

CAREER OPPORTUNITY

Payroll/ Human Resource Administrator

General

Formal Position:	Payroll/ Human Resource Administrator
Department:	Payroll/ Human Resources
Reports to:	Payroll Manager, Human Resources Manager
Region:	Edmonton, AB
Employment Form:	Full-time
Education Level:	Post-secondary education
Contract Form:	Permanent

Job description:

Mammoet is currently seeking an enthusiastic and motivated individual to support our Payroll/ Human Resources team at our Edmonton branch. The successful candidate will provide administrative support, respond to inquiries for benefits, pension, or pay-related questions, and play a key role in understanding and optimizing the organization's processes. They will have strong communication and organization skills, coupled with the ability to excel in a fast-paced environment.

Responsibilities (including but not limited to)

- Create and maintain employee records in SAP
- Answer employee questions regarding their pay
- Any other tasks related to payroll and local requests (employment confirmation, government request)
- Maintain various payroll-related spreadsheets
- Run multiple SAP reports for requests as required by the team
- Timesheet entry/filing
- Support the filing and ongoing upkeep of HR records, ensuring the accuracy, confidentiality, and security of data.
- Maintain filing systems and assist with records management for the department.
- Support and assist with special projects as assigned by the department.
- Perform other duties related to the general administration of the Human Resources department as required.

Education and Experience

Education

- Minimum High School Diploma; additional related training is an asset
- Payroll Compliance Practitioner (PCP) certified or working towards

Experience

- Minimum of 1-3 years in a fast-paced environment carrying out a similar administrative role.
- Proficient in various computer applications, Microsoft Office, Outlook 365, and Excel.
- SAP experience is an asset, willing to train.
- We are seeking a highly technical individual with strong calculation skills

Key Characteristics

- Good communicator
- Highly motivated
- Strong attention to detail
- Approachable
- Service orientated
- Ability to work independently or in a team environment
- Ability to foresee, plan, and organize
- Ability to adapt to change

About our Company

Mammoet helps clients improve construction efficiency and optimize the uptime of plants and installations. For that purpose, we provide solutions for lifting, transporting, installing, and decommissioning large and heavy structures.

We provide the following services:

- Engineered lifting and transportation services
- Lifting, transportation, and installation of modular constructions
- Factory-to-foundation projects
- Plant turnaround logistics
- Decommissioning of onshore and offshore installations
- Trading in new and used equipment worldwide

About our region

This will be a full-time position operating out of our Edmonton, AB location.

Benefits

Salary will be commensurate based upon education and experience. Mammoet offers competitive wages, health benefits and RRSP contributions. In addition to this, we offer an engaging environment in which a variety of career development and growth opportunities exist to our employees both locally and internationally. Mammoet is an existing benefactor for variety of local and national charity organizations and also provides support for our own employees' extracurricular activities.

Mammoet is dedicated to building a workforce that reflects diversity. Mammoet encourages applications from all qualified individuals. We thank all applicants for their interest in Mammoet, however, we will only contact those selected for an interview. Applicants who require accommodation due to disability during the selection process should notify human resources when contacted for an interview.