



Fishing
means
the world
to us.™

We're Hiring

Personnel & OHS Administrator

Ocean Choice International is one of Atlantic Canada's most diversified seafood companies, sustainably producing and marketing a full range of shellfish, groundfish and pelagic species. Our success is driven by our people and our strong connection to the communities where we live and work.

Reporting to the Plant Manager, the **Personnel & OHS Administrator** is a seasonal salaried position responsible for providing administrative support for employee onboarding, payroll coordination, personnel records, OHS and HR reporting activities. This role plays a key part in supporting seasonal operations while ensuring accurate documentation, confidentiality, and compliance with company policies and regulatory requirements.

Responsibilities

- Coordinate employee onboarding, including safety orientation documentation, assisting with orientation sessions, payroll forms, and employee records.
- Maintain personnel files, HR documentation, and confidential employee records.
- Support payroll administration, vacation pay reporting, employee hour tracking, and payroll system updates in Navision.
- Prepare and maintain various payroll and HR reporting documentation and spreadsheets.
- Production reporting to the Department of Fisheries and Aquaculture as required.
- Coordinate Workers' Compensation documentation, incident tracking, and related reporting requirements.
- OHS Program maintenance, Prime requirements, duties and documentation control for these programs.
- Administer employee deduction programs and payroll-related employee requests, including CPP elections.
- Assist with job postings and onboarding documentation for seasonal recruitment activities.
- Coordinate retirement recognition activities, including service calculations and communication with the union office.
- Provide administrative support to management while ensuring compliance with company policies and regulatory requirements.
- Other duties as assigned.

Qualifications

- Diploma or certificate in Office Administration, Human Resources, Business Administration, or a related field, or equivalent experience.
- 2–3 years of experience in an administrative, payroll, or HR support role.
- Experience working in a unionized environment is considered an asset.
- Proficiency with Microsoft Office applications, particularly Outlook, Excel and Word.
- Experience with payroll and HR systems, including Navision or similar ERP software.
- Strong organizational skills with the ability to manage multiple priorities and confidential information.
- High attention to detail and accuracy in recordkeeping and reporting.
- Excellent written and verbal communication skills.
- Ability to work independently and collaboratively in a team environment.
- Knowledge of Workers' Compensation, OHS, and payroll administration is considered an asset.
- Ability to work efficiently in a fast-paced seasonal environment.

Salary will be commensurate with qualifications and experience. Interested candidates should apply by email to **cfisher@oceanchoice.com** or mail resumes by **Friday, May 22, 2026**, to:

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

Ocean Choice is an equal opportunity employer.