

**You'll Enjoy Our Company**



## **Payroll/Human Resources Administrator**

**The Argus Group is seeking a reliable individual with great interpersonal skills to assist with the processing of the payroll and staff benefits programs; which includes performing a wide range of general administrative duties for the Human Resources Team.**

### **Core responsibilities include:**

- Maintain Great Plains system, inputting new employee, vacation, sick leave, and CURE report data, producing reports as necessary, in a timely and accurate manner
- Coordinate and process payroll; assist with the administration of staff benefits; coordinate efforts between payroll, HR and business units to ensure proper flow and maintenance of employee data
- Perform wide ranging general administrative duties for the Human Resources team
- Administrative support for recruitment, i.e. candidate liaison, set up appointments, arranging candidate testing, recording responses, circulating and tracking resumes, preparing offer and new employee information packages, orientation checklists, expatriate information packages
- Assist with the coordination of in-house and external training, and provide monthly training reports

### **Qualifications and experience required:**

- At least three years of payroll processing and benefits experience is essential
- Human Resource certification or designation (or interest in pursuing one) would be advantageous
- Minimum of an Associate's degree in Business Administration or Finance; or equivalent work experience in an administrative role
- Proficient in the use and understanding of Great Plains Payroll/HR system (Version 10) is a key requirement
- Strong administrative skills including Word and Excel; knowledge of PowerPoint would be an asset

**Closing Date: Wednesday, May 4, 2011**

**Send your resumé to: Human Resources Department,  
The Argus Group, 14 Wesley Street, Hamilton, HM 11 or,  
The Argus Group, P. O. Box HM 1064, Hamilton HM EX  
tel: 295-2021 • fax: (441) 292-6763 • email: [resume@argus.bm](mailto:resume@argus.bm) • [www.argus.bm](http://www.argus.bm)**

Argus strives to provide complete customer satisfaction by recruiting, developing and retaining the very best people who are committed to offering our customers exceptional service. Argus is an equal opportunity employer.

