

Office & Payroll Administration

Reporting to the Chief Financial Officer of JNE Welding, the Office and Payroll Administrator is responsible for providing administrative support for the Payroll function while working as a member of a team to ensuring the efficient day-to-day operation of the office. This role supports employee records maintenance, payroll administration and general office operations. The position requires exceptional organizational skills, attention to detail, confidentiality, and the ability to manage multiple priorities in a fast-paced environment. A key responsibility of all JNE employees is to invest in knowledge of Generative AI tools and the company's ERP system (such as Epicor) to improve efficiency, reporting, and workflow automation.

The culture at JNE is a key to success. Fostering and building a culture of collaboration in line with the JNE core values will be an important part of the role.

The primary responsibilities of the role will include:

- **General Office Administration**
 - Welcome visitors and contractors.
 - Coordinate meeting room bookings.
 - Order office supplies and maintain inventory.
 - Coordinate office equipment maintenance.
 - Manage incoming and outgoing mail and courier services.
 - Prepare correspondence, reports, presentations, and meeting minutes.
 - Maintain filing systems and document control.
 - Coordinate company events and employee functions.
 - Assist with travel arrangements when required.
 - Prepare letters, reports, spreadsheets, and presentations.
 - Provide administrative support to the leadership team as required.
 - Identify opportunities to improve administrative processes.
- **Payroll Administration**
 - Prepare accurate payroll processing documentation for each pay period including self-auditing (payroll checklists, and documentation scanning / filing).
 - Responsible for ensuring compliance with payroll regulations and guidelines, (i.e. WCB, CCRA Deductions Payable, Saskatchewan Employment Laws, etc.) and company policies.
 - Update the following in UKG based on provided documentation: Salary increases, job shift, and department changes etc. based.
 - Ensure payroll accuracy specific to raises, shift differentials, temporary role differentials, retro pay, employee purchase deductions, etc.
 - Validate and input authorized employee expenses (work boots, safety glasses etc.) as referenced in JNE's Guide to Success.
 - Ensure Garnishments are processed and documented according to regulatory requirements.

- Administer employee programs for deductions and changes (e.g. group insurance, RRSP, TFSA, etc.).
- Ensure Apprenticeship SUB plan payments are calculated and released, and supporting documentation is received and recorded (proof of receipt of EI)
- Prepare Termination pay calculations, Records of Employment, and Verification of Employment letters as required
- Respond to employee payroll inquiries in a timely manner.
- Respond to CRA and Service Canada payroll inquiries in a timely manner
- Respond to CRA Payroll Survey requests
- Ensure accurate and timely preparation and distribution of T4s
- Maintain payroll processing training instructions
- Assist supervisors and employees with day-to-day UKG issues relating to timesheet entries, timesheet approvals, and accruals.
- Collaborate with employees and other departments to ensure personnel records are accurate (databases / electronic & paper employee files).
- Ensure Employee Lists are up to date and distributed as needed
- Update Employee Safety Award dates as needed.

The ideal candidate will have the following education, experience, and qualifications:

- Diploma or Certificate in Payroll Administration, Business Administration, Office Administration, or a related field would be an asset.
- 1-3 years of administrative and payroll experience.
- HRIS and Payroll systems
- Generative AI productivity tools (e.g., Microsoft Copilot, ChatGPT, or similar technologies) to support administrative efficiency, document preparation, and workflow improvements
- Document management systems
- ERP systems (Epicor experience considered an asset)
- Advanced Microsoft Office Suite skills (Word, Excel, Outlook, PowerPoint)
- Strong communication and writing abilities
- Professional, positive, and team-oriented attitude
- Excellent organizational and multi-tasking skills
- Ability to work independently with minimal supervision
- Strong attention to detail and accuracy
- Effective time management in a fast-paced environment
- Strong interpersonal and customer service skills
- Ability to problem solve and make sound decisions
- Maintains confidentiality and acts with integrity
- Comfortable working with a wide range of team members
- Fluent in written and verbal English
- Commitment to workplace safety and company policies

JNE Welding is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. JNE offers competitive compensation, a comprehensive benefit

package, onsite fitness facility, professional development opportunities, challenging work, and a commitment to continuous improvement and excellence. JNE places considerable emphasis in our hiring strategy on attitude versus pure aptitude. We continue to build a strong team that has depth in both personal leadership skills as well as industry related training and experience.

For more information about JNE Welding, please visit our website at www.jnewelding.com or our LinkedIn at <https://www.linkedin.com/company/jne-welding/>.

If you are interested in this position, please apply through Indeed. All other methods of external applications will not be accepted.

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