

Payroll and HR Coordinator – Corporate Services Division

Paterson Group Inc. – Ottawa, ON

Paterson Group, one of Canada's oldest geotechnical engineering consulting firms, is recognized for expertise in geotechnical engineering, environmental engineering, hydrogeology, materials testing, noise, and vibration studies, structural engineering and building science engineering. Customer service is our first priority. We provide professional services based on technological expertise, interactive project management, a wealth of local knowledge, and creative solutions.

Paterson Group's client base includes major developers, building owners, property management firms, condominium properties, and many other public and private housing and commercial building groups.

Our Ottawa office has an immediate opening for a full-time Payroll and HR Coordinator to support the Human Resources Manager and broader Corporate Services team. This role plays a critical part in delivering accurate payroll, effective benefits administration, and well-coordinated HR processes that support employees throughout the employment lifecycle.

Duties include but are not limited to:

Payroll, Benefits & RRSP Administration

- Process accurate and timely bi-weekly payroll for hourly and salaried employees in a high-volume environment.
- Maintain and update employee payroll records, including changes related to compensation, benefits, and employment status.
- Administer and reconcile benefit and RRSP plans.
- Process terminations, Records of Employment (ROEs), and year-end payroll reporting including T4s.
- Act as the primary point of contact for employee payroll inquiries, providing timely and professional support.
- Stay current with payroll legislation, compliance requirements, and best practices, particularly in Ontario.
- Support payroll system enhancements, implementations, or transitions as required.

Human Resources Coordination

- Coordinate end-to-end administration of employment events, including employment agreements, onboarding documentation, system updates, and offboarding paperwork.
- Support the full recruitment cycle by preparing job postings, scheduling interviews, and preparing employment offers.
- Coordinate onboarding and orientation for new hires, including workspace preparation, system access, equipment setup, and Day 1 support.
- Maintain accurate and confidential employee records throughout the employment lifecycle.
- Support the implementation, administration, and continuous improvement of HR policies, procedures, and processes.
- Provide general administrative and operational support to the HR Manager as required.
- Assist with employer branding and recruitment initiatives, including the use of social media platforms.

Qualifications & Experience

- Diploma or degree in Human Resources, Business Administration, Payroll, or a related field, or equivalent experience.

- Minimum 3 years of combined HR and payroll administration experience, including hands-on payroll processing in Ontario.
- Experience supporting generalist-level HR functions.
- Payroll Compliance Practitioner (PCP) designation, or actively working toward it, is a strong asset.
- Experience supporting payroll system implementations or transitions is an asset.
- Hands-on experience with ADP Workforce Now and Deltek software is an asset

Skills & Competencies

- Strong commitment to fostering a positive people and culture environment, with the ability to build trusted relationships across all levels of the organization.
- Strong knowledge of payroll legislation, recordkeeping requirements, and confidentiality standards.
- Exceptional attention to detail, organizational skills, and accuracy.
- Excellent written and verbal communication skills.
- Strong problem-solving skills with the ability to manage competing priorities and meet deadlines.
- Proficient with Microsoft Office Suite and comfortable learning new software systems.
- High degree of professionalism, discretion, and integrity when handling sensitive information.
- Ability to work collaboratively in a fast-paced environment while maintaining operational standards.

Start date: ASAP (negotiable)

Benefits:

- Competitive compensation package.
- Group RRSP offered after 3 months of employment. The company will match the employees' contributions up to 5%.
- Group Insurance coverage for medical, dental, life insurance, long and short-term disability. Eligibility upon completion of three (3) months of employment. Individual costs for each plan member are shared equally by the employee and the company.
- Welcoming and supportive work environment with numerous social events including staff lunches, team BBQs, Holiday party and so much more.

How to apply:

If you are passionate and eager to contribute to a company that values innovation and excellence, we encourage you to apply. Candidates can apply through Indeed. We appreciate the interest and efforts of all applicants; however, only those short-listed as candidates will be contacted.

Paterson Group Inc welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

For more information on our company, please visit: <https://patersongroup.ca/>

Job Type: Full-time

Pay Range: 65K to 75K – salary is commensurate with education and experience

Benefits:

- Company events
- Dental care
- Disability insurance
- Employee assistance program

- Extended health care
- Life insurance
- On-site parking
- Paid time off
- RRSP match
- Vision care

Work Location: In person

Disclaimer:

This posting is for a new vacancy. Our hiring process does not involve the use of artificial intelligence to screen, assess, or select applicants.