



HR & Payroll Administrator – Job Posting

Job Title: HR & Payroll Administrator

Job Classification: Exempt

Department: Administration

Reports To: Director of Business Operations

Location: Main Office

Employment Type: Full-Time, Permanent

Working Hours: 35 hours per week, Monday to Friday 9:00-5:00

Application Deadline: Monday, April 20, 2026 by 5:00 PM

Job Reference Number: HRP0426

The HR & Payroll Administrator is responsible for the accurate and compliant administration of biweekly payroll across unionized and exempt employee groups, while supporting a broad range of human resources functions within a collective agreement environment. This role maintains the integrity of employee data and HRIS systems, coordinates recruitment and onboarding activities, administers benefits and training processes, supports disability management and return-to-work coordination, and provides guidance to employees and managers on payroll, policies, and employment practices. The position plays a key role in ensuring compliance with employment legislation, collective agreement provisions, and internal organizational policies while supporting efficient HR and administrative operations.

Job Duties and Responsibilities

Payroll Administration

- Process accurate biweekly payroll for unionized and exempt employees in accordance with employment legislation and collective agreement provisions
- Maintain payroll records including hires, terminations, status changes, step increases, retroactive adjustments, and leaves
- Process Records of Employment (ROEs), benefit deductions, and garnishments
- Administer time and attendance systems and track employee leave balances
- Prepare payroll reconciliations, journal entries, accruals, and reporting
- Support year-end payroll processing including T4 preparation and audits
- Ensure compliance with CRA requirements and provincial payroll legislation
- Respond to employee and manager payroll inquiries

HR Administration & Collective Agreement Support

- Maintain employee personnel files and HRIS records ensuring accuracy and confidentiality
- Interpret and apply provisions of the collective agreement related to payroll administration, scheduling impacts, wage progression, and leave entitlements
- Support tracking of seniority, wage grids, and classification changes
- Assist leadership with employment documentation and HR processes
- Ensure compliance with employment standards and organizational policies



Recruitment & Onboarding

Coordinate recruitment processes including:

- drafting and posting job advertisements
- screening applications
- scheduling interviews
- conducting reference checks
- preparing offer documentation on behalf of leadership

Coordinate onboarding activities including:

- employment documentation
- policy acknowledgements
- system setup coordination
- orientation scheduling
- Prepare and coordinate regret notifications for unsuccessful applicants

Benefits & Disability Management Support

- Administer employee benefit enrolment, changes, and terminations
- Respond to employee benefit inquiries
- Support pension plan and RRSP administration and reporting requirements
- Coordinate disability management processes including sick leave tracking, WCB claims, and STD/LTD coordination
- Assist with return-to-work planning in collaboration with leadership and external providers

Training & Compliance Tracking

- Maintain employee training, certification, and compliance records
- Coordinate mandatory training scheduling and renewals
- Arrange external and internal training sessions
- Support tracking of compliance-related documentation required for operational program

Reporting & Administrative Support

- Prepare HR and payroll reports and analytics as required
- Support audits and reporting requirements
- Assist with administrative coordination across HR and leadership teams
- Participate in HR and payroll system implementation improvements and process updates
- Support special projects and organizational initiatives as required

Qualifications

- Diploma or degree in Human Resources, Payroll Administration, Business Administration, or related field
- Minimum 3 years progressive experience in HR and payroll administration within a unionized environment



- Working knowledge of collective agreement administration
- Comprehensive knowledge of Canadian payroll legislation
- Experience with HRIS and payroll systems – ADP considered an asset
- Strong Microsoft Excel and Office Suite skills
- Experience coordinating recruitment and onboarding processes
- Canadian Payroll Association (PCP or PLP) designation considered an asset
- CPHR designation (or working toward) considered an asset

Applications will be accepted until **5:00pm on Monday, April 20, 2026**. While we thank all candidates for their interest, only those selected for an interview will be contacted. No telephone inquiries please. Please reference HRP40426 in the subject line.

STATEMENT OF DIVERSITY

The Ann Davis Transition Society, as an award winning and leading non-profit organization, respects diversity and fosters social inclusion. We strive to deliver inclusive service, affirming the dignity of those we serve regardless of heritage (race, ethnicity, culture, nationality, linguistic origin, place of origin, citizenship, color, ancestry), education, beliefs, creed (religion, faith, spirituality), gender, gender identity, age, sexual orientation, physical or mental health, physical or cognitive capabilities, socio-economic status and political belief.