



## **Payroll Administrator**

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.

The Myra Falls mining operation was previously owned by leading global zinc and lead producer Nyrstar. Following the company's financial restructuring in 2019, Trafigura became a majority shareholder, and the mine is now part of the Trafigura Mining Group portfolio. Trafigura Mining Group's assets extend across Europe, Africa, North America and Latin America, ranging from wholly-owned facilities to joint ventures and minority investments.

Trafigura is a leading provider of the key commodities that power and develop our world, with international operations comprising 8,619 employees in 88 offices across 48 countries. For almost three decades, Trafigura has been connecting its customers to the global economy, growing prosperity by advancing trade. Trafigura sources, stores, blends and delivers a range of raw materials, including oil and refined products and metals and minerals to customers around the world and has recently established a Power and Renewables Trading division.

The trading business is supported by industrial investments and assets, including majority ownership of global zinc and lead producer Nyrstar; a significant shareholding in global oil products storage and distribution company Puma Energy; global terminals, warehousing and logistics operator Impala Terminals; Trafigura Mining Group; and Galena Asset Management.

Trafigura has achieved substantial growth over recent years, increasing revenue from USD12 billion in 2003 to USD147 billion in 2020.

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.

### **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;

**Special Skills and/or Knowledge Required:**

- 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.

We offer a comprehensive compensation package. If you are interested in joining our team, please e-mail your resume and cover letter to [MyraFalls.HR@myrafallsmine.com](mailto: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.