

**Title:** Payroll and Benefits Administrator

**Location:** One Dr. David Friesen Drive (Sage Creek), Winnipeg

At Qualico, our people make the difference. We offer an exciting place to build your career with competitive compensation and benefit packages, company matching RRSP/DPSP program, employee home purchase program, and employee discounts.

### **Job Overview**

Reporting to the Manager, Payroll and Benefits, as the **Payroll and Benefits Administrator** you will prepare and process accurate and timely employee payrolls. You also ensure employees are insured and their benefits are administered in accordance with the organizational policies and procedures, while complying with relevant regulations and legislations.

#### **Primary Payroll Administration responsibilities will include:**

- Ensuring employee payroll is processed accurately, updating and maintaining employee documents and adhering to policies and procedures as well as relevant regulations and legislations.
- Reviewing timecard entries and ensuring that they follow applicable ESA, regarding stat holiday calculations, shift premium rules, and overtime calculations per jurisdiction.
- Submitting payroll related reports, journal entries, and business payroll surveys.
- Supporting inter-company reconciliations to payroll entries.
- Maintaining accurate employee documents in ADP Workforce Now.
- Staying current on industry trends and regulatory changes that impact payroll administration and applying these changes to enhance operational excellence when necessary.
- Supporting HR Business Partners and other parties with payroll-related duties.

#### **Primary Benefit Administration responsibilities will include:**

- Administering employee benefits accurately via application submission.
- Monitoring any changes in employment information, updating benefit premiums, reporting changes in contribution, status, and terminations to vendors.
- Remitting to insurance vendors for contributions to RRSP/DPSP plans.
- Assisting payroll year-end process to ensure internal fiscal and external government compliance.
- Staying current on applicable regulatory changes and adjusting to ensure compliance.
- Participating in departmental cross-training initiatives.
- Supporting Regional HR Business Partners on benefits related issues.

As our ideal candidate, you are...

- Organized; you effectively manage your time while balancing multiple priorities.
- A strong communicator; you clearly express your thoughts in conversation and in written communication.
- An active listener; you seek to understand and listen to others in a non-judgmental way.
- Detail oriented; you focus on detailed accuracy when dealing with a high volume of work.
- A team player; you contribute as a team member and share equally in the exchange of ideas, concepts and process outcomes.

### **Essential Requirements**

- Degree/Diploma in Payroll Administration, or equivalent.
- Minimum 8 years of relevant experience processing payroll in a multi-jurisdictional environment.
- Previous experience with benefits administration.
- Knowledgeable in Employment Standards Legislation.
- Satisfactory verification of criminal record check.
- Proficient office equipment, Microsoft Office programs (Outlook, Word, Excel, Teams, SharePoint and PowerPoint) and HRIS software (ADP Workforce Now or similar).

**Preferred Requirements**

- Completion of Payroll Compliance Practitioner (PCP) certificate is preferred.

**What We Value**

- Creating trusting and successful working relationships.
- Setting clear, measurable and achievable goals.
- Cooperating with team members in an open, positive and respectful manner.
- Staying current with technical job skills.
- Taking responsibility for the outcomes of decisions and actions.

**Work Conditions**

You primarily work in an office setting during regular business hours. Overtime may occasionally be required.

**About Us**

Qualico is a fully integrated real estate development company with offices in Winnipeg, Calgary, Edmonton, Vancouver, Regina, Saskatoon, Austin and Dallas-Fort Worth, Texas.

Since its inception in 1951, the company's activities span the entire real estate spectrum and include residential land acquisition and development, single-family and multi-family home divisions, commercial and industrial development, property management, concrete ready mix, building supply and manufacturing divisions. To learn more, click [here](#).

*Qualico welcomes applications from people with disabilities. Accommodations are available upon request during the assessment and selection process.*

Candidates being considered will be contacted. We thank you for your interest. Join our [Talent Community](#) to stay up to date on job opportunities and to find out why we have the best reason to come to work every day.

**Closing date:** June 11, 2025

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