



## **We're Hiring**

### **Plant Payroll Administrator, St. Lawrence**

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 organized individual for the position of **Plant Payroll Administrator** to join our team at our processing facility in St. Lawrence, Newfoundland and Labrador.

#### **Responsibilities:**

Reporting to the Office Manager, the Payroll Administrator will perform their duties with a high degree of efficiency and accuracy, and will be responsible for, but not limited to the following:

- Balancing and processing timesheets for a large number of unionized employees on a daily basis
- Producing weekly payroll remittance advices for employees
- Completing weekly and monthly reports as required
- Processing records of employment
- Maintaining employee data (new hires, terminations, lay-offs)
- Other duties as assigned.

Successful candidates possess a diploma in Accounting or Business Administration, with relevant work experience in the payroll field. Ocean Choice uses an automated accounting system, therefore experience with the use of computer applications (Excel, Word, Microsoft Dynamics, etc.) would be beneficial. An equivalent combination of education and experience will also be considered.

Effective communication skills are essential as you will be in contact with our plant employees and managers daily. The successful candidate, through experience and education, will need to demonstrate sound judgment, problem solving skills and the capability to manage multiple projects in a demanding, fast paced work environment.

Salary will be commensurate with qualifications and experience. This is a full-time, seasonal position, typically from mid-April to October of each year. Interested persons should e-mail applications to [chutchings@oceanchoice.com](mailto:chutchings@oceanchoice.com) by February 16, 2024.

Ocean Choice International  
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**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**