



**Personnel Posting # 13-26/27**

***Internal/External  
Temporary Full-Time Employee Services Coordinator***

Santé Manitouwadge Health is now accepting applications for a ***Temporary Full-Time Employee Services Coordinator***.

**Qualifications and Experience:**

- Post-Secondary Degree or Diploma in, Payroll Administration and/or Human Resources or other relevant education
- Thorough knowledge of payroll related legislation, theory, processes, reporting.
- Strong understanding of payroll and human resources operations (benefits, compensation, and pensions).
- Legislative knowledge relevant to payroll including but not limited to: Employment Standards Act, Employment Insurance Act, Canada Pension Plan Act, Income Tax Act, etc.
- Strong orientation to detail, accuracy, and thoroughness.
- Proven ability to multi-task with competing priorities to ensure responsibilities are fulfilled, often within tight timelines.
- Proficient with the use of Microsoft Outlook, Excel, and Word
- Effective oral and written communication skills, & excellent work ethics
- Proven organizational, interpersonal, and problem-solving skills.
- Regular Attendance Required
- MediSolution experience is an asset.

**Duties include:**

- Performs computer processing functions in the Human Resources/Payroll System to enter, change, retrieve and update personnel information including terminations and new hires.
- Process bi-weekly payroll for all employees
- Ensure all wage changes are made accurately and in time for affected pay periods.
- Responsible for calculating and processing termination documentation and pay-out.
- Respond to employee and government agency inquiries regarding payroll.
- Ensure the creation and timely distribution of Record of Employments
- Take and respond to inquiries arising from questions about payroll.
- Maintain detailed records and documentation of payroll functions for audit purposes, in accordance with statutory requirements.
- Adhere to all policies and follow established procedures.
- Provides Human Resources support daily to Managers/Staff pertaining to collective agreements, Human Resources Policies and Procedures, vacation accruals and benefits.
- Provide prompt and accurate answers to group benefit questions.
- Responsible for advising employees regarding benefit entitlement for applicable benefit plans while on maternity/parental leave, sick leave, layoff and/or long- term disability.
- Process employee enrolment, changes, retirements, and terminations for all benefit plans as well as for the Hospitals of Ontario Pension Plan (HOOPP)
- Work with discretion regarding sensitive and confidential information
- Any other duties as assigned

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Manitouwadge, ON P0T 2C0  
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www.mh.on.ca



**Salary:** \$ 30.91 - \$ 34.80 per hour  
**Deadline:** Position open until filled  
**Start date:** TBD  
**Apply to:** Julie MacIntyre, Executive Assistant | [applications@mh.on.ca](mailto:applications@mh.on.ca)  
1 Health Care Crescent, Manitouwadge, ON P0T 2C0  
807-826-3251 x 228

(Note: Please quote the personnel posting number “**13-26/27**” in your application. If you have not received an acknowledge receipt of your application within a day or two from sending your résumé, please call to confirm receipt.) We thank all applicants for their interest. However, only those candidates qualifying for an interview will be contacted.

*Upon request, accommodations due to a disability are available throughout the selection process Santé Manitouwadge Health is an equal opportunity employer. This posting is not for an existing vacancy.*

**\*\*Santé Manitouwadge Health does not use AI in the selection or recruitment process\*\***

*Date Posted: April 21, 2026*