



Administrator, Pay and Benefits

Nordik Group is a flourishing company whose goal is to rise to the top of the health, wellness, and tourism industries. We have proven ourselves as an industry trailblazer through our commitment and our mission. The goal of the Nordik Group is to develop 10 spas across North America by 2027, and to push the industry to new heights by offering industry-leading and innovative experiences in order to transform the company into an international leader in Nordic-style spas.

To fulfil our primary mission of transforming people's lives, one visit at a time, Nordik Group is leading multiple projects and gaining momentum by identifying business opportunities, getting involved, and bringing promising, large-scale projects to life. By diversifying our activities, Nordik Group has created value and has grown its market.

We are currently on the lookout for talented individuals who, through their skills, will contribute to Nordik Group's growth and the fulfilment of the company's mission. Join our team.

Nordik Spa-Nature employees are committed to upholding our company values:

- Accountability
- Engagement
- Respect
- Integrity
- Team spirit

Main duties:

Reporting to the Vice-President and Chief Financial Officer, the Administrator, Pay and Benefits is responsible to perform and accomplish the duties of the full pay cycle of annual and hourly paid employees in Canada (Quebec and Manitoba). He is also responsible for maintaining and processing personal records and administering benefits.

Responsibilities

- Prepares, processes and validates payroll and deduction information in a timely and efficient manner;
- Assumes responsibility for generating balanced payroll reports and resolving payroll discrepancies and related issues;
- Verifies timesheets and ensures accurate calculations of payroll inputs and approved overtime;
- Applies corporate policy in managing vacation allowances and overtime

- premiums;
- Maintains database of attendance and absences (maternity, sickness, disability, vacation, etc.);
- Maintains employee records, direct deposit information and benefit deductions;
- Processes garnishments and deductions at source;
- Ensures direct contact with the insurer for the administrative follow-up of files;
- Prepares records of employment;
- Organize and coordinate the end-of-year process (T4 / Relevé1, etc.);
- Participates in monthly accounting general ledger close;
- Produces ad-hoc reports and provides management support;
- Responds to employee's pay related questions;
- Manages the year-end payroll close process (including production of the training activity report, annual audit support and payroll-related tax summaries and filings);
- Liaises with Human Resources and Operations to ensure that wages, employee classification and benefits are properly entered and recorded;
- Other related tasks.

Requirements

- College Diploma (DEC) in administration or accounting, or equivalent;
- Canadian Payroll Association Level 1 certificate, an asset;
- Minimum 5 years of experience in a comparable position directly related to payroll, including the full payroll cycle;
- Experience in processing payroll in the province of Quebec;
- Experience in processing payroll in another Canadian province, an asset;
- Bilingual (oral and written);
- Excellent knowledge of Microsoft Office tools, specifically Excel ;(manipulation of files with macros and pivot tables), Word and Outlook
- Good knowledge of payroll and labor standards, personal tax laws and related government regulations;
- Knowledge of Sage 300, an asset.

Profile

- High level of accuracy, attention to detail and technical fluency;
- Excellent written and verbal communication and interpersonal skills in both official languages;
- Ability to address conflicting demands and prioritize tasks;
- Ability to work under pressure and within tight deadlines in a fast-paced and continuously changing work environment;
- Good initiative and a proactive approach to daily tasks;
- Methodical, precise, and detail-oriented;
- Punctuality and reliability;
- Demonstrated affinity for the values of the Nordik Group;
- Positive and professional attitude; capable of working independently as well as being part of a dynamic team;
- Capable of developing and maintaining positive and lasting business

- relationships;
- Ability to manage several tasks and projects at the same time;
 - Tolerant of ambiguity and stress.

Salary

Based on the pay scale and benefits in effect at the Nordik Group.

Work schedule

Monday to Friday. Occasional evenings and weekends.

To apply

Please fill in the I-Recruitment job application questionnaire on our Careers page.

In this document, the masculine gender is used to lighten the text and is meant to be inclusive and used for both men and women.