



Element Technical Services is a private oilfield services company with operations in Canada and the United States. Element specializes in providing its customers with industry leading fracturing and coiled tubing completion services. We are committed to delivering our services, on budget, on time, and exceeding customer expectations while providing a safe and excellent working environment for our employees.

Element is looking to add a hardworking and energetic Payroll Administrator to its rapidly growing company. This position will be based in downtown Calgary and will report to the Payroll & Benefits Coordinator. The successful candidate will possess strong written and verbal communication skills and will have a proven ability to perform work diligently and on time in a team-based environment.

Responsibilities for the role will include:

- Efficiently and accurately process and administer semi-monthly payroll, including salaried, hourly and intermittent pay, for employees in multiple locations and jurisdictions
- Maintain and update employee payroll records, including new hires, terminations, and changes in compensation or benefits.
- Review online submitted time sheets to ensure proper completion and authorization
- Payroll deduction administration
- Assist with payroll reconciliation prior to processing
- Maintain company adherence to legislation by ensuring a high level of confidentiality, accuracy and remaining current with payroll regulations
- Maintain and update employee payroll records, including new hires, terminations, and changes in compensation or benefits.
- Enroll, manage and verify employees' entries into the online benefit provider's system with regard to health & dental benefits as well as retirement plans and reconcile monthly
- Prepare and distribute payroll reports, statements, and tax forms as required
- Address employee inquiries regarding payroll, deductions, and tax-related matters.
- Collaborate with the HR and Finance departments to ensure timely and accurate payroll processing.
- Resolve payroll discrepancies and address any issues promptly.
- Stay up-to-date on changes in payroll regulations and industry best practices.

Experience and Skills

- Completion of post-secondary education
- Proven experience as a Payroll Administrator or in a similar role
- Strong understanding of payroll principles, tax regulations and wage calculation, Payroll Compliance Practitioner Designation completion or in process
- Expert level of Microsoft Word, Outlook and Microsoft Excel
- Successful completion of a criminal background check
- ADP experience would be an asset
- Exceptional attention to detail and excellent organizational skills.
- Strong numerical and analytical abilities.
- Ability to handle confidential and sensitive information with utmost integrity.
- Effective written and verbal communication skills.
- Ability to work independently and collaboratively in a deadline-driven environment.

Benefits:

- Competitive salary based on experience
- Comprehensive benefits package, including health insurance, retirement plans, and paid time off.
- Opportunities for professional growth and development
- Supportive and friendly work environment

Please email resume and cover letter outlining your relevant experience and qualifications to careers@ets.ca
While we appreciate all application, only candidate selected for an interview will be contacted.