



ALEXCO

PAYROLL SPECIALIST

A great opportunity for an experienced Payroll professional to join a dynamic mining company and participate in its growth.

OVERVIEW

Alexco Resource Corp. owns the majority of the historic high-grade Keno Hill Silver District located in Canada's Yukon Territory. With nearly 1,000 meters of underground development completed at our two new deposits and a robust Pre-Feasibility Study released, Alexco is advancing the district towards a production decision with the goal of production in Q4 2020. This is a great opportunity to be part of the team that is building one of the highest-grade silver operations in the world.

We are looking for an experienced and qualified professional Payroll Specialist to join the Human Resources Team.

RESPONSIBILITIES

- Process payroll for around 250 employees through to EFT and reporting
- Validation of completed business input paperwork
- Experience in Payment Summary Processing, reconciliations, and Month End Processing
- Research and update as appropriate the procedures specific to the territory as required by legislation
- Actively pursue understanding of legislation amendments relating to payroll and ensure that work is conducted within legislative parameters
- Work within the HRIS system identifying opportunities for continuous improvement
- Preparation of regular reports related to payroll to assist the decision making process
- Continuous improvement to the current payroll HRIS reporting framework
- Effectively implements change initiatives
- Timely delivery of processes
- Facilitates and manages own workload with minimal supervision

THE REQUIREMENTS

- 3 to 5 years of relevant experience
- Previous payroll experience gained will working within hourly and salaried employees
- Advanced Microsoft Office skills
- Customer Service orientated and able to forge strong working relationships with operational heads of department in a friendly nature within a team atmosphere
- Understanding of termination and redundancy processing
- Strong analytical skills
- Good written and verbal communication skills
- Strong Collaborative skills
- Strong Microsoft applications skills (including Excel, Word and Outlook)

REWARDS and CULTURE

The position offers a competitive remuneration package. A real teamwork and supportive working culture, that environment, with a professional and safe working environment

CONTACT US

Please apply directly by submitting your resume, preferably as a Microsoft Word document. Please note, that due to the number of applications we receive, only those selected for an interview will be contacted.

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