

External Job Posting **Human Resources and Administration Coordinator**

About Us

Pacific Coast Terminals Co. Ltd. (PCT) aspires to provide world class bulk materials handling solutions for Western Canadian sulphur and other bulk commodity customers through innovation, the right people, corporate conscience and service excellence. The Company maintains a setting that promotes honesty, integrity, and respect. We have a strong culture around the safety of our site and our team. Employees enjoy a competitive and extensive compensation plan and the ability to foster personal and professional growth.

For more information, please see the PCT company website at <http://pct.ca/>.

Position

PCT has an excellent opportunity for an outgoing, administrative professional with payroll and benefits experience and an interest in communications. The Company is recruiting for a full-time Human Resources and Administration Coordinator in Port Moody, B.C. Reporting to the Controller and working closely with the Company's executive, this position is responsible for an interesting range of office administration, payroll and benefits, event coordination, and external communication and community relations duties.

Responsibilities

- Coordinating and maintaining office and human resources administration with confidentiality at all times including Board of Directors information and meetings, Company policies and manuals, contracts, employee files, and Company electronic and hard copy filing systems.
- Staff payroll and benefits processing, pension plan contributions, payroll administration, payroll tax reporting, and employee benefits support, all in coordination with our head office and under the direction of the Controller.
- Planning and delivering administrative services including company events and functions, corporate credit card purchasing and reconciliation, corporate gifts and employee service awards, and charitable donations with the assistance of other Company administrative staff.

- Planning and delivering Company community relations initiatives including working with external community relations and public relations consultants, coordinating and participating in community relations events, leading company newsletter production, initiating and maintaining Company online social networking and the Company's web site, and assisting management in responding to questions from the public.

Required Education and Experience

- Applicable post-secondary education credential
- Minimum 5 years experience in a senior administrative capacity including payroll and benefits duties
- Certification or some completed education with the Canadian Payroll Association is preferred
- Accounting education and experience would be an asset

Required Skills

- Excellent written and oral communication skills
- Advanced organizational skills and professionalism
- Strong attention to detail with a commitment to clerical accuracy
- Interest in and aptitude for involvement in the community
- Excellent computer skills (minimum intermediate level skills and experience with Microsoft Office, including Excel)
- Understanding of and experience with payroll and benefits administration including CRA payroll regulations is preferred
- Experience with company administrative duties and requirements
- Familiarity with web site maintenance and online social networking including Facebook, Twitter, and LinkedIn (experience preferred, but not required)
- Initiative and ability to work independently as well as being a strong team player

Applications

To apply for this position, please send your resume and covering letter to resumes@pct.ca. The deadline for application submission is April 30, 2019.

We appreciate all applications and advise that only those candidates selected for an interview will be contacted.