

HR Payroll Coordinator for Fuerste Vaccination Services

This position gives ample amount of autonomy and flexibility to create innovative processes and strategies. Reporting to the owners the HR Payroll Coordinator will be responsible for full-cycle recruitment, onboarding and offboarding and orientation/training. This coordinator will also be doing payroll benefits, changes in compensation and employment, updating and implementing new policies, health and safety, as well as employee engagement and conducting training workshops. General office coordination such as ordering supplies, distributing supplies, scheduling staff will also be considered as part of the required job duties.

Qualifications & Experience:

A diploma in an administrative program; or

2 - 4 years' experience in providing administrative support in a similar environment;

Solid understanding of Sage 360.

Proficiency in the use of Windows based computer applications including:

Outlook, Excel, Word, Publisher and other standard computer applications; and

Knowledge of and ability to maintain filing systems.

An equivalent combination of education and experience may be considered.

The HR Payroll Coordinator will have an understanding and appreciation of Aquaculture – how it benefits our communities and as a sustainable resource.

How to apply:

Your resume and cover letter which outline how you meet the qualifications required for this position can be submitted to the attention of:

Heidi Fuerste – hfuerste@telus.net