



Position: HR Payroll Administrator

Location: Eagle Mine, Upper Peninsula, Michigan, USA

General Description: Responsible for processing accurate, compliant payrolls.

Key Responsibilities:

- Process payrolls, ensuring timely deposits for employees
- Maintain electronic personnel records in HRIS system
- Ensure payroll is compliant with all State, federal and company guidelines
- Develop and process reports as needed
- Provide support for 401(k) audits, finance audits, workers compensation audits, and others as required
- Year-end processing as required by law
- Maintain employee data as required
- Other duties as assigned

Education, qualifications and experience:

- 5 years of payroll experience required
- Associates degree in relevant field or equivalent experience in payroll preferred
- Human Resources Information System administration and implementation experience preferred
- Ability to perform manual calculations related to payroll, bonus and other payouts as needed
- Knowledge of current payroll practices, and state and federal payroll laws
- Experience processing stock options through payroll preferred
- Knowledge of accounting and reconciliation practices
- Demonstrated proficiency with Microsoft suite

Key Personal Competencies:

- Action oriented and produces results – tasks are accomplished within required timeframes
- Leadership – accepts responsibility and accountability
- Integrity and trust – operates by personally defined set of ethics and values
- Decision making – correct, appropriate, timely, based on sound judgment, business sense and technical data
- Communications – clear, concise, objective, well organized, is an active listener
- Technical excellence, analysis, problem solving – subject matter expert, researches/support proper solutions
- Ingenuity and resourcefulness – utilizes resources effectively and efficiently, thinks outside the box
- Organized – activities are logically and appropriately prepared, coordinated and conducted
- Planning and scheduling – work is planned properly, scheduled effectively, and accomplished efficiently
- Quality – output meets/exceeds standards, is accurate and complete
- Team work – works collaboratively focusing on team needs, provides recognition, is open and supportive
- Flexibility – accepts change and is open to and supportive of innovative ideas and methods

HSEC Accountabilities:

Everyone in the workplace is responsible for his or her own safety and for the safety of their co-workers. Employees are responsible for performing all tasks in accordance with relevant HSEC Site Procedures, so as to work safely and keep the workplace safe. Lundin Mining Company is responsible for determining steps required to ensure health and safety of all employees, protection of the environment, and the community. Specifically, all employees must:

- Accept personal responsibility for HSEC
- Identify hazards, unsafe actions, and conditions that could result in damage to property, injury, impacts to the environment, and the community
- Obey any instruction issued to protect their own personal health and safety, and the health and safety of others, protection of the environment and the community.
- Report, as soon as practicable to their Manager any situations where HSEC requirements are not being conformed to within their work area
- Avoid endangerment to any other person through any act or omission

- Only use equipment you are trained to use and operate the equipment in a way that is safe, protects the environment and doesn't cause undue community impacts.
- Participate in HSEC training provided to them
- Report all incidents; including but not limited to injuries, near miss, community interactions and impacts, environmental impacts, spills, unsafe work practices, etc.

To apply, or to find out more about this role please submit your resume, referencing "HR Payroll Administrator" to: EagleRecruiting@lundinmining.com.