



Payroll Clerk

Oxford Frozen Foods has an immediate opening in its Accounting department, at the Oxford location for an individual with a payroll certification. Post secondary education with a concentration in accounting would be an asset. This position reports to the Payroll Manger, and requires the individual to be a team member in a multi-factory, multi-product manufacturing organization.

Your specific responsibilities will include the biweekly processing of payroll and other clerical duties. Completion of biweekly, monthly and yearly payroll remittances. Communication with employees and managers on payroll related issues. Being proactive in compiling payroll data and information for managers. Assist the HR department with group insurance and pension enrollments.

You will bring to this position the ability and desire to understand the food-processing environment with a goal of continuous improvement. You are detail oriented with proficient computer skills, including spreadsheets and database reporting tools. Being comfortable in an enterprise wide computer environment with the ability to extract and analyze information for the decision making process. You communicate easily with co-workers and work enthusiastically in a team environment.

Oxford Frozen Foods operates seven food-processing facilities in Nova Scotia, New Brunswick, and the State of Maine, manufacturing a variety of frozen food products for world markets.

We offer a competitive salary, a comprehensive benefit program, and a rural living area that offers abundant recreational opportunities.

Resumes may be forwarded in confidence to:

Oxford Frozen Foods Ltd.
Re: Payroll Clerk
P.O. Box 220
Oxford, NS B0M 1P0
Fax: (902) 552-3016
E-mail: resumes@oxfordfrozenfoods.com

We thank all applicants for their interest in this position, however; only those selected will be contacted. No agencies or telephone call please.

Closing Date: March 16, 2018