Human Resources Service Associate

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Position covered by the Memorandum of Agreement with the University of Guelph Exempt Group

Human Resources Service Associate

Human Resources

Hiring #: 2018-0031
Please read the Application Instructions [1] before applying

The University of Guelph is seeking a dynamic and motivated individual to join its Human Resources Team as a Human Resources Service Associate. Reporting to the Manager, Payroll Services, s/he will be a key member of the Total Compensation team ensuring the timely processing of the University’s bi-weekly payroll. Working in a team environment, s/he verifies, prepares and coordinates payroll for in excess of 1000 employees.

As a key point of contact for employee payroll and benefit services, the Human Resources Service Associate consults and advises clients (employees, retirees, university departments etc.) on payroll, benefits and pension inquiries. S/he conducts new employee information sessions and ensures accurate enrolment in employee group benefit/pension plans. The Human Resources Service Associate is responsible for investigating and resolving payroll and benefit issues exercising judgement as to what corrective action must be taken and advising clients of these decisions. S/he corresponds with external agencies (benefits carrier, Service Canada, Banks) as required to verify information and resolve any issues.

Requirements of the position include:

- Two year community college diploma; attainment of (or in the processing of attaining) the Payroll Compliance Practitioner certification is preferred.
- Several years of previous experience working in a payroll and employee group benefits function.
- Experience working with HRIS or payroll systems
- Excellent written and verbal communication skills
- Proven analytical and problem solving skills
- Intermediate knowledge of Microsoft Office applications
- Strong and effective organizational skills with follow through, including the ability to manage multiple priorities.
- Demonstrated understanding of payroll principles and regulations is required.
- Open to learning, exercise good judgement and have a high degree of flexibility.
- High level of diplomacy, sensitivity and confidentiality.

Position Number  060-055
Classification               Exempt Group Salary Band 4
Salary Range              $22.50 Minimum (Level 1)
                           $25.15 Normal Hiring Limit (Level 3)
                           $30.44 Job Rate (Level 7)

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. At the University of Guelph, fostering a culture of inclusion [2] is an institutional
imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2018 01 24
Closing Date: 2018 02 02

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/human-resources-service-associate

Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply