



EMPLOYMENT OPPORTUNITY



Payroll & Human Resources Assistant

Competition No. JP25-036

External Posting

Duration:	Permanent Full Time
Manager:	Payroll & Benefits Administrator & Human Resources Manager
Wage:	\$59,850.00 - \$71,893.47 per/year plus benefits & pension
Hours of Work:	37.5hrs/week: Monday – Friday 8:00am – 4:30pm
Close Date:	Open Until a Suitable Candidate is Found

POSITION SUMMARY:

The Payroll & Human Resources Assistant is a shared resource responsible for assisting the Payroll & Benefits Administrator with the processing of payroll and benefits. They shall also be responsible for assisting the Human Resources Manager with administrative HR tasks such as filing & documentation prep. This position will also be responsible for being the back up support for either position when they are on leave.

WORK ENVIRONMENT:

- Work is performed in an office with some meetings offsite.
- May be required to work overtime.
- Will be required to operate office equipment such as fax, copier, scanner, and postage machine.

DUTIES & RESPONSIBILITIES:

General:

- Must maintain a high level of confidentiality regarding the information they have access to, as well as perform well under pressure, as this position faces numerous pay-related timelines.
- Ensures procedures for safeguarding and releasing personal information comply with the Access to Information (ATIA) & the Protection of Privacy Act (POPA), regulations, provincial privacy legislation and related administrative policies.
- Participates in the workplace health and safety program, including monthly worksite and hazard inspections.
- Performs other duties as assigned by the Payroll & Benefits Administrator or the Human Resources Manager.

Payroll Duties:

- Assisting with the employee set up and verifying the information about the employees' documentation.
- Assisting with the processing of bi-weekly payrolls, to ensure the employees' pay is made available to them by the required deadline.
- Assisting with the processing Records of Employment (ROE).
- Assisting with filing payroll documents and preparing payroll reports.

HR Duties:

- Assisting with administrative tasks such as document preparation, report creation and HR filing.
- Assisting with researching HR trends and best practices for policy creation.
- Assisting with recruitment, including scheduling & conducting interviews and completing onboarding procedures such as new employee orientation.

Posted – October 6th, 2025



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PHYSICAL, MOTOR, AND VISUAL SKILLS:

- Physical Skills Work requires moderate physical strength and effort occasionally, such as lifting approximately twenty pounds, carrying object(s) and stacking them or placing them in a storage area.
- Motor Skills Work requires pulling, pushing, standing, or walking throughout workday.
- Visual Skills Work requires reading and reviewing documents both in paper and electronic form.

SKILLS & ABILITIES

- Cooperation and collaboration in team environments.
- Organizational skills (set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities).
- Problem solving skills (assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem).
- Employ good judgement, organizational and time management techniques to adhere to project and task specifics and deadlines in a fast-paced environment, as required.
- Ability to be self-motivated, retain concentration, and work independently with frequent interruptions to process the workload within established time frames.
- Ability to maintain a high level of accuracy and extreme attention to detail.
- Ability to adapt in a constantly changing work environment.

MINIMUM QUALIFICATIONS:

- High School Diploma or equivalent.
- A post-secondary education in Human Resources or a similar field is considered an asset.
- 1 – 3 years of payroll experience.
- Proficiency in Microsoft Office Suite.
- Knowledge of Microsoft Dynamics is considered an asset.
- Knowledge of computerized payroll systems; willing and able to keep up to date with new technology and learn new software as required.
- Education and/or knowledge of employment standards, pension regulations and deadlines, benefit policies, regulations and deadlines, accounts receivable and accounts payable.
- Standard First Aid and CPR/AED is an asset.
- Ability to provide a clean Police Information Check.

NOTE:

This position is undergoing transition, and this description contemplates current, proposed, and temporary accountabilities and reporting structure.



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Please refer to the competition number when submitting your resume and cover letter by mail, fax or e-mail in confidence to:

Human Resources

Town of Taber
4900 A 50 St.
Taber, AB T1G 1T1
Fax: 403-223-5530
hr@taber.ca

We thank all applicants in advance for their interest, however only those applicants who will be interviewed will be contacted.