



A. HARVEY & COMPANY LTD

EMPLOYMENT OPPORTUNITY – BENEFITS ADMINISTRATOR

THE COMPANY

A. Harvey & Co. Ltd. is a privately owned Newfoundland and Labrador Company which provides a wide range of services, many of which are marine and logistics oriented.

Within the A. Harvey Group of Companies is Browning Harvey Ltd. and Harvey's Oil Ltd. Browning Harvey is the local bottler of Pepsi Cola Products and is a recognized local market leader in the brand name Liquid Refreshment Beverage Category in this province.

Harvey's Oil Ltd. is the leading home heat supplier where customer service is fundamental to the company's success.

The Role

The Company currently has an opening for a full time, permanent Benefits Administrator.

The Human Resources Group of A. Harvey & Company Ltd. provides Human Resource services (including pension, group benefits, and payroll) to all A. Harvey & Co. divisions and affiliated companies such as Browning Harvey Ltd. and Harvey's Oil.

The core responsibilities of this position will include: ongoing monitoring and administration of the Company benefits, pension and RRSP plans and general administration within the pay and Benefits area.

The Candidate

The ideal candidate will have completed a diploma in accounting, payroll administration or business administration, with related experience. Fundamental skills to the role are highly developed computer, administrative, and interpersonal skills. Ability to work in a fast-paced environment with tight deadlines and the ability to work a flexible schedule as needed is ideal for this position. Completion of a Canadian Payroll Designation, a CPBI Certification and accounting courses would be considered an asset.

If you are interested in this role, please forward an application to:

**Human Resources Group
A. Harvey & Co. Ltd.
60 Water Street
St. John's, NL
A1C 5V6
Fax: 709-726-8044
Email: humanresources@aharvey.nf.ca**

A. Harvey & Company Limited is an equal opportunity employer. We wish to thank all applicants but only individuals invited for an interview will be contacted.