

## Human Resources & Compliance Specialist

Our Medical Gas Solutions division in Canada, Class 1 Inc. is currently looking to hire a dynamic and competent Human Resources and Compliance Specialist. Reporting to the General Manager, the successful candidate will provide support for all employees and management in the areas of human resources with focus on compliancy and payroll.

### Mission

The Human Resources Analyst & Compliance Specialist will be responsible for providing general human resources support to the organization.

### Main Responsibilities

1. *Human Resources (60-70%):*
  - a. Follow and execute the overall HR strategy as set out by Atlas Copco Group and global divisions as supported locally by the senior management team;
  - b. Administration and maintenance of all HR master records, in addition, full utilization of global HR systems (HR Link/SAP Success Factors);
  - c. Support Diversity and Inclusion initiatives of the company with possibility to join divisional forums or committees;
  - d. Coordination of annual organizational training and support of employee global Insight / feedback survey (ENPS) with delivery of improvement workshops;
  - e. Assisting with recruitment, selection and onboarding;
  - f. Providing guidance on policy interpretation, employee relations and corrective action;
  - g. Assisting and supporting delivery of HR programs/policies focused on enhancing organizational performance, depth of talent and employee productivity;
  - h. Assisting with initiatives such as policies, HR process implementation and administration of the talent review process;
  - i. Providing support with for annual performance management and employee satisfaction;
  - j. Maintain open communication with managers by assisting in day-to-day HR requests;
  - k. Understanding and ensuring compliance with various corporate and legislative initiatives across Canada;
  - l. Build and maintain strong relationships with each business units with possible support, if required, to other Atlas Copco Canada entities for HR responsibilities;
  - m. Future participation in management meetings as needed
  - n. Potential involvement of special projects HR due diligence, onboarding and compliance synergies;
  - o. Support positive morale and team building initiatives along with the social committee.

2. *Compliance and payroll (30-40%):*

- a. ISO Human Resource support for Compliance and Performance Review Compliance;
- b. Manage and guarantee disbursement of multi-province payroll including garnishments, benefits and taxes for unionized employees in compliance with all applicable laws;
- c. Support all company Disability and Benefits insurance programs;
- d. Assist in Workers Compensation reporting Union job reporting and Union Benefits reporting;
- e. Critically review and analyze current payroll data flows to and from payroll, including data flows to benefit and retirement vendors, tax authorities, general ledger systems etc.;
- f. Manage relationship with third party payroll service providers;
- g. Oversee yearend employee tax and income reporting;
- h. Correct tax issues with tax authorities;
- i. Communicate actively with HR and Finance/Accounting to ensure that all earnings, deductions and reporting are compliant with jurisdictional and policy guidelines and are reporting in accordance with accounting needs;
- j. Process weekly and bi-weekly finance expenses in BV system and manage admin of filing reports;
- k. Submit bi-weekly timesheet to Atlas Copco North American payroll department;
- l. Ensure proper filing with all Workers Compensation Boards;
- m. Ensure payroll is meeting or exceeding established benchmark metrics;
- n. Ensure system set-up reflects current employee base, including wages, benefits, sick and vacation time in line with work rules (union and non-union);
- o. Manage regular preparation of relevant management reports, including weekly, monthly, quarterly and year-end reports (AC monthly headcount reporting, gross payroll, hours worked, vacation accrual, tax deductions, benefit deductions, etc.);
- p. Coordinate expatriate payroll processing and reconciliations including exchange rates, shadow payroll and tax imputations;
- q. Future evolution to combine with SHE Coordinator
- r. Maintain weekly union payroll within Class 1 and support Atlas Copco Holdings in any transition of payroll as needed;
- s. Participate in quarterly Joint Health and Safety Committee and follow-up with various action items;
- t. Other duties as required and assigned by your manager.

**Experience requirements**

- 3 to 5 years of full cycle payroll experience, combined with progressive and general human resources experience;
- Understanding of current legislation including payroll legislation and employment standards;
- Experience using ADP workforce or equivalent managed payroll service;
- Advanced working knowledge of Microsoft Office Suite;
- Experience with SAP SuccessFactors is an asset;
- Experience dealing with collective agreement is an asset;
- Knowledge of Canadian benefits an asset.

### **Education & Knowledge requirements**

- University degree in human resources management or a relevant combination of education and experience;
- Knowledge of ISO and understanding gained through experience
- CHRP designation is an asset

### **Personality requirements**

- Excellent written, verbal and interpersonal communication skills;
- Bilingual in English and French a strong asset;
- Exceptional attention to detail and problem-solving skills;
- Ability to meet tight deadlines and conduct multiple objectives simultaneously;
- Demonstrated ability to multi-task and meet deadlines under minimal supervision;
- Well-organized, approachable, proactive individual who is a team player with a positive attitude;
- Team player and willing work with all levels of staff and management within the organization;
- Ability and willingness to travel as required.

### **Additional information**

The position will be ideally based from our Class 1 and Medical Gas Solutions head office and production facility located in Cambridge, Ontario, Canada. For non-Canadian resident, local plus working conditions would apply and require a valid work permit for Canada.

If you think you are the right person for this challenging position which opens to further potential career developments, please email [HR@class1inc.com](mailto:HR@class1inc.com).