

Payroll Administrator

Fast Genetics is currently seeking a part-time Payroll Administrator. The successful candidate would ideally be based in our Saskatoon office.

This position will include the following responsibilities and day-to-day functions but is not limited to:

- Bi-weekly payroll including generating bank files;
- New hire setup, resignation and producing records of employment;
- Track OT, vacation and sick time;
- Submission of government taxes, monthly benefit and pension reconciliations and payments;
- All year-end duties including generating T-4's;
- All other administrative duties as requested

The successful candidate would ideally possess the following qualifications and experiences:

- Payroll experience or a combination of education and experience; knowledge of Great Plains payroll module is a definite asset!
- Advanced proficiency with Microsoft Excel and Outlook;
- Ability to multi-task, meet deadlines and perform a variety of other tasks while maintaining attention to detail;
- Strong interpersonal and team building skills with an emphasis on collaboration and coordination.
- Demonstrate our shared values:
 - **Integrity:** to be honest with our customers and ourselves and to maintain high ethical principles.
 - **Respect:** for our people, our pigs, our customers and the environment in which we work.
 - **Innovation:** to always seek new and creative ways to improve our products and services for our customers.
 - **Excellence:** we will do what it takes to get the job done right in an effort to exceed customer expectations.

About Fast Genetics

Fast Genetics is a leading North American based pig genetics company with global reach. We provide breeding stock and innovative genetic solutions to pork producers to assist them in providing healthier food and using fewer resources in an environmentally sustainable way. We are committed to our founding principles of high health, integrity, and animal care. At Fast Genetics we empower our people by supporting and encouraging them to grow personally as well as professionally.

Our company offers a comprehensive benefits package including health, dental, vision, disability, group life insurance, and a registered pension plan. Wages will be based on the successful candidate's experience and qualifications.

If you are interested in this opportunity, please send your resume to the below address by February 26, 2018:

Human Resources
Fast Genetics
Fax: 306-883-2060
E-mail: escharf@fastgenetics.com
www.fastgenetics.com/careers

We thank all applicants, however, only those under consideration will be contacted.

www.fastgenetics.com

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