

# HR & Payroll Coordinator

LloydSadd  
INSURANCE BROKERS

NAVACORD®

## EDMONTON | Reporting to: Payroll & Benefits Manager

### POSITION OVERVIEW

We are looking for an HR & Payroll Coordinator to support our Human Resources and Finance teams. This individual must have superb communication and administrative skills with very strong attention to detail. Our ideal candidate has experience and can juggle various administrative tasks in a timely manner.

### RESPONSIBILITIES:

- Organize and maintain personnel records and update internal people databases.
- Support the preparation and processing of semi-monthly payroll for employees; review and ensure accuracy of approved timesheets; track and deduct all garnishments, benefits, and other payroll deductions using Ceridian Support the administration of the benefits and RRSP programs.
- Responsible for the coordination efforts between payroll, human resources, and other departments as required to ensure proper flow and maintenance of employee data.
- Support the collection and data integrity of HR & Payroll systems and documents.
- Support the onboarding of new employees
- Ensures internal clients are provided seamless, timely, and responsive service.
- Other duties and projects as required.

### REQUIREMENTS:

- Bonus points for:
  - Being a whiz with Excel and Microsoft Suite;
  - having an HR or Payroll Practitioner certification or designation; and
  - for insurance knowledge or industry experience.
- Looking for experience related to HR, payroll, benefits, or a related people or operations function;
- High attention to detail and organizational skills
- The ability to keep sensitive information confidential
- Must be approachable and helpful

Qualified candidates are invited to email their resume and cover letter to: [hr@lloydsadd.com](mailto:hr@lloydsadd.com).



Lloyd Sadd is actively committed to support diversity, equity, and inclusion. We serve and recognize and respect human differences and similarities. We value the diversity of people and actively encourage women, indigenous peoples, members of visible minorities, people with disabilities, and lesbian, gay, bisexual, transgender, and queer (LGBTQ2+) persons to apply.