



## **Clerk Typist III (Compensation & Benefits)**

Location: Prince Philip Drive Campus – St. John's

Job Opening ID: 11163

Full-time, Temporary

Commencing: As soon as possible until August 31, 2020

Deadline to Apply: Open until filled

### **PUBLIC POSTING**

**DUTIES:** Reporting directly to the Manager of Compensation and Benefits, this position will be an integral part of the Compensation and Benefits team providing leave management services to College of the North Atlantic staff. The primary focus of this role will be leave accruals and responsibilities will include maintaining and updating employee leave entitlements and balances using the absence management module of the College's Human Resources Information System (PeopleSoft); conducting leave audits by reviewing employee files, recognizing when adjustments have to be performed, ensuring leave is keyed properly using the correct coding, and employee balances are reconciled; reviewing employee service for the purpose of annual/paid leave entitlements; generating payouts for employees who are being laid off, resigning, or retiring from the College; generating various leave reports from PeopleSoft for review and taking corrective action accordingly; applying language of the College's Support Staff and Faculty Collective Agreements as well as government policy; responding to employee inquiries related to leave; and other related duties as required within Compensation and Benefits. **This position is excluded from the bargaining unit.**

**QUALIFICATIONS:** In order to be successful in this role, candidates must possess knowledge of general compensation and benefits practices, particularly in the area of absence management. Candidates must also have knowledge and proficiency with human resource information systems (HRIS). Excellent communication, organizational and time management skills, and the ability to exercise a high degree of confidentiality and attention to detail is required. Being able to apply effective analytical skills in order to resolve problems as they arise will also be required. The ability to professionally interact with College employees and establish and maintain effective working relationships while demonstrating a commitment to providing quality client service and working independently is essential for this role. The required knowledge and skills would have been obtained through the successful completion of a Diploma in Business Administration (or related field) supplemented by recent and relevant compensation and benefits experience within a high volume and/or complex organization. Previous experience with Microsoft Office applications and an absence management module of a human resources information system is also required. An equivalent combination of education and experience may be considered.

**SALARY:** NUNM26 - \$40,458.60 - \$44,790.20 per annum

College of the North Atlantic is an Equal Opportunity Employer.

The successful candidate will be required to provide a recent Certificate of Conduct.

Please apply online complete with resume at [www.cna.nl.ca/careers](http://www.cna.nl.ca/careers). Verification of credentials and the names and contact information of three professional references, including a current supervisor reference, will be required as part of the interview process.

Candidates must clearly demonstrate in their resume that they meet all of the required qualifications. Failure to do so may result in a candidate being screened out of the competition.

For questions regarding this job opening, please contact Sergio Deleon, Human Resources Consultant at [sergio.deleon@cna.nl.ca](mailto:sergio.deleon@cna.nl.ca) or by phone at (709) 758-7229.