



A. HARVEY & CO. LTD

JOB POSTING – PAYROLL & BENEFITS TEAM LEAD

The Company

A. Harvey & Co. Ltd. is a privately owned Newfoundland company which provides a wide range of services, many of which are marine and logistics oriented. Included within the A. Harvey & Company Ltd. umbrella are the Offshore Marine Base, Harvey Autocarriers, Argentia Freezers and Terminals, Harvey Salt, and Avalon Customs Brokers. The company is also affiliated with Browning Harvey Ltd. and Harvey's Oil Ltd.

The Role

The Company currently has an opening for a Maternity Leave Replacement Payroll & Benefits Team Lead with possibility of extended employment.

The Payroll & Benefits Function within the A. Harvey Group of Companies is regarded as a core business function. The Payroll & Benefits Team Lead role is a specialized role providing payroll & benefit services for a multi business unit organization. The scope of work includes, but is not limited to, ensuring weekly & bi-weekly payrolls are completed, providing benefit administration to the A. Harvey Group of Companies, providing pension administration and liaising with third party service providers for benefit and pension related information. Completion of year end processes and T-4 preparations is also a key responsibility for this position.

The Candidate

The successful candidate will have completed post-secondary education in accounting/payroll/business administration and with several years' experience. A strong attention to detail is required, along with being very proficient in the use of the Microsoft Office suite, payroll and benefit software experience and possessing excellent written and verbal communication skills. The successful candidate will be a proactive, self-confident individual with strong organization skills that can prioritize and manage multiple tasks in an efficient manner. Ability to work with tight timelines in a fast paced environment with a diverse group of people and clients is key.

If you are interested in this role, please forward an application by December 9th, 2018 to:

**Human Resources Group
A. Harvey & Co. Ltd.
P.O. Box 5128
60 Water Street
St. John's, NL
A1C 5V6
Fax: 709-726-8044
Email: humanresources@aharvey.nf.ca
www.aharvey.com**

A. Harvey & Company Limited is an equal opportunity Employer. We wish to thank all applicants but only individuals invited for an interview will be contacted.