



**POSITION:** Payroll/Human Resources  
Counsellor

**STATUS:** Permanent  
Full-time

**PLACE:** To be determined

## **JOB DESCRIPTION**

The payroll/human resources counsellor is responsible for sound management of the payroll and support of the human resources management team. The counsellor supervises, manages and coordinates the treatment of the payroll. Being the person of resource closest to the employee and management, they are responsible for resolving all problems relative to the pay. They assure that the collective agreements and work ethics are respected as well as managing, analyzing and following up files concerning the CSST. They develop SST committees and participate in audiences concerning the CSST, the "Normes du Travail" and grievances. They are responsible for the follow-up and training of new recruits in collaboration with the administration as well as invoicing of the group insurance and participation in special projects.

## **QUALIFICATIONS REQUIRED**

- ✓ DEC in pertinent area plus 5 to 7 years experience
- ✓ Or BAC industrial relations/human resources plus 3 to 5 years experience
- ✓ Expertise in the complete pay cycle
- ✓ Expertise in the work standards of Quebec and Ontario
- ✓ Expertise in the procedures related to the management of CSST
- ✓ Knowledge of procedures related to collective agreements and grievances
- ✓ Expertise in the French and English languages, written and oral
- ✓ Team spirit
- ✓ Excellent communication skills

This job description is not to be considered complete, as each individual may be expected to accomplish different tasks associated with the objectives envisioned by the company.

We advocated equal opportunity in matters of employment.  
Only applicants selected shall be contacted.