



Labstat International ULC is an independent, privately owned, analytical laboratory with **40 years** of leadership and experience in the analysis of matrices related to tobacco products. Our team of highly qualified Scientists, Technologists, and Technicians perform testing for clients around the world in analytical chemistry, toxicology, biomarkers as well as contract research related to the development of new methodologies.

Labstat's dedication to excellence is not taken lightly, it is an intrinsic and fundamental corporate value and practiced by all Labstat employees every day. A satisfied client is our most important product and our staff is our most important resource.

As a result of recent growth, we are currently looking for a dynamic individual to join our team!

Human Resources/Payroll Administrator (#2017-27)

The Human Resources Administrator is responsible for processing payroll using Dayforce HCM (Ceridian) for 300+ employees. This position will also maintain two benefit systems and related records, respond to employee inquiries, etc. This position may assist with recruitment initiatives, performance management, employee recognition, and social events.

Qualifications:

- Completion of a Human Resources Management program, or in progress, preferred
- Working knowledge of Dayforce HCM, preferred
- 3-5 Years' experience processing Canadian payroll for 400+ employees
- Demonstrated knowledge of payroll and employment legislation
- Advanced proficiency using Microsoft Office
- Exceptional attention to detail and reliability to deal with confidential information
- Excellent interpersonal and communication skills

Labstat offers competitive wages, benefits, training programs and social events.

Labstat values a diverse workforce.

Labstat values Equal Opportunity and embraces diversity. Begin a dynamic and rewarding career by becoming a member of Labstat's team of professionals!

Qualified applicants should **quote posting #** and apply to:

Human Resources

Labstat International ULC
262 Manitou Dr. Kitchener, ON N2C 1L3
Fax (519) 748-1654
hr@labstat.com

Primary Responsibilities include (but are not limited to)

- Bi-weekly payroll processing
- Payroll adjustments, preparation of ROEs
- Maintain employee information
- Ad-doc reporting as requested (ie. TAFW)
- May investigate and respond to employee inquiries