



INTERNAL/EXTERNAL JOB POSTING
HR, Payroll and Benefits Administrator

Trail FAIR Society has openings to join the Administration team and is accepting applications for a **HR, Payroll and Benefits Administrator**.

WHY JOIN THE FAIR TEAM?

We strive to attract, retain and motivate talented people to attain our vision of strengthening communities by providing customized tools and resources to overcome individual obstacles and family challenges. FAIR offers many opportunities for growth and advancement within the agency. Our total compensation plan includes a benefits package that represents our commitment to employee health and wellness and includes (as applicable per FAIR policy and plan rules):

- paid vacation leave
- paid sick leave (at 100%)
- paid birthday hours off in the month of your birthday
- compressed work week upon approval
- Municipal Pension Plan
- Extended Health and Welfare benefits

HR, Payroll and Benefits Administrator

This position is 32 hours per week. The hours of work are Monday to Friday daytime hours. Remuneration is at FAIR Wage Grid level 12. For new FAIR employees Step 1 of the Grid is \$30.05 per hour plus benefits as per FAIR policy. This position reports to the Executive Director. This position is in person, nonvirtual.

JOB SUMMARY

This position is responsible for processing payroll for a medium-sized non-profit agency, including calculating and communicating employee entitlements such as vacation and sick leave. The role provides a range of human resource management services, including supporting recruitment activities such as posting job vacancies, screening applicants, and participating in interviews.

The position oversees employee onboarding and offboarding processes, including providing general agency orientations for new employees. Responsibilities also include maintaining personnel files for employees, contractors, volunteers, and students, as well as managing the agency's employee benefits programs, including pension, extended health, and long-term disability (LTD) benefits.

Additionally, this role serves as the agency's WorkSafe claims manager and Privacy Officer, ensuring compliance with relevant workplace safety and privacy requirements.



TRAIL FAMILY AND INDIVIDUAL RESOURCE CENTRE SOCIETY

WORKING WITH FAMILIES FOR A STRONG COMMUNITY

2079 COLUMBIA AVENUE TRAIL BC V1R 1K7 PHONE: 250-364-2326 www.trailfair.ca

QUALIFICATIONS

- Post-secondary diploma in Business Administration with a focus on Payroll, Human Resources, Business
- Payroll Compliance Professional Designation, and/or Payroll Leadership Professional Designation from the National Payroll Institute would be preferred
- HR Practitioner certification, or equivalent is preferred
- Proficient in Microsoft 365; experience with Quickbooks Desktop
- Valid Standard First Aid Certificate
- Comprehensive knowledge or experience with:
 - BC Employment Standards
 - Income Tax Act and CRA requirements, including associated reporting such as Records of Employment and T4 processing
 - WorkSafe BC reporting and claims management
 - Standard financial controls
 - Municipal Pension Plan administration
 - Typical Extended Benefits Package administration

Applicants should submit a cover letter and resume to Kristine Forbes, Executive Director, by email at: kforbes@trailfair.ca by July 31, 2026 at 4:30pm

Note: All positions at Trail FAIR are subject to satisfactory clearance results from the *Provincial Ministry of Justice Security Programs Division Criminal Records Review Program*.