



ARMOUR GROUP

ESTABLISHED 1972

For over 40 years, The Armour Group Limited has been recognized as one of the leading real estate development companies in Atlantic Canada. The Armour Group Limited is unique in its integration of concept, development, construction and management of all assets internally. These are particularly exciting times at The Armour Group Limited – with a number of new projects being undertaken as well a number of new projects on the horizon.

We are currently seeking a Payroll and Benefits Administrator to join our growing team. Reporting to the Director of Accounting, the successful candidate will manage and administer the complete payroll cycle from our downtown Halifax location.

This position will give the incumbent the opportunity to work with one of the commercial property and development leaders in the Halifax market, providing exposure to a range of challenging projects and opportunities. The successful candidate will work with a team of motivated individuals and will bring strong organization skills and attention to detail to support this team.

The successful candidate will have at least 2 years' experience in a similar role and have educational training in the field of payroll. You will be knowledgeable of ADP software or similar payroll software. Your education is complemented by strong business acumen, excellent communication skills and exemplary attention to detail. You will ensure the confidentiality of the files that you work on and possess the highest level of personal integrity. You have advanced skills in the Microsoft Office suite, specifically in Excel and Word. Holding a PCP certification is considered an asset.

This is a great opportunity for a highly motivated individual who is looking to grow their career with a market leader. If you are seeking an opportunity to grow your skills and be part of a committed team, this may be the right opportunity for you.

Resumes will be accepted in confidence at humanresources@armourgroup.com until May 21, 2019. Please state your anticipated salary in your cover letter. We appreciate the interest of all individuals who apply, however, only those selected for an interview will be contacted.

The Armour Group Limited is an equal opportunity employer.