



Junior Payroll Administrator

Plan Group is currently looking to grow our Accounting team with the addition of a **Junior Payroll Administrator** responsible for the accurate and timely processing of a high-volume weekly unionized payroll.

Plan Group Inc. (Plan Group), <http://www.plan-group.com/> a subsidiary of Bouygues Energies & Services <http://www.bouyguesenergiesservices.com/en> is Canada's most innovative technical services provider. For over half a century, Plan Group has merged integrated, multi trade knowledge, a commitment to excellence, and a belief in the power of creative thinking to improve the environments of those who live and work in the facilities Plan Group has contributed to. It is about more than hiding cables or snapping panels together. Plan Group asks smart questions, brainstorms original solutions and executes with tenacity, and is always aiming for nothing less than perfection.

The **Junior Payroll Administrator** will be responsible for the accurate and timely processing of payroll. Performing various clerical and accounting tasks such as data management and keeping employee information that is relevant to payroll purposes up to date. The Payroll Administrator is a member of the accounting team and provides support to other roles within the department as required.

As a member of our Payroll team you will:

- Process timesheet data entry and review for accuracy and completeness
- Extract timesheets and review work hours for completeness, accuracy and allocation to correct cost centers
- Process terminations, ROEs, while adhering to company and union policies
- Maintain employee records and weekly payroll records
- Liaise with payroll manager and/or coordinator on weekly payroll timesheets
- Other payroll administrative duties as assigned

QUALIFICATIONS

- PCP designation preferred or an acceptable combination of education and progressively responsible experience
- 1 year of experience hourly union and non-union payroll processing for 500+ employees
- Must have advanced knowledge of Microsoft Office, specifically Excel
- Knowledge of Jonas software an asset
- Excellent written and verbal communication
- Analytical and organized with superior attention to detail
- Team player with the ability to work independently
- Ability to handle strict deadlines and work under pressure
- Professional, responsive, and positive work attitude is essential
- High respect for confidentiality and a high level of sound and independent judgment, reasoning, and discretion



- Competitive compensation and benefits
- Opportunities for growth and development
- An open and collaborative work environment
- And so much more....

Thank you for your interest in joining Plan Group. Please note that due to the volume of applicants only those who will be considered for an interview will be contacted.

Accommodations for applicants with disabilities will be made during the recruitment processes. Should you be contacted for an interview please advise if accommodations are required.

We are an equal opportunity employer.

All interested candidates please send your resumes to resume@plan-group.com and indicate in the subject line the position you are applying for.