

### **Build More Than Just A Career**

Our people are our success. They are also adventure-seekers and difference-makers who are committed to a shared vision – to offer the best of the best in project delivery services. When you join ONEC, you join a community that seeks to help you build more than just a career. You will build working relationships and partnerships that become friendships, build ideas that become realities and build skills that help you grow personally and professionally. We want you to love what you do so that together we can do great things.

### **About ONEC**

ONEC Group has been building projects in Western Canada for over 20 years. As an EPC and EPCM provider, our services include multidisciplinary project services including project & construction management, engineering & design, procurement & logistics, geomatics & survey, fabrication & construction, mechanical & electrical installation, and scaffolding & insulation. We are the only mid-sized firm in our industry that offers this collective expertise under one roof. Because of our company's size, clients get to know our team and always work with the same people, resulting in stronger working relationships and efficiency. We are agile in our approach to project delivery because we are able to pivot quickly and adjust our standard processes to suit specific clients' needs. ONEC believes in local leadership and we engage top talent from the communities we work in. We understand that local knowledge and presence are key to not only our overall business success but the economic success of the communities we work in.

### **Career Details**

Job Title: Payroll Administrator  
Number of Openings: 1  
Job Type: Full-Time/Permanent  
Minimum Level of Education: High School Diploma  
Office Location: Edmonton, AB  
Application Deadline: Until Filled

### **Position Summary**

We are seeking a Payroll Administrator to support the payroll department in maintaining employee files and other administrative responsibilities as required. The successful candidate will report to the Payroll Supervisor.

Responsibilities include:

- Managing the Payroll inbox folder.
- Folder and file organizing.
- Completing time entry review in Jonas (Premier).
- Updating employee profile information in Jonas (Premier).
- Assisting with termination paperwork & ROE submission to Service Canada.
- Ensuring contractors provide all required documentation.
- Complying with ONEC's and client safety policies and procedures.

### **Our Ideal Candidate**

- Minimum of 5-10 years administrative experience in a payroll department.
- 5 years of experience running full cycle payroll for staff including contractors.

- Working knowledge of QuickBooks and Jonas (Premier).
- A self-starter requiring minimal supervision with the ability to multi-task and define priorities.
- Excellent verbal and written communication skills.
- Excellent time management skills, attention to detail, and the capacity to prioritize by assessing situations to determine urgency.
- Advanced computer skills, with proficiency in MS Word, Excel, and Outlook.

## **Application Instructions**

ONEC Group is an equal opportunity employer. Positions are filled by means of open competition where the selection is based on job-related skills, training, experience, and suitability. Final candidates will be asked to provide references. The results of the reference check must be acceptable to ONEC Group. We also consider different experience levels and knowledge and candidates with less experience may be considered for lower-level positions.

We thank all applicants in advance however only individuals selected for interviews will be contacted.

ONEC Group accepts resumes via online application at <http://onecgroup.com/careers/> or via email at [hr@onecgroup.com](mailto:hr@onecgroup.com). Please only submit in Word format.