

PhiBer Manufacturing

JOB DESCRIPTION

March 16, 2023

POSITION TITLE: Human Resources Assistant

SUMMARY OF THIS POSITION

Under the supervision of the Human Resources Manager, the incumbent will work individually as well as with the HR Manager and the Financial Administrator to perform duties that support payroll, health benefits as well as health and safety.

LOCATION:

The job will be carried out on site at 108 New Hope Drive, Building A.

OUTLINE OF DUTIES

Administration:

- Perform administrative duties for the position such as:
 - Prepare and execute Payroll
 - New employee set up Quick Books
 - Payroll remittances
 - Forms
 - Source deductions
 - Records of Employment
 - Other forms as required
 - Administer Insurance Benefits
 - Submit details of benefit cost to Finance
 - Maintain record of hours worked for premium splits
 - Assist in tax preparation
 - T4s
 - RRSP
 - Prepare and update Safety Documents
 - Safe Work Procedures
 - SDS Sheets

It will be their duty to carry out the tasks in the most efficient and productive way possible.

Perform other related duties as requested.

SKILLS AND KNOWLEDGE

Basic Knowledge

The position requires the incumbent to have knowledge of, and experience with, the

Microsoft Office package. Experience working with computer-based applications such as EPICOR is an asset. Experience with Quick Books is a must. The ability to communicate well both orally and in writing is required.

Comprehension and Judgment

The work requires the ability to solve problems and to make independent decisions on a daily basis. This position will require a high degree of discretion and confidentiality will be taken very seriously. Signing an Non-Disclosure Agreement will be required for this position.

CONTACTS

The position requires frequent interaction with other employees. Sound judgment, politeness, respect, and courtesy must be exercised at all times.

PHYSICAL

Work requires routine interaction with staff in sales, production, assembly and administration. It also involves sitting at a desk.

TRAVEL

N/A

RENUMERATION

This position would be an hourly position.

- Base wage: Dependent upon experience
- Hours: Part time Monday to Thursday is preferred but can be flexible for the right candidate. Potential to move into a full-time position.

BENEFITS

This position would include 2 weeks of vacation per year. Health and Dental benefits a possibility.

EQUIPMENT

Laptop will be provided.