



## Human Resources and Payroll Assistant

Lawson Lundell LLP is a leading regional Canadian business law firm with offices in Vancouver, Kelowna, Calgary and Yellowknife. The firm is recognized and respected by its peers in legal and business publications and was recently named one of **BC's Top Employers for 2021**. Business in Vancouver also recognized Lawson Lundell LLP as the fastest growing law firm in Western Canada.

Lawson Lundell LLP is currently seeking a Human Resources and Payroll Assistant to join our Vancouver office. The successful candidate is an enthusiastic, hardworking individual who would like to work in our Payroll and Human Resources Department. This position is full-time, Monday – Friday, 8:30 am – 4:30 pm.

### Standard Responsibilities

- Provide administrative support to the Payroll and Human Resources department
- Responsible for assisting the Payroll and Benefits Administrator with semi-monthly payroll for 350+ (salaried) Canadian employees
- Assist with the processing of benefit plans for all eligible employees
- Maintain HRIS system (BambooHR) ensuring accuracy of records across all offices
- Participate in staff recruitment (phone interviews, scheduling)
- Keep Emergency Response Team up to date and ensure all participants have appropriate training
- Generate and create reports as required
- Assist in other projects as assigned

### Qualifications

- A Post-Secondary Education and/or completion of HR Certificate or Diploma program
- 1 or more years' experience with payroll
- Knowledge of ADP WorkForceNow an asset but not required
- Strong accuracy and attention to detail is a must
- Strong knowledge of Microsoft Office with intermediate to advanced Excel Skills
- Strong organizational skills and ability to multi-task
- Strong verbal and written English communication skills
- Understanding the importance of discretion in confidentiality
- Ability to work independently as well as part of a team

If you are a professional, hardworking team player with a positive outlook and would like to share your expertise with us, please submit your resume with a cover letter to **Raj Sidhu, Director of Human Resources** at [rsidhu@lawsonlundell.com](mailto:rsidhu@lawsonlundell.com).



Exciting perks and benefits of working at Lawson:

- **Competitive Compensation**
- **Health Benefits:** extended health, dental, vision, out of country, life, AD&D
- **Fitness Benefit:** reimbursement for fitness equipment or fitness membership
- **Paid Time Off:** vacation time starts at 3 weeks, personal days, sick time, and a volunteer day every year
- **Financial Benefits:** defined contribution pension plan matched by the firm, RRSP, TFSA, year-end bonuses and an employee referral bonus program
- **Fun Environment:** annual year end party, happy hours, staff appreciation week, and many other social events
- **Flexible work hours**
- **Awards:** long term service and bonus vacation awards

#### **What to expect**

- A commitment to diversity and inclusiveness; we believe that fostering a diverse and inclusive workplace benefits both our firm and clients
- An environment where constant learning is encouraged
- A fun and collaborative work environment
- A team of unique individuals who will help take your skills and experience to the next level
- A commitment to providing a discrimination-free and harassment-free workplace environment

We support equal opportunities for all applicants and encourage all people of visible minorities, including Indigenous applicants, and those of any religion, sex, age, ability, sexual orientation, gender identity or expression to apply.

**Although we thank all applicants for their interest in Lawson Lundell LLP, only shortlisted candidates will be contacted. No phone calls please.**