Payroll Administrator

Job ID
51909

Sandhurst Holdings Ltd.

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LOCATION	DATE POSTED	EXPIRY DATE
#1058-2560 Shell Road, Richmond, BC | British Columbia	03-11-2026	02-05-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD $39.00 / Hour	1 year to less than 2 years	Other trades certificate or diploma

Job Details

Payroll Administrator

Sandhurst Holdings Ltd.

Location: #1058-2560 Shell Road, Richmond, British Columbia, V6X0B8 Vacancies: 2

Salary: $39.00 / Hour

Employment groups: Students, Youth, Veterans of the Canadian Armed Forces, Visible minorities, Persons with disabilities, Indigenous peoples , Newcomers to Canada, Seniors
Terms of employment: Permanent, Full time, Part-Time, Day
Start date: As soon as possible
Languages: English
Education: Other trades certificate or diploma
Experience: 1 Years to less than 2 years
• Completion of secondary school is usually required.
• Completion of college or other courses in accounting, bookkeeping or payroll administration or experience in payroll administration is usually required.
• Experience using a payroll system or software may be required.

How to Apply:

In Person: #1058-2560 Shell Road, Richmond, British Columbia, V6X0B8
By email: gshoker@sandhurstgroup.ca
By phone: 6042786721 ext3

All interested applicants who can legally work in Canada are encouraged to apply. If you are not currently authorized to work in Canada, the employer will not consider your job application.

Job Description

Task: Calculate and prepare cheques for payroll; Store, update and retrieve financial data, Perform human resources related duties such as personnel selection, Prepare monthly statements, Inform employees about payroll matters and benefit plans, Evaluate work environments, programs and procedures to control, eliminate, and prevent disease or injury, Prepare T4 statements and other statements, Prepare statements of earnings for employees, indicating gross and net salaries and deductions such as taxes, union dues, garnishments and insurance and pension plans, Perform clerical duties, such as maintain filing systems, Prepare and balance period-end reports and reconcile issued payrolls to bank statements, Complete and submit documentations for administration of benefits such as pension plans, leaves, share savings, employment and medical insurance, Compile statistics and reports, Maintain payroll, Maintain records of employee attendance, leave and overtime to calculate pay and benefit entitlements, using manual or computerized systems, Perform data entry.

Computer and technology knowledge: Automatic data processing (ADP), Sage Accounting Software, Information technology, Human resources software, MS Excel, MS Windows, Simply Accounting, MS Access, MS Word, Accounting software

Security and safety: Bondable, Criminal record check

Transportation/travel information: Own transportation, Public transportation is available

Work conditions and physical capabilities: Handling heavy loads, Work under pressure, Fast-paced environment, Attention to detail, Tight deadlines, Large workload

Personal suitability: Accurate, Excellent oral communication, Flexibility, Reliability, Client focus, Excellent written communication, Organized, Team player

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