



**LEADING IN EMPLOYEE SATISFACTION,** The Puratone Corporation provides a rewarding work experience in a respectful team environment, where passionate, high performance individuals thrive and creative input from all team members is valued.

### **Payroll & Benefits Administrator / Human Resources Generalist**

Reporting to the Assistant Director, Human Resources, this position is based at the Corporate Office in Niverville, MB. The successful applicant will be responsible for all aspects of Payroll & Benefits, and will support the HR team in positioning Human Resources as the service and solutions center for the organization through day to day and strategic HR activities that ensure alignment with corporate goals and an emphasis on **Employee Focused Leadership**.

#### **Responsibilities include:**

- Payroll & Benefit Administration (including RRSP, Group Benefits, and Financial reporting)
- HR Policy & Program development / administration
- Recruitment & Selection (foreign & local)
- Retention & Employee Relations
- Workplace Safety & Health

#### **Qualifications Required:**

- Minimum 2-3 years' comprehensive payroll experience with automated systems (preferably ADP)
- Demonstrated organizational and analysis / problem-solving skills
- Excellent communication & interpersonal skills with an ability to maintain a high degree of confidentiality
- Ability to work independently and as a significant contributor to a strong team
- Knowledge and experience in the application of employment legislation and HR best practices
- Exceptional verbal and written communication skills
- Highly computer - literate, specifically with automated payroll systems and Microsoft Office software
- Strong attention to detail, with demonstrated ability to prioritize, plan, and meet time-based deliverables
- Passion for delivering exceptional service, with proven success in developing professional relationships and building trust
- Payroll Compliance Practitioner / Certificate in Human Resource Management / CHRP will be considered an asset
- Knowledge of farm production system considered an asset

#### **Interested individuals are asked to forward a resume to:**

Assistant Director, Human Resources  
The Puratone Corporation  
Box 460  
Niverville, MB ROA 1EO  
Fax: (204) 388-0030  
email: [SMeuris@puratone.com](mailto:SMeuris@puratone.com)

*We thank all candidates for their interest in Puratone;  
however, only those applicants to be interviewed will be contacted.*