



Payroll & Benefits Specialist

Location: Delta, BC

TransCold Distribution is the premier wholesale supplier and distributor of ice cream and frozen goods throughout Western Canada and the United States. Headquartered on Annacis Island, Delta, BC, we have 14 locations and 240+ employees. TransCold provides exclusive access to the most recognized and popular brands in the world with industry best product variety and customer service. We deliver to Major Grocery, Drug, Gas & Convenience, chain retailers and independent retailers across Western North American markets through Direct to Store Delivery (DSD) and Warehouse Fulfillment, and provide services for mobile vendors, corporate events and third-party logistics (3PL) customers.

We have an immediate opening for a full time Payroll & Benefits Specialist to join our Finance Team in our head office in Delta. This role is accountable for the accurate and timely processing of bi-weekly payroll for hourly and salaried payroll for the company's Canadian operations. The appointee supports the Payroll and Benefits Manager in ensuring the payroll processing is in compliance with applicable provincial and federal regulations and according to company policies.

Key Duties & Responsibilities

- Processing of bi-weekly payroll for hourly and salaried staff
- Processing of new hires, termination, position and pay changes, garnishees and updates to employee information in payroll system
- Assists employees and managers with general questions related to pay, leave entitlements, wage deductions and other pay-related issues
- Prepares payroll reports for the Payroll Manager
- Assists with year-end processes, including T4's and other documentation
- Processes benefits enrollment, changes and terminations
- Responds to benefits inquiries and provides guidance on enrollment, changes, and benefits termination.

Key Qualifications & Requirements

- 2-3 years' experience in similar roles and direct experience with salaried and hourly payroll as well as multi-provincial payroll for an employee base ranging from 200-300 employees
- Enrolled in the PCP (Payroll Compliance Practitioner) program or working towards the designation
- Familiarity with Ceridian Dayforce HCM preferred
- Considerable knowledge of MicroSoft Word and Excel, with the ability to create and work with complex spreadsheets. Knowledge of Sage Accpac a plus.
- Meticulous, accurate and excellent attention to detail
- Ability to maintain a high level of confidentiality
- Strong communication skills

Our Staff Enjoys the Following Benefits:

- Competitive Wage
- Generous Health Benefits: Medical, Dental, and Vision coverage
- RRSP Matching Program
- Disability and Life Insurance
- Paid Time Off and Holidays
- Career Advancement Opportunities

Interested?

To be considered for the above opportunity, please send a cover letter and an up-to-date resume to finance@transcold.com

To learn more about us, please visit us at www.transcold.com