



Fishing  
means  
the world  
to us.™

## We're Hiring Payroll Administrator

Ocean Choice International (Ocean Choice) is one of Atlantic Canada's most diversified seafood companies, sustainability producing and marketing a full range of shellfish, groundfish and pelagic species. All of this would not happen without our people working right here at home. At Ocean Choice we're all about families, connected to each other and our communities.

We are currently accepting applications for a dynamic, highly skilled and innovative individual for the position of **Payroll Administrator** to join our Payroll Department located in St. John's, Newfoundland and Labrador. Reporting to the Payroll and Benefits Manager, the Payroll Administrator will be responsible for:

- timely and accurate processing of payroll;
- compliance of government reporting related to payroll and remittance requirements;
- administration of fleet group benefits;
- completing Records of Employment via ROE WEB;
- preparation of journal entries and reconciliation of payroll accounts;
- creating payroll reports as requested;
- providing payroll support and troubleshooting;
- and other payroll related duties and projects 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 and organizational skills are essential to help prioritize and organize the workload in order to meet strict deadlines.

You possess a diploma in Accounting or Business Administration supplemented by relevant work experience in the payroll field. Experience in processing high volume payrolls, knowledge of collective agreements, and certification as a Payroll Compliance Professional (PCP) from the National Payroll Institute would be a definite asset. 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 be considered. Salary will commensurate with qualifications and experience. An excellent benefits package is available, including health and pension plans.

Interested candidates should apply, in writing, to [hr@oceanchoice.com](mailto:hr@oceanchoice.com) or mail resumes on or before Wednesday, January 31, 2024.

**Ocean Choice International**  
Attention: Human Resources  
1315 Topsail Road  
St. John's, NL A1B 3N4

**Ocean Choice is an equal opportunity employer with a competitive compensation and benefits package.**