



Brantford Power Inc.

Human Resources Department

requires a

Human Resources and Payroll Assistant – (6 Month Contract with possibility of extension)

Reporting to the CFO/VP of Corporate Services or designate, the HR and Payroll Assistant will be responsible for general HR administration duties, and will in the course of those duties be directly involved in the preparation of and be otherwise exposed to confidential labour relations information. In addition, the position will process payroll for the BEC Group of Companies.

Duties

- Respond to employee and government agencies on payroll issues as requested
- Input of new employee profile and change records information
- Review employees time entries for compliance with collective agreements, BPI policies and applicable legislation
- Assist with T-slip preparation and distribution
- Preparation of monthly remittances for benefit and statutory premiums. Reconcile benefits statements.
- Process payroll for BEC Group of Companies including management, non-union and union employees
- Provide assistance to HR Generalist in regards to labour relations, employee inquiries and organizational announcements
- Key liaison with the Finance in regards to payroll for the BEC Group of Companies, including executive, management and union employees.
- Audit and review payroll transactions to ensure they are in keeping with the applicable employee agreements (i.e. employment contracts, collective agreements etc.)
- Maintain master payroll spreadsheet with scheduled pay changes
- Assist in recruiting, interviewing and onboarding
- Preparation of offer, disciplinary and termination letters
- Assist with preparation and implementation of human resources policies
- Maintenance of employee personnel files
- Assisting in salary and benefits budget preparations and analysis.
- Assist in the preparation of management's collective bargaining strategies, proposals and costing.
- Compiling evidence and analysis to assist management in support of union grievances, arbitrations and other labour relations issues
- Monitor labour relations developments by comparing and contrasting recent collective agreement settlements in the sector with BPI's current collective agreements to determine emerging trends and patterns.
- Record and distribute meeting minutes at labour relations meetings
- Providing clerical and administrative support to the HR Generalist
- Prepare letters, memorandums, announcements and other documents as required

Requirements

- Community College Diploma or 3-5 years equivalent work experience in HR and Payroll Administration
- Experience with payroll and human resources administration in a unionized environment
- Understanding of general payroll and benefits procedures and practices including but not limited to: HRIS Administration, employee records, pension and benefits administration, handling confidential and sensitive information.

- Superior customer service and interpersonal skills with ability to work collaboratively with a wide range of individuals
- Strong knowledge of current employment law matters.
- Strong mathematical, written, and verbal skills.
- Excellent organizational skills with strong focus on accuracy.
- Ability to work in fast paced environment.
- Effective communication skills with individuals at all levels of the organization.
- Able to work efficiently as a part of a team as well as independently.
- Experience interpreting collective agreement language and communicating with tact and diplomacy while maintaining confidentiality.
- Knowledge of relevant workplace and employment legislation such as. Employment Standards Act, Pay Equity Act.
- Computer literacy, including effective working skills of MS Word, Excel, PowerPoint, Great Plains and e-mail required.

WAGE RANGE - Level 2.

Qualified candidates are invited to send a detailed resume and cover letter by **December 10, 2021 at 4:30 p.m.**, to the attention of:

Human Resources
Brantford Power Inc.
P. O. Box 308, 150 Savannah Oaks Drive
Brantford ,Ontario N3V 1E7
Fax: (519)753-6130
E-Mail: bpresumes@brantford.ca
pdf format please

Please note that Brantford Power Inc. requires all new hires to be fully vaccinated for COVID-19 and provide proof of vaccination upon acceptance of employment offer.

Information gathered relative to this position will only be used for candidate selection.

We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted.

Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process. Applicants need to make their required accommodations known in advance.