



## ST LAWRENCE FLUORSPAR PROJECT

# Payroll and Benefits Administrator

Canada Fluorspar (NL) Inc. offers an exciting opportunity for a Payroll and Benefits professional looking to become part of a growing and dynamic team. The primary focus of this role will be in the administration of our group employee benefits and pension program from a payroll perspective. Additionally, the role will assist and support a wide range of administrative human resources tasks including but not limited to payroll administration, employee relations, recruitment and performance management.

### DUTIES / RESPONSIBILITIES

- Administration of Group Health and Dental Benefit and RRSP Plan from a payroll perspective
- Provide education for new hire orientation and existing employees regarding benefits and pensions and assemble materials for benefits enrollment
- Develop communication tools to enhance understanding of the company's benefits package
- Maintain and update employee benefit files, databases and employee record and monitors and ensures the benefits data integrity
- Provide quality customer service in assisting employees and dependents with benefits and pension inquiry and issues
- Provide support to payroll operations in the preparation and processing of payroll – direct deposits, ROE's, T4's, group benefit and garnishment deductions

The successful candidate will have a post-secondary diploma in business (human resources), accounting or related field, along with three (3) years of experience in a similar role. The ideal candidate will have experience in a mining or industrial setting. Advanced computer skills including Microsoft Word, Excel and strong verbal and written communication skills are essential for this position.

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To apply, please forward a cover letter and resume by **December 31, 2018** to:

Posting #2018-124 – Payroll and Benefits Administrator  
ATTN: Human Resources Department  
Email: [careers@canadafluorspar.com](mailto:careers@canadafluorspar.com)  
Fax: (709) 873-3335

*CFI is an equal opportunity employer. We encourage all qualified applicants to apply. We thank all applicants for their interest, however, only those considered for an interview will be contacted.*