



# Payroll Specialist Full-Time

Other  
Nanaimo

Monday April 20, 2026

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\$31 - \$40/ hour (\$65,000 - \$75,000 )

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**Company:** Western Forest Products

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**Website:** <https://www.westernforest.com/careers/>

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**Industry:** Finance & Banking

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**Remote/Camp Based Job:** No

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**How to apply:**

Please apply directly at:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=03e232f7-4ad2-44ca-9e5d-fa35c31b335a&cclid=19000101\\_000001&type=JS&lang=en\\_CA&jobId=516233](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=03e232f7-4ad2-44ca-9e5d-fa35c31b335a&cclid=19000101_000001&type=JS&lang=en_CA&jobId=516233)

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**Expiry Date:**

Monday, May 04, 2026

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**Details:**

Payroll Specialist Permanent-FT-Salaried Nanaimo, BC, CA Salary Range:\$65,000.00 To \$75,000.00 Annually THE OPPORTUNITY Western Forest Products is hiring for a Payroll Specialist to join our team based in Nanaimo, BC. What You'll Do: The Payroll Specialist is responsible for processing payrolls in both a salaried and unionized environment. The Payroll Specialist will be part of a team delivering outstanding payroll services to over 2,000 employees on a bi-weekly and semi-monthly basis while adhering to company policies, employment law, and other requirements under our various collective agreements. The Payroll Specialist will have an outstanding attention to detail, will be an excellent communicator, and be able to prioritize and manage deadlines while maintaining the highest level of confidentiality and accuracy. Working closely with the human resources team, the Payroll Specialist will process on-boarding and off-boarding requests and other employment modifications, manage benefit and collective agreement changes, and provide timely responses to reporting requests. Who You Are: You are a detail-oriented and service-driven payroll professional who takes pride in delivering accurate, timely, and confidential payroll services. You thrive in a fast paced, deadline driven environment and are comfortable working with both salaried and unionized employee groups. Known for your integrity, strong communication skills, and collaborative approach, you build positive working relationships with employees, unions, and internal partners. You enjoy staying current with legislative and system changes and bring a continuous improvement mindset to payroll

processes and practices. What We Offer: • Salary range of \$65,000 - \$75,000 based on skill level, qualifications, and experience • Annual incentive plan • Pension plan contributions - WFP contributes 7% towards a pension plan, no matching required • Extended health and dental benefits – WFP pays for 100% of the employee monthly premiums • 3 weeks' vacation to start • Employee family assistance program • Financial support for learning and development opportunities

Work Environment: This role is to be performed in person at our Nanaimo office.

RESPONSIBILITIES • Preparation and production of assigned payrolls including providing notice for funding requirements; • Maintaining employee data in ADP Work Force Now and Time & Attendance portals in accordance with company policy and with due regard to confidentiality; • Processing new hires, transfers, terminations, changes in salary, allowances and benefits; • As required, processing lump sum and special payments separate from the regular payroll runs and calculating manual pay adjustments required for partial period payments including retro-active pay; • Preparing documentation such as records of employment (ROE's); • Benefits administration including maintenance, documentation and calculation of employee taxable benefits; • Long term disability, pension and union reporting requirements; • Processing garnishee orders and requirements to pay; • Preparation and distribution of payables and journal voucher data for payroll and benefits; • Periodic reconciliation of payroll, g/l and benefit data; • Yearend processes related to payroll and T4 preparation, PIER reports, and reconciling CRA business accounts; • Provides payroll information for budgeting purposes, collective bargaining and cost benefit analysis and assists in the co-ordination of special projects; • Responds to ad hoc information and reporting requests from retirees, the business, HR & other departments; • Responds to queries from employees concerning payroll calculations and verification of income as well as queries from outside agencies; • Contributes to the development and implementation of departmental plans, goals and objectives; and • Keeps current with respect to legislative and legal requirements, changes to our collective agreements, and technological changes as they impact on payroll. YOUR CAREER At Western Forest Products, we believe our most significant asset is our people. Investing in our people brings value and success to our business, ensuring a safe, engaged, productive and continuously improving workplace. We offer challenging opportunities working alongside the best in the industry to meet your career and professional development goals while providing competitive total rewards and

recognition. We provide a variety of on-the-job training and continuing education in many areas at Western to ensure you have the skills you need to succeed. Our promote-from-within culture recognizes high performance and we offer diverse career paths across the organization for those with the talent and will to advance.

**WESTERN OVERVIEW** Western Forest Products is a leading forest products company that sustainably manages forests and manufactures high-quality wood products. Headquartered in Vancouver, British Columbia with operations in the coastal region of BC and Washington State, Western meets the needs of customers worldwide with a specialty wood products focus and diverse product offering. Our commitment to health and safety, environmental stewardship and community engagement is core to how we do business at Western Forest Products. Our approach to responsible business practices in all aspects of our business is multi-faceted. We adhere to and employ the most stringent environmental practices in the world. The steps we take to ensure the forests in which we operate are renewed and remain healthy and viable for future generations are mirrored in the care we take to make certain our communities continue to grow and prosper. This includes investing in communities where we operate and continuing to forge mutually beneficial relationships with First Nations in respect of their local and cultural interests.

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### **Qualifications & Experience:**

Education and Experience • At least 3 years' experience as a payroll specialist; • Experience with hourly, unionized and salaried payrolls; • Completion of or currently enrolled in PCP program; • Experience with payroll software, preferably ADP; and • Familiarity with benefits administration and collective agreements.

Skills, Knowledge and Required Competencies • Able to handle confidential information; • High level of accuracy and an outstanding attention to detail; • Ability to prioritize and manage deadlines; • Proficiency with Microsoft word, excel, and outlook; • Working knowledge of payroll best practices; and • Working knowledge of Federal and provincial requirements including WCB, MSP, EHT, etc.

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