

Human Resources & Payroll Coordinator

Translation Research in Oncology (TRIO) is a not-for-profit clinical research organization that is dedicated to advancing translational cancer research by bringing forward innovative and targeted therapeutic concepts from the lab into the clinical trial setting. We are committed to providing treatments of the future to the world today.

Are you a Human Resources professional looking to take the next step in your career? If so, TRIO is looking for a HR & Payroll Coordinator to join our unique global organization.

Reporting to the Director, Human Resources, this position will be part of an HR team of 3 supporting employees in Canada, USA, France and Uruguay.

RESPONSIBILITIES

- Recruitment of positions within Canada and the USA
- Assist in coordination of the global performance management process
- Respond to employee questions/concerns on HR policies, payroll queries, etc.
- Onboarding and exiting of employees
- Process bi-weekly payroll for Canada and US employees
- Administration of Canadian and American benefits plans
- Process and maintain data within our HRIS, Sage People
- Coordination of job descriptions, role descriptions and CVs
- Assist in the development and implementation of new policies and procedures
- Maintain employee personnel files and ensure strict confidentiality

QUALIFICATIONS

- 2-4 years of Human Resources experience
- Post-secondary education in human resources or related degree
- Solid knowledge of Alberta employment standards and regulations; exposure to other provinces and US states would be an asset.
- Experience in Alberta payroll would be preferred
- Excellent written and verbal communication skills
- Good attention to detail, accuracy and thoroughness
- Bilingualism (French/English) would be an asset but is not a requirement

WHAT WE CAN OFFER YOU

- Competitive salary
- Christmas Closure
- 3 weeks of vacation
- 5% RRSP contributions by TRIO



- Life, health, & dental premiums paid by TRIO.
- \$60 monthly transportation allowance

If this sounds like the opportunity you have been seeking please forward a cover letter with your resume, by email, on or before April 26, 2019 to human.resources@trioncology.org.

Please quote requisition number **19-12** in the subject line when applying. ***Job posting may close before deadline date if suitable a candidate is found.***

We thank all candidates for their interest; only those selected for an interview will be contacted.