



External Posting
Non Union Position (40 hours/week)
HR/Payroll Clerk
Competition #HRPC0517
Posting Date: Friday April 28, 2017
Closing Date: Friday May 12, 2017 at 4:00 pm

The Town of Truro is accepting applications for a **HR/Payroll Clerk**, Corporate Services Department. This is a term position which may lead to a permanent full time employment.

Under the direct supervision of the Human Resource Officer, the HR/Payroll Clerk is a confidential employee, responsible for the operation of an efficient and effective payroll system and the benefits processes for all Town employees. The HR/Payroll Clerk will accurately and efficiently perform all assigned responsibilities to ensure the effective maintenance of Human Resource and Payroll processes and information with a consistent attitude of supporting Town employees while maintaining confidentiality and discretion at all times.

In addition, the HR/Payroll Clerk will provide administrative support to the Human Resource Officer as required.

A detailed job description can be found on the Town of Truro website (www.truro.ca) under the Employment section.

Qualifications and Requirements:

- Completion of Grade 12;
- Recognized Business Diploma and Level 1 Certification from the Canadian Payroll Association;
- Proficiency in database and spreadsheet applications;
- Demonstrated experience and strong knowledge base in payroll procedures and in the operation of a computerized payroll program;
- Experience in dealing with Collective Agreements and provisions contained within pertaining to payroll, pension, benefits, leaves, etc.
- Excellent interpersonal skills; communication skills (listening, written and oral), and analytical skills;
- Excellent organizational skills;
- Ability to work effectively with a variety of people; respond to employee inquiries, and provide high quality customer service;
- Excellent administrative skills;
- Ability to effectively and efficiently prioritize time-sensitive requests; possess problem solving ability; be self-directing; have the ability to multi-task.
- Ability to address conflict in a healthy, positive and proactive manner.

Special Requirements:

- Required to maintain confidentiality and discretion;
- Required to submit a current Police Records Check.

Application Provisions:

Interested applicants must submit a resume with a concise covering letter highlighting relevant qualifications and experience. Competition number must be clearly indicated on the envelope and covering letter. Only applicants selected for an interview will be contacted.

Start Date: TBD

Salary: In accordance with Town of Truro approved non-union salary range for HR/Payroll Clerk.

Closing Date for Applications: Friday May 12, 2017 at 4:00 pm

Forward applications to: Tammy Hamlin, Human Resource Officer
Town of Truro
695 Prince Street
Truro, NS B2N 1G5
Email: jobs@truro.ca

The Town of Truro is an Equal Opportunity Employer with an Affirmative Action Policy.