



Join **Stornoway** and become part of a great team, operating **Québec's first diamond mine, Renard.**

Position: Payroll Technician

Location: Longueuil

Stornoway is recruiting a **Payroll Technician**. Reporting to the Payroll Supervisor the technician is responsible of the payroll processing for the various establishments of the company.

Responsibilities:

- Manage the complete payroll process;
- Compile and produce the documents required to process the payroll;
- Verify and balance time sheets;
- Handle the remittances to different organizations;
- Support to users for the time management system;
- Verify / validate data imported to the payroll system;
- Participate in the development best practices in order to increase the efficiency of the service;
- Participate in the implementation of new work rules in the payroll system and the time management system;
- Respond to questions from employees and managers on payroll and timesheets.

Requirements:

- Dec. or Bachelor degree in Business Administration or other related field, an asset ;
- Member of the Payroll Compliance Practitioner, an asset;
- Minimum of 5 -7 years' experience in a payroll service;
- Experience in mining field and with staggered hours;
- Excel and Microsoft Office Suite Master;
- Knowledge of the Unique Desjardins Payroll and Kronos, an asset;
- Ability to work in a team; Versatility and autonomy;
- Ability to work under pressure and meet tight deadlines;
- Flexibility to work under different schedules;
- Must be flexible to travel occasionally;
- Excellent communication and interpersonal skills;
- Strong ability to work in a changing environment;
- Demonstrated confidentiality in the processing of files;
- Interest and ability to work in a multicultural work environment;
- Excellent written and oral communication in English and French required.

Please send your resume and cover letter to:

Stornoway Diamond Corporation
Human Resources Department
Fax: 418 748-4591
e-mail : hr@stornowaydiamonds.com

The deadline for applications is **May 24th 2017**.
Please indicate the reference number on your application in the subject line:
SWY-AFF-AC12-120 – Payroll Technician