



Job title: Payroll and HR technician  
Head office: 2430, boul. des Entreprises, Terrebonne (Québec)  
Employment type: Permanent, full-time

## **OUR VISION**

To be a world leader in the design and manufacture of innovative and sustainable solutions protecting loading areas, while contributing to the success of our customers and partners.

## **OUR VALUES**

I n n o v a t i o n  
P l e a s u r e  
T e a m s p i r i t

## **JOB DESCRIPTION**

Reporting to the Human Resources Director, the Payroll and HR technician is responsible of the Canadian payroll run. The technician work in collaboration with European and American accounting firms for the international payroll run.

The post-holder provide daily support to the Human Resources team.

## **KEY RESPONSABILITIES**

### Payroll part:

- Manage payroll run of every GMR's employee in accordance with received payroll data.
- Track and put up to date the staff's personal data in the payroll system (create profiles, do salary adjustments, post addition and modification, leave, etc.).
- Proceed with pension payment and garnisheed income.
- Support managers and employee with every demands and questions related to the payroll.
- Manage employee files (absence, sick leave, parental leave, etc.)
- Generate employment records.
- Administer social advantages.
- Prepare different reports.

### Human resources part:

- Act as a resource person for every questions related to human resources and contribute to a high level of intern customer service with every employee.



Participate actively in the recruitment process (prepare job posting, organize interviews, prepare employment contract, etc.)

- Create employee files, track staff movement and different changes.
- Write letters, confirmations, and documents and follow up on different demands.
- Accomplish different administrative tasks related to human resources.

### **REQUIREMENT**

- College diploma or professional studies in administration or human resources or training deemed equivalent combined with a relevant experience.
- 5 years' of relevant experience in payroll management.
- Member of the Canadian Payroll Association, a plus.
- Professionalism, discretion and confidentiality.
- Excellent analytical skills and attention to detail.
- Able to set priorities and manage many tasks at the same time, respecting deadlines.
- Proactive, Ability to function successfully in a fast-paced and constantly changing work environment.
- Ability to work independently and in team.
- Ability to work under pressure.
- Capacity to manage reports and produce statistics.
- Advanced command of the Microsoft Office suite, specifically Excel – level advanced.
- Knowledge of Nethris software, a plus.
- Member of the Order of CRHP, a plus.
- English/French bilingualism both spoken and written.

### **CONDITIONS**

- Competitive compensation
- Social advantages
- Flexible schedule allowing a better balance between family life/professional life
- Rewarding employment within a dynamic team
- Fast growing company!

GMR Safety thanks the people who will offer their services, only the selected candidates will be contacted.

GMR Safety subscribes to the principle of employment equity.