

WE'RE LOOKING FOR

PAYROLL TECHNICIAN

ABOUT OUR COMPANY

SHOWSDT is the leader in the manufacture, distribution, and installation of scenic equipment, rigging and automation for the live shows, entertainment, and broadcast industries. Whether for equipment rental or sales, a permanent custom installation, or a turnkey design, we work nationally and internationally delivering large-scale projects to our clients.

THE CHALLENGE

Reporting to the VP HR and Operations, the candidate will have as responsibility of preparing the payroll and the administrative follow-up thereof. The candidate will support the Vice-President in the HR tasks and the hiring processes within a company of 80/100 employees made up of different trades.

Delivering solutions that don't exist...yet! It's our expertise! This also applies to the management of our Human Resources.

TASKS AND RESPONSIBILITIES

- Participate in all stages of the payroll process and benefits tracking;
- Verification of time sheets;
- Production of the bi-weekly payroll of the group's divisions (between 80-100 people);
- Assists employees in the preparing of various payroll and benefits documents;
- Updates employee participation and records in the group insurance plan;
- Updates employee files;
- Updating and tracking of the vacation and sick day allocations;
- Participates in the hiring processes;
- Performance of various clerical tasks.

PROFESSIONAL EXPERIENCE

- Knowledge of Canadian labour laws and labour code regulations;
- Mastery of the Nethris payroll platform or any other related platforms;
- Minimum of 5 years experience in a similar position;
- French and English bilingualism, both spoken and written.

PERSONAL ATTRIBUTES

- Shows concern for confidentiality;
- Autonomous;
- Adaptability and interest to be part of a dynamic and growing organization;
- Curiosity to learn and to develop new skills;
- Rigour and attention to detail;
- Empathetic, attentive, and focused on internal customer service.

Interested?

Please send your CV to
nmcneil@showsd.com

* The feminine gender is used for easy reading purposes and includes the masculine