



## **ADP PAYROLL AND HRIS IMPLEMENTAION SPECIALIST**

This position is responsible for the strategic implementation and customization of Trico Centre's new ADP payroll and HRIS software program – Workforce Now. This position is a 4-6-month contract with the possibility of extension depending on the success and timeline of the implementation. This position may evolve to a permanent role for the right candidate with interest in either payroll or HR administration functions. The successful candidate will have experience within payroll, knowledge of human resources, and be able to learn the old system, provide recommendations on the ADP processes, and perform the functions necessary to set up and transfer data alongside Trico staff and ADP consultants.

### **Responsibilities:**

- Works with Trico team members and the ADP team to successfully meet project targets and deadlines
- Learn the existing payroll, benefits, timesheets, and scheduling processes to provide recommendations for the best use of ADP.
- Lead the Trico side of the implementation, alongside Trico staff and Project Manager to ensure best practices and procedures are followed for the new system
- Create workflow processes and training guides/program for management and supervisors
- Work with Trico management to determine reporting needs and work with ADP consultants for report creation.
- Liaise as needed with Trico management and other stakeholders.
- Export / import data as needed from existing systems, including data entry if needed, and review and prepare data for import.
- Other duties as required for the successful implementation of the ADP system.

### **Qualifications:**

- 2-5 years of ADP payroll and/or HRIS experience
- Data entry and export experience
- Sage 300 ERP, When to Work employee scheduling software experience a definite asset
- Proficient in Microsoft Office including Word, Excel, PowerPoint
- Costing and General Ledger knowledge
- Shift differential / rotating shift knowledge
- Employee scheduling knowledge
- Benefit application knowledge

- Excellent communication skills
- Police Security Check and Vulnerable Sector search mandatory

**Experience/Skills Required:**

- ADP payroll and/or Workforce Now
- Sage 300 Payroll module experience/familiarity an asset
- Strategic thinker, detail oriented, strong administrative and organizational ability
- Detail oriented with a high level of accuracy with numbers
- Flexible and open to changing priorities
- Works and communicates well with all levels in an organization
- Professional demeanor under pressure

**What we offer:**

- Free facility membership and discounted registration on programs
- Competitive wage based on experience
- Advancement opportunities and cross-training
- Opportunity to use your creativity and develop new skills
- A fun, positive and respectful work environment

**Closing Date:** Open until filled

- This position may be filled by either a temporary contract employee or independent contractor. This position will work in the Trico Centre Administration office and is not available for remote work.

**Location:** 11150 Bonaventure Drive SE

Thank you for your interest in Trico Centre for Family Wellness Only those individuals selected for an interview will be contacted. We are an equal opportunity employer.

**Please send applications to:**

**Trico Centre for Family Wellness  
11150 Bonaventure Dr. SE  
Calgary, AB T2J 6R9**

**Attention: Acting General Manager  
Email: [careers@tricocentre.ca](mailto:careers@tricocentre.ca)  
Fax: 403-278-7573**