



## JOB/PLACEMENT OPPORTUNITY

# Payroll Administrator

**Location:** Head Office - Mississauga

### About the Company:

Orkin Canada is a leader in advanced sanitation and environmentally friendly pest elimination services. For more than a half-century Orkin Canada has set the standard for the pest control industry in Canada. Our professionals prevent and manage pests in all categories of business - from residential to commercial to manufacturing, industrial, shipping, mining, grain and government.

### Description:

We have an opening for a full-time Payroll Administrator at our Head Office in Mississauga.

Duties will include but not be limited to:

- Process a bi-weekly payroll consisting of 1000+ hourly and salaried employees located across Canada
- Coordination, administration and execution of all payroll and benefits related activities i.e. pension, ROE, etc.
- Prepare remittances for EHT, pension contributions, WSIB
- Prepare all monthly reporting as required including ad hoc reports i.e. retention and termination reports
- Communicate with relevant internal and external parties for the purpose of ensuring accurate processing of payroll changes according to legislation/regulations
- Collaborate with the HR Department and locations to ensure pay and personnel records are accurate and up to date
- Assist on the year-end processing
- Other Payroll / Benefits duties as assigned

### Requirements:

- University or College degree/diploma
- 2 years+ processing Canadian payroll
- Highly proficient with Microsoft Office (Outlook, Excel, Word)
- Excellent communication and customer service skills
- Detail oriented
- PCP designation (in process)
- Ability to work independently with little to no supervision
- Bilingualism (English/French) is an asset
- Highest ethical standards and professionalism

### Benefits:

- Competitive salary
- Career development opportunities
- Comprehensive benefits
- Pension Plan

Orkin Canada is an equal opportunity employer and is committed to employment equity. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We thank you for your interest, however, only those that qualify will be contacted for an interview.  
Thank you!

