



Payroll / HR Coordinator

The Marco Corporation is a full-scale promotional solutions provider. We help businesses to successfully execute strategic promotional programs in Fulfillment and Distribution; Merchandising; Contest Management; Rebate Services; Ecommerce and Information Technology Services including full management of client/employee Rewards Programs and Online Stores. Founded in 1973, we offer a personalized, flexible approach with large-scale capacity across North America.

The overall responsibility of this role is to provide support in the various Human Resources functions including payroll processing and administration; recruitment; training and development; performance management; attendance management; employee benefits administration; employee and management counseling; and database management and reporting.

Background/Qualifications

- College diploma or equivalent
- 3-5 years previous related experience
- Solid knowledge of payroll processes and CRA requirements.
- CHRP (Certified Human Resources Professional) designation
- Excellent communication skills, both verbal and written
- Excellent organizational, multi-tasking, attention to detail and time management skills
- Fluency in computer skills including Microsoft Outlook (e-mail), Excel, Word.
- Excellent human relations skills and ability to work with various levels within an organization
- Ability to work well independently and within a team environment
- Must be able to maintain confidentiality
- Experience with Payworks Payroll Services is an asset

Key Responsibilities

- 1) Processes biweekly payroll, which includes verifying hours; government remittances; administers garnishments; RSP contributions; bonds; produces records of employment; and manages year-end processing (T-4s, year-end reconciliations, etc).
- 2) Prepares payroll related supporting G/L backup information for Finance Department.
- 3) Maintains employee databases, including accurate records of attendance, vacation, disciplinary actions, training records, time off requests, etc. Creates reports as required.
- 4) Enrolls qualified employees in the benefits program and the Group RSP program.
- 5) Provides advice and assistance to employees regarding questions or issues with pay, benefits, company policies, retirement savings, etc.
- 6) Administers all WSIB reporting; completes Form 7 and 9, as required. Responds to inquiries from WSIB, as required.
- 7) Conducts all activities associated with the recruitment process, including clarifying job requirements; job posting; collecting and assessing resumes; scheduling and conducting interviews; conducting reference checks; preparing letters of offer; conducting orientation and on-boarding sessions.
- 8) Creates, revises and keeps current job descriptions and organizational charts.
- 9) Maintains employee performance evaluation program.
- 10) Manages down-sizing activities as required, including preparing lay-off letters; termination letters; conducts exit interviews.
- 11) Provides advice and assistance to Supervisors on matters of employee discipline and counseling; manages the attendance program, and advises supervisors when action is warranted.
- 12) Manages long-term employee absences; contacting absent employees on a regular basis and reports to Managers.
- 13) Works with Managers and Supervisors to create return to work programs based on restrictions and/or accommodations required.
- 14) Develops, updates and conducts employee training sessions as required. Coordinates and schedules on-site and off-site training and maintains employee training records.
- 15) Ensures compliance to legislative requirements such as AODA, OHSA, ESA; adjusts policies and procedures to meet compliance, and communicates as required.
- 16) Serves as member of Marco Social Committee and Newsletter Committee.
- 17) Responsible for maintaining up-to-date salaried job descriptions. Creates new job descriptions as required.
- 18) Prepares monthly HR Metrics including calculating employee turnover and absence rates.
- 19) Coordinates and administers Employee Service Recognition Program.
- 20) Maintains consistent actions across the organization by coordinating and communication of Human Resources policies and procedures.
- 21) Maintain the confidentiality of the department. Display the utmost in professional behaviour and demeanor at all times.
- 22) Other duties and projects as assigned.

Please submit your application to HR@TheMarcoCorporation.com or Fax: 519-751-2209

**We thank all those who apply; however only those applicants chosen for an interview will be contacted.
We are an equal opportunity employer.**