

Benefits and Payroll Specialist – 12 Month Contract

Driven by technology and fuelled by innovation, HSB is Canada's premier specialty insurance and applied technology services provider. Offering 150 years of technical and service excellence, we are focusing on emerging trends and unlocking new opportunities for clients. Today, we are accelerating, changing the future of insurance and risk solutions, for a modern world.

At HSB, we value the strengths and contributions of our diverse workforce. We offer continuous learning opportunities, giving you flexibility to grow in your career while enjoying a healthy work-life balance and a collaborative approach in our coast-to-coast network of offices. Become part of a rewarding and impactful workplace experience while seeing first-hand technologies and risk solutions that are changing the way we live and work.

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Primary Objectives:

The Benefits and Payroll Specialist brings a detailed and knowledgeable background of benefits programs and payroll processing to successfully maintain activities related to the management of employee benefit programs, primarily for employee health care, leaves, and time off programs, as well as provides payroll preparation and processing support. The Benefits and Payroll Specialist will also be a key contributor and participant in related department projects and initiatives. As part of our broader Human Resources team, this role is currently remote due to Covid, otherwise is situated in our downtown Toronto Head Office, and reports to the Director, Human Resources.

Qualifications:

- Related post-secondary education from a recognized college or university
- Payroll Compliance Practitioner certification in progress or completed
- 5+ years of experience in the administration of employee benefits and payroll processing
- Experienced with ADP WFN payroll HRIS, and time off modules
- Additional experience in benefit program transitions preferred
- Knowledgeable regarding provincial leaves programs
- Strong with numbers and detail oriented
- Excellent excel and computer related skills
- Great communication skills
- Professional with strong discretion and confidentiality practices
- Bilingual English/French is also beneficial

Creating and maintaining a work environment that promotes respect, diversity and dignity is important to us. We strive for equality in our workplace, to eliminate employment barriers, and promote a workplace based on principles which align with our company values and promote positive employee practices. Candidates

requiring accommodation during any stage of our selection process should advise us of this; we will strive to work with individuals to find a suitable means to meet their needs.

If you are interested in applying for this position, please quote Job Reference **BAPS-0421-BW**, please click on the link: [Apply Now](#)

We thank all candidates for their interest; however only those selected for interview will be contacted.