

Do you enjoy supporting employees, working with numbers and thrive in a fast-paced environment?

Prairie Mobile Communications is Canada's largest independently owned provider of wireless communication technologies. With 25 locations across Canada, we are one of Kenwood Canada's largest Land Mobile Radio Dealers and one of SaskTel's largest Authorized Dealers. We offer SaskTel Cellular & Data, Internet and Max TV services in Saskatchewan, along with two-way radio sales and service throughout British Columbia, Alberta, Saskatchewan, Manitoba and Northwest Ontario. We are proud to partner with SaskTel, Kenwood, Motorola, Icom, L3Harris, PBE and many other great companies!

The Role:

Prairie Mobile Communications is growing and looking to build a team of exceptional talent who share our core values and will place an emphasis on enhanced customer experience. We are looking for a driven and experienced **HR Payroll & Benefits Administrator** to join our head office located in **Winnipeg, MB**.

The HR Payroll & Benefits Administrator will contribute to the overall success of the Human Resource department by administering the company's payroll, benefits, and pension programs. Reporting to the Human Resources Manager, the HR Payroll & Benefits Administrator is responsible for the timely and accurate completion of the full-cycle activities of the payroll and benefits functions while assuring compliance with all applicable federal/provincial regulations and company policies. This role will also be required to assist with various human resource projects as needed. If you are looking to join a growing company and build a rewarding career in our energetic work environment, this role is for you!

Key Duties:

- Prepare, process, and administer compensation, benefits, payroll, and pension programs.
- Analyze and modify programs to establish competitiveness and ensure compliance with legal and company requirements.
- Liaise with a variety of wellness and benefit vendors to acquire and coordinate services.
- Develop, assist, and/or administer special projects in areas such as policies, programs, and procedures within the overall human resources department.
- Prepare formal communications to employees as it relates to payroll, benefits, and other related functions; respond to written and verbal employee inquiries.
- Prepare and compile statistical reports concerning personnel-related data.
- Other duties as required.

Qualifications:

- Post-secondary education in Business Administration, Human Resources, Payroll Administration, Accounting or related field.

- Minimum 3+ years experience in a related role.
- Experience in processing of salaries, bonuses, commissions, taxable benefits and other forms of compensation.
- Multiprovince payroll experience (BC/AB/SK/MB/ON).
- Knowledge of audits, income tax forms, health benefits programs, retirement plans, etc.
- PCP designation (or working towards) is an asset.
- Experience with ADP WFN is an asset.
- HR experience is an asset.
- Strong written and verbal communication skills with the ability to communicate effectively with other departments and vendors.
- Strong data analysis and research skills with the ability to generate reports.
- Excellent time management and organization skills.
- Proficient with MS Word, Excel, PowerPoint and Outlook.
- Strong attention to detail and documentation skills.
- Demonstrated ability to provide recommendations to solve payroll related issues related to regulations, laws, and policies.
- Ability to handle confidential information in an ethical and professional manner.

Why Choose Prairie Mobile:

- Competitive salary.
- Comprehensive benefits including extended health, dental, vision and more.
- RRSP matching and Educational Assistance Program.
- Continued support to succeed in your role.

Our passion and expertise are the reasons our people are true industry leaders. We personally connect with others to help understand their needs and effectively use our products. By building an intentional culture, we create a framework that is customer-intimate, opportunity-based, and shareholder-focused. If you are looking to join a team that is results-oriented, adaptable, and possess a high and positive can-do attitude, we welcome your application submission.



Find your fit and help us connect people to what's important to them.

To apply, please submit your resume online at prairiemobile.com/careers or send an e-mail to careers@prairiemobile.com. Please include the position and location you are applying for in the subject line.

Prairie Mobile Communications is an equal opportunity employer.

We thank all applicants for their interest. Only those selected for interviews will be contacted.