

Job Description:

ReVital Polymers Inc. is seeking a <u>Payroll/Scheduling Administrator</u> for its Samia, Ontario facility. Samia is a family friendly city at the base of Lake Huron, with all season activities including miles of white sandy beaches, easy accessibility to major league sports teams, and recreational & cultural events.

If you are seeking a career with an innovative team where you can help North American companies improve their environmental footprint by reducing their use of non-renewable resources, then you will find ReVital Polymers a reliable career partner. We are a leading supplier of post-consumer commodity resins for the commercial, industrial and automotive industries.

Responsibilities

- Complete bi-weekly payroll
- · Manage time and attendance program
- Payroll accruals and forecasts
- Labour costing for maintenance projects
- Track vacation days, sick days, floater days
- Track hours for benefit calculations and rate changes
- Verify and track Millwright Apprentice Hours
- Issues ROEs and deal with Service Canada inquiries
- Employment verifications
- Calculate and track union dues and RRSP contributions
- Administer Employee Benefit Program/Changes and related duties
- Monitor overtime for each department
- Attendance Records Administration
- Provide accruals and forecasts to Accounting as requested
- Work with Maintenance department to cost out labour allocation for various projects
- Maintain union seniority list
- Organize crews and production schedule
- Personnel scheduling for production, maintenance, warehouse, and supervisors/office staff
- Administer Internal postings
- Schedule staff for required Health & Safety training
- Maintain employee files

Skills & Qualifications:

- Completion of related post-secondary education in Business Administration with focus on Accounting/Finance.
- 3+ years of accounting/finance related experience.
- Payroll administration experience within the last 3 years.

- Minimum of 1 year experience processing payroll transactions in a computerized environment
- Knowledge of <u>CERIDIAN</u> computerized payroll system is an asset (but not required.)
- Knowledge of SYNERION Swipe Time Card System is an asset (but not required)
- Experience with manufacturing or industrial organization is an asset.
- Excellent proficiency with productivity software, MS Office Suite particularly Excel
- Effective organizational and time management skills
- Effective communication and interpersonal skills
- Analytical thinking with strong critical thinking skills
- As part of a small finance team, the ability to multitask and pitch in where required is necessary for success in this position

Qualified candidates, please send your resume and covering letter to:

Luciano Corbo – Human Resources Manager

Luciano.corbo@revitalpolymers.com quoting job posting #ACC-01-2024

ReVital Polymers thanks all applicants for their interest however only qualified candidates will be contacted. No agencies or phone calls please