



PAYUKOTAYNO

James and Hudson Bay Family Services

POSITION TITLE	HR/Payroll Administrator
DEPARTMENT	Human Resources
REPORTS TO	Director of Human Resources
CLASSIFICATION	Permanent, Full-time
LOCATION	Moosonee/Moose Factory
POSTING DATE	September 20, 2024
CLOSING DATE	October 4, 2024 at 4:30 p.m.
COMPETITION NUMBER	191-24

POSITION RESPONSIBILITIES:

The HR/Payroll Administrator assists with the administration of the day-to-day operations of the human resources functions and duties. The HR/Payroll Administrator carries out responsibilities in the following areas: Payroll, Benefits Administration, HRIS, employee relations, compensation and organization development.

QUALIFICATIONS:

- Human Resources Management Certificate and or equivalent combination of at least 2 years’ experience and training in an HR environment
- Minimum of two (2) years of experience with the ORMED payroll program or similar payroll program and payroll remittance preparation.
- Excellent oral and written communication skills
- General knowledge of various employment laws and practices
- Experience in on-line administration of benefits and other HR Programs
- Excellent interpersonal and organizational skills
- Able to exhibit a high level of confidentiality
- Must be able to identify and resolve problems in a timely manner
- Must be able to gather and analyze information skillfully
- Email hr@payukotayno.ca for a full job description

SALARY RANGE: As per Management Support Salary Grid

SUBMIT COVER LETTER, RESUME AND THREE (3) SUPERVISORY WORK REFERENCES, WITH EMAIL ADDRESSES, AND PERMISSION TO CONTACT, TO:

Human Resources
Payukotayno: James & Hudson Bay Family Services
P.O. Box 189, Moosonee, ON POL 1Y0
Fax: (844) 444-0627 E-mail: hr@payukotayno.ca

Please note that preference may be given to qualified Cree Speaking applicants in our hiring process.

ONLY CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED.

We are an equal opportunity Employer. If you require a disability related accommodation to participate in the recruitment process, please contact the Human Resources Department