



## A. HARVEY & CO. LTD

### JOB POSTING – MANAGER – COMPENSATION AND BENEFITS ADMINISTRATION

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#### **THE COMPANY**

A. Harvey & Co. Ltd. is a privately owned Newfoundland company which provides a wide range of services, many of which are marine and logistics oriented. Included within the A. Harvey & Company Ltd. umbrella are the Offshore Marine Base, Harvey Autocarriers, Argentia Freezers and Terminals, Harvey Salt, and A. Harvey Logistics. The company is also affiliated with Browning Harvey Ltd. and Harvey's Oil Ltd.

#### **EMPLOYEE OFFERINGS**

When becoming an employee with A. Harvey Group of Companies some of the employee offerings you will be eligible for are the following:

- Defined Contributions pension plan
- Robust Benefits plan through Blue Cross
- 12 Paid personal leave days per calendar year
- Corporate Wellness Policy
- Statutory and other provincial holidays totaling 15 paid days per calendar year
- Internal Short Term sick leave program
- Education reimbursement policy
- Paid vacation starting at 3 weeks

#### **THE ROLE**

The company has an opening for the role of a full-time, permanent Manager - Compensation and Benefits Administration located at the A. Harvey & Co. Ltd. office at 60 Water Street. The Compensation and Benefits Function within the A. Harvey Group of Companies is regarded as a core business function. In this role, the incumbent has the specialized role providing compensation, payroll & benefit services for all business units of the A. Harvey Group of Companies.

Duties required by this position are, but not limited to, the following:

- Ensure the completion of weekly & bi-weekly payrolls and administration of employee compensation programs;
- Manage weekly, monthly and annual accuracy and deadline targets;
- Review weekly remittances to Canada Customs and Revenue Agency;
- Ensure completion of remittances based upon established/legislated guidelines for governments and unions;
- Monthly review of pension plans and relevant remittances to pension custodian;
- Monthly auditing of accounts related to group insurances and pensions;
- Maintain general ledger analysis for payroll accounts assigned;
- Preparation/Reconciliation of year-end T-4's and T-4 summaries;
- Annual Procedures related to Group Insurance & Pension Compliance;
- Maintain payroll/personnel policies and procedures as established by A Harvey senior management.

Some specific responsibilities of this role include but are not limited to the following:

- Supervising the Compensation Administrator, overseeing the payroll function and ensuring complete weekly, bi-weekly, monthly compensation cycle is complete;
- Ensuring the monthly remittances to unions and regulatory departments and completed timely and accurately;
- Administration of employee pension plans;
- Liaising with retiring employees, leading the transition from employment to retirement;
- Ensure monthly auditing of Pension, Benefit & Payroll Accounts. Meeting with Accounting Department to ensure accuracy;
- Serving as point of contact for employees, providing information and guidance as it relates to Compensation, Payroll, Employee Benefits & Company Pension Plans;
- Liaison with third party service providers related to pension and benefit administration;
- Completion of T-4 processing and Year End reporting;
- Completion of Year End procedure related to Avanti;
- Assistance in administration of Worker Compensation;
- Annual procedures are being completed in a timely and correct manner;
- Act as Avanti report writer 'Super User';
- Other duties as assigned.

### **THE CANDIDATE**

The ideal candidate will have the following:

- Degree or diploma in Business Administration;
- Completion of National Payroll Designation;
- Completion of CPBI certification;
- Completion of accounting courses;
- 5-10 years' experience in Compensation Administration;
- Aptitude for computers and other technology;
- Proficiency in computer applications;
- Effective written and oral communication skills;
- Strong attention to detail;
- Self-confident individual with strong organizational skills that can prioritize and manage multiple tasks and deadlines in an efficient manner;
- Ability to provide professional and courteous service in any scenario;
- Ability to understand and work with diverse groups of people and clients;
- Teamwork skills that support a team based operation;
- Reliable and ability to manage deadlines;
- Work on a flexible schedule based on business requirements;

If you are interested in this role, please forward an application by December 23<sup>rd</sup>, 2024 to:

**Human Resources Group  
A. Harvey & Co. Ltd.  
P.O. Box 5128  
60 Water Street  
St. John's, NL  
A1C 5V6  
Fax: 709-726-8044  
Email: [humanresources@aharvey.nf.ca](mailto:humanresources@aharvey.nf.ca)  
[www.aharvey.com](http://www.aharvey.com)**