skills, both written and verbal. Understanding that our employees are our customers and excellent customer service skills are required.
- Adept in the use of MS Office 365 and applications (e.g., Excel, Word, Outlook)
- Flexible, adaptable, and responsive to change
- Strong data entry skills with attention to detail and accuracy

Education, Training & Experience

- Minimum 3 years of experience and formal training in Payroll (or equivalent combination of education and experience).
- Working knowledge of ADP WorkForce Now
- Experience with Benefits
- Union exposure

Job Type

- Full-time, Permanent
- In Office Position 8:30-5:00 / no opportunity for remote working

*** Stonhard will accommodate people with disabilities as required. If you require any accommodation through the hiring process, please let us know.**

[Click here to email for more info](#)