



Payroll Administrator

Hemlo Mining Corp. is a growing Canadian gold mining company focused on the responsible development and operation of the Hemlo Gold Mine in Northwestern Ontario.

If you thrive on challenge, collaboration, and meaningful work, Hemlo Mining Corp. offers rewarding opportunities. Our people are the foundation of our success, and we're looking for motivated, energetic individuals who are eager to learn, grow, and contribute to safe and efficient operations on all our properties. We support the professional aspirations of our team through training, development, and a comprehensive compensation package.

Hemlo Mining Corp., operating near Marathon in Northwestern Ontario, currently has an opportunity for a:

Payroll Administrator

Position Description:

The Payroll Administrator is responsible for the accurate and timely administration of payroll for all hourly and salaried employees at the mine site. This role ensures compliance with legislative requirements, collective agreements and company policies while maintaining strict confidentiality of employee information.

The Payroll Administrator acts as the primary point of contact for payroll-related inquiries and supports the HR and Finance departments in delivering efficient, compliant and employee-focused payroll services.

Responsibilities:

- Administer full-cycle payroll for both hourly and salaried employees in compliance with employment standards and tax regulations.
- Collect and verify timesheets, attendance, overtime, premiums, and allowances.
- Maintain payroll records, ensuring accuracy and completeness for audits and reporting.
- Manage payroll deductions and contributions including taxes, benefits, pensions and garnishments.
- Prepare and submit statutory remittances and year-end filings (T4, T4A, ROE, etc.) accurately and on time.
- Collaborate with HR and Finance on reconciliations, budget support and payroll reporting.
- Resolve payroll discrepancies and employee inquiries in a timely and professional manner.
- Support the implementation and maintenance of payroll systems and software.
- Ensure adherence to company policies and procedures in payroll processing.
- Stay current with federal and provincial legislation, payroll best practices, and regulatory requirements.
- Provide payroll-related reports and analytics to management as requested (headcount, overtime, vacation liability, etc.).
- Support internal and external audits with payroll documentation and reconciliations.
- Ensure compliance with privacy and confidentiality standards in handling employee payroll data.



- Work closely with HR to support employee onboarding, offboarding, and status changes with respect to payroll.
- Coordinate with HR and supervisors to ensure accurate reporting of hours worked, leaves, and absences.
- Assist with the development and communication of payroll policies, procedures, and guidelines.
- Perform other administrative duties as assigned in support of HR operations.

Qualifications:

- Post-secondary education in Business Administration, Accounting, or Human Resources, with a focus in Payroll (preferred).
- Certification with the Canadian Payroll Association (PCP designation) or actively working toward it (asset).
- Minimum 2–5 years of payroll administration experience, preferably in mining or industrial environments.
- Strong knowledge of federal and Ontario employment standards, tax regulations, and payroll compliance.
- Experience processing both hourly and salaried payrolls.
- High attention to detail and accuracy with confidential and sensitive information.
- Proficiency in payroll software and Microsoft Office Suite (Excel, Word, Outlook); Dayforce Software experience considered an asset.
- Strong organizational and time management skills, with the ability to meet strict deadlines.
- Excellent communication and problem-solving skills.
- Flexibility and available to work statutory holidays or outside regular hours when required to meet payroll deadlines.

This is a residential position, requiring relocation or residence in the local community, on a 4 days on / 3 days off schedule with 10-hour shifts.

What We Can Offer You

- Base salary range from \$70,000 to \$100,000 per year, depending on experience and qualifications.
- Comprehensive compensation package including competitive bonuses, benefits, and pension contribution.
- Progressive career path with opportunities for advancement.
- Work in a dynamic, collaborative, and high-performing team.
- Access to experienced mining professionals for knowledge-sharing, mentorship, and skill-building.

Equal Employment Opportunities

- Hemlo Mining Corp. is committed to creating an inclusive, respectful workplace and is proud to be an equal opportunity employer.
- We operate on the traditional territory of Biigtigong Nishnaabeg and Netmizaaggamig Nishnaabeg and we are committed to fostering meaningful relationships and employment opportunities with Indigenous Peoples. First Nations, Inuit and Métis persons are encouraged to apply.



- We also welcome applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

**If you are interested in this position, submit your resume to careers@hemlominig.com.
Be sure to include the position you are applying for in the subject line.**

Artificial intelligence tools may be used to support parts of the recruitment process, such as resume screening or application management.

Thank you for your application; however, only those selected for an interview will be contacted.