

# Human Resources and Payroll Specialist



April 4, 2022

Version: 001

**JOB TITLE:** Human Resources and Payroll Specialist  
**DEPARTMENT:** Human Resources  
**LOCATION:** Sherwood Park, AB  
**POSITION TYPE:** Full-time, Fixed term contract

## **JOB DESCRIPTION:**

---

The successful candidate will bring:

- Key Responsibilities
- Qualifications
- Education
- Experience

## **ROLE AND RESPONSIBILITIES:**

### **Recruitment:**

- Partner with Senior Leadership to develop and implement Recruitment Strategies.
- Oversee full-cycle recruitment and selection of new team members.
- Maintain and utilize up to date knowledge of Pay Equity, Human Rights Legislation, and provincial employment standards guidelines and legislation to ensure recruitment and compensation practices are in compliance.
- Conduct reference checks and other research and background information
- Maintain a continuous pulse with talent pool on an ongoing basis to ensure expedient recruitment solutions are viable.

### **Human Resources Management:**

- Design, develop and implement Human Resources programs and policies in partnership with Senior Leadership.
- Management and maintenance of all Organizational Human Resources Programs including but not limited to: Employee Relations, Benefits Administration (Health and Dental and Retirement), Job Classification and Job Analysis, Employee Record Maintenance and Compliance, Onboarding/Offboarding, Employee Lifecycle Management, Talent Management and Development, Compensation and Organizational Development.
- Build strong collaborative relationships with team members and organizational stakeholders to deliver quality Human Resources consulting services to client groups and management.
- Management and supervision of staff and budget.

### **Payroll:**

- Management and processing of full cycle payroll- enter payroll data, reconcile, and manage any discrepancies.
- Prepare required journal entries and forms, such as records of employment, and government remittances.

- Manage and maintain annual Income Tax filings; prepare reports, T4, T2200 and T2200S forms as per Canada Revenue Agency (CRA) requirements.
- Manage and maintain detailed payroll records and documentation for audit purposes, in accordance with statutory requirements.
- Maintain a strong relationship with CRA representatives and ensure appropriate Payroll compliance as per CRA rules, regulations and legislation.

### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- 5+ years Human Resources Management experience.
- 2+ years of Payroll processing experience a strong asset.
- Diploma or degree in Human Resource Management.
- Ability to work within tight deadlines and thrive under pressure
- Superior computer skills in MS Office
- Strong attention to detail.
- Strong communication (verbal and written), planning and organization skills.

### **ADDITIONAL INFORMATION**

Schedule: 8-hour shift

Contract Length: 15 - 19 months

Expected Start Date: June 1, 2022

### **ABOUT TERRAPRO**

TerraPro is proud to be one of Canada's best managed companies with the aim to be the leading provider of off-road terrain-related environmental products and services in Western and Eastern Canada. It employs over 100 employees in the provinces of British Columbia, Alberta, Saskatchewan and Ontario with Sherwood Park as its head office.

TerraPro's purpose is to help people access meaningful and fulfilled lives. That purpose extends into the vision for our Indigenous Inclusion Program. We are committed to working with Indigenous Peoples and communities who have an interest in our business and the needs of our clients and to whom we can provide employment or training, from whom we can procure goods and services, or with whom we can build partnerships to support the fulfilment of our vision.

### **Our Values**

"We're a group of innovators, leaders, and problem-solvers working to create win-wins for our colleagues, clients, partners, and communities"

We're a Team- We win together. We share our successes, failures, experiences, and knowledge. It makes us all stronger.

We're Caring- We put people first. We seek connections, nurture relationships, and help communities.

We're Creative- We work smarter. We look in other places, ask different questions, and try new things. We lead the way forward.

We're Growing- We strive for improvement and don't stop at "good." We chase down more knowledge and success

**Benefits:**

- Dental care
- Extended health care
- Vision care

**To apply, please email your resume to [hr@terraproinc.com](mailto:hr@terraproinc.com) with the job title in the subject line.**