

Job Bulletin: Pay and Benefit Consultant

Advertisement #	42831
	Pay and Benefit Consultant
	Term, Full-time (until May 2025)
	Human Resources Unit
Closing Date:	May 9, 2024
Current Salary Range:	\$2,004.63 - \$2,385.98 bi-weekly (6XE)
General Wage Increase*:	\$2,111.20 - \$2,575.20 bi-weekly (6XE)

The Liquor, Gaming and Cannabis Authority of Manitoba (LGCA) regulates the province’s liquor, gaming, cannabis, and horse racing industries. We license liquor sales, service and manufacturing, gaming employees, products and operations; retail cannabis stores; and horse racing. We strive to serve the public interest by regulating these industries in a respectful, impartial, and balanced manner.

The LGCA is seeking a highly motivated individual to work on site within the Human Resources Unit. The incumbent is responsible for processing the bi-weekly payroll for all LGCA employees, including administering employee benefit plans.

Candidates who do not meet the full qualifications may be considered for a development opportunity.

Qualifications

The successful candidate must have:

- A certificate or diploma from a post-secondary institution in Human Resources Management or Business Administration.
- 1 to 3 years’ experience administering payroll and benefits, preferably in a unionized and/or public sector environment. A combination of education and experience may also be considered.
- Experience processing leaves, pay adjustments, appointments, new hires, terminations, and records of employment (ROE).
- Experience administering benefit plans including enrollment and calculating and processing deductions and prepayments.
- Excellent oral communication and interpersonal skills to effectively communicate with staff, clients and stakeholders.
- Strong written communication skills to produce effective, clear and concise communication and reports.
- High level of accuracy with data entry and experience coordinating the flow of information, documenting and communicating needed actions.
- Strong attention to detail and accuracy.
- Demonstrated problem-solving, decision-making, and analytical skills.
- Demonstrated political acumen and respect for others to handle sensitive and confidential matters.
- Knowledge and experience interpreting and applying policies, legislation and regulatory standards and requirements.
- Strong organizational and time management skills with the ability to plan, balance and manage multiple work priorities and deadlines.
- Demonstrated ability to work independently as well as in a team environment.
- Proficiency with Microsoft 365 and Human Resources Information Systems [e.g., SAP].

The following qualifications are desired:

- Payroll Compliance Practitioner (PCP) Designation.
- Chartered Professional in Human Resources (CPHR) Designation.
- Proficiency in French.

Your cover letter and résumé must clearly indicate how you meet the qualifications.

This document is available in alternate formats, upon request.



Duties:

The Pay and Benefit Consultant is responsible for processing the bi-weekly payroll for all LGCA employees, including administering employee benefit plans. This includes processing various payroll transactions, maintaining accurate data in the HRIS system, calculating and processing deductions and prepayments, and creating routine, ad hoc, and year end reports. The Pay and Benefit Consultant is responsible for providing guidance to management and staff regarding the application of pay and benefits policies, procedures, legislation and collective agreements, and assisting with supportive employment coordination which includes disability management, accommodations and return to work programs. The position also supports various human resources initiatives, programs, and issues.

Additional Information:

- *The LGCA has recently signed a new collective agreement with general wage increases and the current salary range will apply until its implementation. The successful candidate will receive the general wage increases once implemented, which will be paid retroactively to their date of hire.
- An eligibility list may be created for similar positions and will remain in effect for 12 months.
- Applicants may be required to write a screening/selection exercise/test.
- Applicants must be legally entitled to work in Canada.
- Circumstances may arise where the competition may need to be withdrawn.
- A positive attendance record will be a consideration in the screening process.
- Satisfactory work performance in the preceding 12 months is required.
- A satisfactory criminal record check is a condition of employment.

The LGCA has a comprehensive compensation and benefits package that includes extended health care, health spending account, dental care, vision care, long term disability insurance, group life insurance, maternity leave top-up plan, family related leave and a defined benefit pension plan (some pension plans allow for portability between the Civil Service Superannuation Board and employers). Training, educational support and career development opportunities are also available.

Apply to:

Advertisement #42831
Liquor, Gaming and Cannabis Authority of Manitoba
Human Resources
1055 Milt Stegall Drive
Winnipeg MB R3G 0Z6
Fax: 204-927-5384
Email: resumes@LGCAmb.ca

Please quote your name and the advertisement number in the subject line of your email.

Please submit your cover letter, resumé and any other documents in PDF format. The LGCA does not accept .zip files or links to Google Docs, Dropbox, or any cloud-based storage systems as a substitute for PDF documents.

Accessibility

LGCA will consult with all applicants requesting accommodation during the recruitment process to ensure that the accommodation provided considers the applicant's individual accessibility needs.

Employment equity is a factor in selection. Applicants are requested to indicate in their covering letter or resumé if they are from any of the following groups: women, Indigenous people, visible minorities, and persons with disabilities.

We thank all who apply. Only those selected for further consideration will be contacted.

Visit LGCAmb.ca to learn more about the Liquor, Gaming and Cannabis Authority of Manitoba.

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