

What we do

CIF Construction is a premium heavy civil contractor specializing in concrete and earthworks across Western Canada. We deliver high-quality infrastructure projects for the mining, energy, forestry, oil & gas, and transportation sectors. With our own diverse fleet of equipment, including portable batch plants, we self-perform a wide range of services such as survey, scaffold, concrete, formwork, reinforcement, and cellular concrete. We are experienced in working in remote locations and challenging conditions.

Position Summary

We are looking for a Payroll & Benefits Coordinator at CIF Construction to administer accurate and timely payroll, benefits, and related employee records in support of our growing workforce. This role ensures compliance with company policies, collective agreements, and applicable legislation while providing responsive support to employees, supervisors, and leadership.

The coordinator plays a key role in maintaining payroll integrity, supporting benefits administration, and contributing to a positive employee experience through clear communication and reliable service.

Key Responsibilities

Payroll Administration

- Process bi-weekly payroll, ensuring compliance with legislative requirements and internal controls
- Oversee the review, validation, and reconciliation of employee time entries, ensuring accuracy and preventing duplication across crew timesheets
- Ensure accurate and timely payment of wages and deductions
- Maintain and update confidential employee records, ensuring all documents are filed accurately and promptly
- Reconcile payroll discrepancies and respond to payroll-related inquiries
- Ensure compliance with all federal payroll laws and regulations
- Complete Records of Employment
- Prepare and submit payroll remittances (CPP, EI, taxes) and year-end filings (T4s, ROEs, etc.).
- Maintain employee files and confidentiality of all payroll and personnel information

Benefits Administration

- Coordinate employee benefits enrollment, changes, and terminations
- Liaise with benefits providers to ensure accurate coverage and timely updates
- Assist employees with benefits-related questions and troubleshoot issues
- Process and maintain documentation for benefits plans, including health, dental, life, and disability insurance
- Monitor eligibility and ensure accurate benefit deductions in payroll.

General Administrative Support

- Prepare and issue new hire documentation, ensuring timely onboarding and alignment with organizational standards
- Support tracking of applications and update internal databases
- Complete reporting requirements for apprenticeships
- Collaborate with HR and Finance teams on audits, budgeting, and reporting
- Support Accounts Payable with receiving, reviewing, coding, and processing invoices, as well as communicating with vendors
- And any other duties as assigned

Qualifications

- A two-year certificate/diploma in Accounting & Finance, Payroll Compliance Practitioner (PCP) Certification, or Bookkeeping Certificate
- Minimum 2–3 years of payroll and benefits administration experience
- Demonstrated knowledge of applicable labour legislation including the Employment Standards Act, and CRA rules and regulations
- Familiarity with group benefits plans and benefit carrier platforms
- Proficiency in MS Office (Excel, Word, Outlook)

Skills & Competencies

- Strong attention to detail, accuracy, and confidentiality
- Excellent organizational and time-management skills
- Strong analytical, problem-solving, and decision-making abilities
- Customer-focused, professional, and collaborative communication style

- Ability to manage competing priorities in a fast-paced environment

This position is based in Prince George, BC, Monday to Friday, 7am to 4pm, at a rate between \$55,000 and \$70,000 per year commensurate on experience.

Why Work at CIF

At CIF, employees benefit from a work-life balance with flexible time off and rewarding compensation that includes RSP contributions & competitive health benefits. We support a culture that prioritizes working safely to ensure everyone can enjoy days off with those most important to them. As an established company with over 30 years of success, CIF offers a stable and trusted workplace with low turnover, thanks to its dedicated team of long-standing employees.

If the role and what we offer is what you're looking for, please send your resume to ***jobs@cifcon.com***