



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 maternity leave replacement 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.

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.

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.

This is a full-time, seasonal, maternity replacement position for the 2025 and 2026 production season, typically from mid-April to October of each year. Salary will be commensurate with qualifications and experience.

Interested candidates should apply in writing to **chutchings@oceanchoice.com** or mail resumes by **May 9, 2025**.

Ocean Choice International
Attention: Craig Hutchings, Office Manager
P.O. Box 397
St. Lawrence, NL
A0E 2V0

Ocean Choice is an equal opportunity employer.