



**Fishing means the world to us.**

**Fish Payroll Administrator (Seasonal)**

Ocean Choice International (Ocean Choice) is one of Atlantic Canada's most diversified seafood companies, producing and marketing a full range of shellfish, groundfish and pelagic species. We market our seafood all over the world, but it wouldn't happen without our people working right here at home. At Ocean Choice "Fishing Means the World to Us". For further information visit [www.oceanchoice.com](http://www.oceanchoice.com)

Ocean Choice International is presently accepting applications for a dynamic, highly organized individual to become an integral part of the fish payroll department at their head office in St. John's, NL.

Reporting directly to Inshore Operations management, the Fish Payroll Administrator will be responsible for verifying, processing and distributing weekly fish payroll, maintaining fisher accounts receivable, filing legal documents, collections and other payroll duties as they arise.

Through your experience and education you have demonstrated sound judgment, problem solving skills and the capability to manage multiple projects in a demanding, fast paced work environment. Effective communication skills are essential as you will be in contact with our inshore fleet employees on a daily basis. You possess a diploma in Accounting or Business supplemented by relevant work experience in the payroll field. As Ocean Choice uses an automated accounting system, experience with the use of computer applications (Excel, Microsoft Dynamics, etc.) would be beneficial. An equivalent combination of education and experience will also be considered.

Salary will be commensurate with qualifications and experience. This is a full-time, seasonal position. Interested persons should e-mail applications to [hr@oceanchoice.com](mailto:hr@oceanchoice.com) by March 22, 2019.

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**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**