

PhiBer Manufacturing

JOB DESCRIPTION

November 5, 2025

POSITION TITLE: Payroll Administrator

SUMMARY OF THIS POSITION

Under the supervision of the Finance Supervisor, the incumbent will work individually as well as with the Finance Supervisor and the HR Coordinator to perform duties that support payroll as well as company health and retirement benefits.

WORK SCHEDULE:

20 – 30 hours per week (exact schedule to be determined upon hire).

LOCATION:

The job will be carried out on site in Building A, 108 New Hope Drive, Crystal City, MB.

OUTLINE OF DUTIES

1. Payroll Administration:
 - Set up new employees in HRIS systems and maintain accurate records.
 - Prepare and process bi-weekly payroll for all employees.
 - Calculate and remit payroll deductions, including:
 - Health and dental benefits
 - Retirement contributions
 - CPP/EI
 - Prepare and submit payroll remittances and required forms.
 - Manage timecards and ensure compliance with company policy.
 - Issue Records of Employment (ROEs) and other payroll related documentation as needed.
2. Tax Support
 - Assist with preparation of T4s and other required tax documentation.
 - Support administration on TFSA and DPSP

Perform other duties as assigned.

SKILLS AND KNOWLEDGE

1. Experience with payroll software such as ADP Workforce or similar.
2. Proficient use of Microsoft Package, especially Excel (basic formulas and tables)
3. Knowledge of Canadian payroll laws and compliance requirements.
4. Strong attention to detail and accuracy.
5. Problem solving and analytical skills
6. Excellent written and verbal communication skills in English.

Post secondary education in Human Resources, Accounting, Payroll Administration or equivalent experience will be considered an asset.

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 a 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, and administration. It also involves sitting at a desk.

REMUNERATION

This position would be an hourly position. Wage will be dependent on skills and experience.

BENEFITS

This position would have access to

- Health – Comprehensive, includes vision care
- Dental – Basic coverage
- Retirement – Matching DPSP or TFSA, 2-year vesting period
- 2 (two) weeks of paid vacation per year

EQUIPMENT

Laptop will be provided.