

PAYROLL ADMINISTRATOR

Location: Brandon, MB – In-Office • **Status:** Full-Time

Salary: \$55,000 to \$60,000 per year starting based on education & experience

ABOUT THE ROLE

Greenstone's Payroll Administrator is responsible for managing various HR functions throughout the employee lifecycle. With a strong focus on payroll, this role encompasses recruitment, onboarding, employee relations, and compliance with provincial employment standards. The Payroll Administrator serves as a vital link between management and employees, ensuring a positive workplace environment while maintaining accurate employee records and supporting organizational goals. The ideal candidate will demonstrate strong communication skills, attention to detail and strict confidentiality while performing their duties.

RESPONSIBILITIES

- Employee recruitment, orientations and onboarding; employee terminations and offboarding
- Perform biweekly employee payroll functions while ensuring adherence to company policy and provincial employment standards
- Remit all payroll-related Government remittances as required
- Coordinate employee benefits plan including required remittances
- Ongoing administration of Human Resource Information System (HRIS), attendance, and leave requests

REQUIREMENTS

- Diploma or Degree in Business Administration; Accounting or Human Resources major is preferred
- Minimum 2 years' experience processing payroll
- Experience with Microsoft Office programs
- Training through the National Payroll Institute (Payroll Compliance Practitioner) would be considered an asset
- Experience with HRIS (Humi) and payroll systems (Quickbooks) would be considered an asset

GET TO KNOW GREENSTONE

Greenstone Building Products is a locally owned and operated manufacturing company that manufactures the ICE Panel – a structural composite panel for residential, commercial, and industrial building applications.

We want to provide builders and developers with an energy-efficient building envelope that will save time and money from construction to completion, and for a lifetime after.

WHAT WE OFFER

- Competitive wage
- Comprehensive benefits package
- Professional development opportunities
- Company events through the year
- Affiliate discounts
- A fun, inclusive work environment with a focus on work/life balance

JOIN OUR TEAM

To apply for this position, please visit our CAREERS page at gsbp.ca/careers

We thank all candidates for applying. Only those selected for an interview will be contacted.