

JOB POSTING

Job Title:	Payroll & Benefits Assistant	Status:	Full time
Location:	New Westminster	Hourly Rate:	\$29.43
Hours:	40 hours/week	Posting #:	26-HO - 005
Schedule:	Monday-Friday, 8:30am-5:00pm	Closing Date:	June 22, 2026

The Elizabeth Fry Society of Greater Vancouver (EFry) is a charitable organization that supports women, girls, and children at risk, involved in or affected by the justice system. Our programs work to break the cycle of poverty, addiction, mental illness, homelessness, and crime.

With a main office located in the unceded, traditional territories of the Coast Salish peoples in what is now called New Westminster, this is a meaningful opportunity to join the Human Resources Department an impactful and highly regarded not-for-profit organization that delivers a wide range of programs and services across Metro Vancouver and Victoria, British Columbia.

We are recruiting a Full-Time, Human Resources Generalist. Reporting to the Senior HR Manager, this position is an integral HR team member that provides support for the consistent flow of day-to-day HR operations and administrative functions including the management of HR data into the existing system. Supports streamlining human resources services including hiring and selection, onboarding, performance, and training administration.

KEY RESPONSIBILITIES:

- Assists with preparing and developing HR correspondence including employment verification letters.
- Acts as a front-line resource for all employee inquiries and actively manages the HR mailbox.
- Responsible for the updating employment records in Dayforce and in the HR file, ensuring complete accuracy, confidentiality and compliance with legislative requirements and accreditation standards.
- Manages the casual management call-in process including updating of seniority lists, employee communication and documentation.
- Works collaboratively with the team to ensure smooth onboarding for all new staff.
- Maintains a bring-forward process for reappointments, promotions, work notices, probation and salary increase.
- Collects all new hire and departing employee documentation, including employment information and resignation letters.
- Communicates with payroll to investigate and solve payroll, appointment enquiries and issues.
- Prepares human resource and payroll processing such as start, change and termination forms.
- Coordinates with HR team and provides support in drafting job description, creating job postings recruitment and new hire orientation.
- Prepares and analyzes reports monthly, quarterly, and annually and completes statistical information.
- Performs other related duties as required.

QUALIFICATIONS:

- Certificate, diploma, or coursework in Business Administration, Payroll Administration, Accounting, or a related field.
- Minimum one (1) year of recent and related administrative experience, preferably in payroll, benefits, human resources, or finance, or an equivalent combination of education and experience.
- Experience working with payroll software like Dayforce, ADP, UKG or benefits systems is considered an asset.
- Ability to work independently under general direction, including the ability to manage and prioritize daily tasks and meet deadlines.
- Demonstrated ability to handle sensitive and confidential information with discretion and professionalism.
- Strong attention to detail with the ability to process data accurately and efficiently.
- Strong organizational skills with the ability to manage multiple priorities in a fast-paced environment.
- Strong administrative skills including knowledge of office procedures and filing systems.
- Excellent interpersonal, verbal, and written communication skills with the ability to respond professionally to employee inquiries.
- Ability to work collaboratively as part of a team and support shared service delivery.
- Demonstrated commitment to accuracy, accountability, and task completion under time constraints.
- Ability to work well under pressure and manage competing deadlines, particularly during payroll processing cycles and benefits renewal periods.
- Experience in a not-for-profit or public sector environment is considered an asset.
- Strong proficiency in Microsoft Office, particularly Excel.

MANDATORY JOB REQUIREMENTS:

- Doctor's note of fitness required.
- Satisfactory Criminal Record Review (Vulnerable Sector Search).
- A valid driver's license with a satisfactory driving record is an asset.

Benefits:

- Opportunities to connect and engage through Society events and activities
- Access to a supportive Employee Assistance Program (EAP)
- Comprehensive extended health and dental coverage including vision care for you and your family
- Paid time-off to support rest, balance, and wellbeing.
- A secure future participation in the Municipal Pension Plan (MPP)

The agency is committed to creating an inclusive and equitable environment where all those participating in the organization are valued for their differences. We encourage and welcome applications from all qualified individuals, including applicants from all cultures and backgrounds, racialized communities, indigenous communities, diverse sexual and gender identities, various religious backgrounds, women, and those with disabilities. We are committed to a selection process and work environment that is inclusive and barrier-free. We encourage applicants to self-identify if they wish to do so.

Interested candidates must submit a cover letter and resume to hiring@efry.com by no later than June 22, 2026, with the subject line HO 26-005.

We thank all applicants for their interest in this opportunity; however, only those selected for an interview will be contacted.