



Payroll Administrator Full-Time

Campbell River Region
Campbell River

Thursday January 29, 2026

\$41 - \$60/ hour

Company: Myra Falls Mine

Industry: Mining, Other

How to apply:

We offer a comprehensive compensation package. If you are interested in joining our team, please email your resume and cover letter to MyraFalls.HR@myrafallsmine.com citing "Payroll Administrator" in the subject line. Trafigura is an Equal Opportunity Employer. Only candidates selected for an interview will be contacted. If accommodations are required, please notify us upon scheduling an interview. Thank you for your interest in Myra Falls Mine.

Attachment: [Job Posting - Payroll Administrator.pdf](#)

Expiry Date:

Thursday, February 12, 2026

Details:

Myra Falls mine, situated in Strathcona Provincial Park, 90kms southwest of Campbell River on Vancouver Island, British Columbia, has been operational since 1965. The mine has a lifespan of over ten years. We are looking for a proactive, detail-oriented Payroll Administrator to join the Human Resource team. The Payroll Administrator will provide the full administrative support of the payroll processes and can juggle various administrative tasks in a timely- manner. Our ideal candidate would be a team player having experience working in a unionized environment with solid experience in SAP.

Job Overview: We are looking for a proactive, detail-oriented Payroll Administrator to join the Human Resource team. The Payroll Administrator will provide the full administrative support of the payroll processes and manage various administrative tasks in a timely- manner. Our ideal candidate will be a team player, having experience working in a unionized environment with solid experience in SAP.

Responsibilities:

- Run both hourly union and salaried employees payrolls;
- Process payroll related transactions (tax, ROE's, and other bank files, garnishments, etc.);
- Provide education to all areas of organization regarding payroll related processes;
- Review and audit employee time data submitted for processing;
- Assist in the administration of employee programs such as group benefits;
- Assist with the production of assigned weekly, monthly, and annual reports on a timely basis;
- Prepare report for external bodies in line with legislation;
- Key-user for SAP HR/Payroll;
- Testing of SAP

configuration changes; • Draft general forms, letters, reports, and memos as required; • Manage time off spreadsheets and tracking absence data as required • Suggest and participate in improvements to HR/Payroll processes; • Provide administrative support to the HR department as needed; • Support HR Manager with basic HR admin duties and special projects and additional initiatives as requested

Qualifications & Experience:

■ Knowledge of payroll and human resource management principles and practices
■ Experience working with SAP and in the mining industry would be considered an asset
■ PCP/CEBS/ certification and /or degree/diploma in accounting, human resources or related field
■ Strong verbal and written communication skills
■ Ability to meet deadlines while maintaining accuracy, quality, and attention to detail
■ Intermediate to advanced skills working with Microsoft Office and proficiency with numbers;
■ Ability to gain a strong command of new software systems
■ A team player who has the drive to continue learning, excel, and grow in a team-oriented and dynamic environment
■ Exhibit a high level of professionalism and excellent interpersonal skills
■ Demonstrates an extremely strong work ethic and displays initiative to strive to deliver value above and beyond
