



PAYROLL ADMINISTRATOR

CHEMAINUS, BC
\$60,000 – \$75,000

ABOUT JORDAN RIVER LOGGING AND THE ROLE

At Jordan River, they believe in building a workplace where precision meets purpose. Their team values collaboration, confidentiality, and compassion; all while delivering payroll excellence with efficiency and integrity. We are proud to offer an opportunity to join a professional, supportive, and growing organization nestled in the beautiful coastal town of Chemainus. We're seeking a seasoned Payroll Administrator to join their corporate team. This role is ideal for someone who thrives in a fast-paced, unionized environment, is confident with numbers, and takes pride in accuracy and discretion. If you've got a passion for payroll and a mind for meticulous detail, this could be your next great career move.

KEY RESPONSIBILITIES

- Accurately process bi-weekly and monthly payroll for hourly employees, including unionized staff
- Respond to internal and external inquiries related to payroll, deductions, benefits, and reporting
- Prepare, enter, and reconcile journal entries and payroll sub-ledgers to the general ledger
- Ensure full compliance with government regulations and union agreements
- Submit timely and accurate payroll tax remittances, government, benefit, and union reports
- Create and file electronic ROEs (Records of Employment)
- Assist with onboarding new employees and maintain employee records
- Support internal audits and provide reporting to leadership as needed
- Maintain strict confidentiality in handling sensitive payroll and employee data

SKILLS AND QUALIFICATIONS

- 3+ years of payroll experience in a corporate or unionized environment (union experience preferred)
- Working knowledge of Daybreak and Adagio systems would be an asset but not required
- Strong understanding of Canadian payroll legislation and reporting requirements
- Payroll Compliance Practitioner designation (or in progress) strongly preferred
- Exceptional attention to detail and organizational skills
- Ability to manage multiple priorities and meet deadlines without compromising accuracy
- Comfortable working with all levels of staff and external agencies with professionalism and tact
- Demonstrated ability to maintain the highest level of confidentiality
- A proactive, solutions-focused mindset with a collaborative approach

If you're a payroll professional who thrives in a role where precision, process, and people matter, we'd love to hear from you. Please submit your resume and a brief cover letter outlining your relevant experience.