



Manager, Legislative Compliance

The Position:

Reporting to Ceridian Canada's Director for Corporate Governance, the successful candidate will work collaboratively with Ceridian's Governance and Legal Departments, as well as Ceridian's management and other internal personnel, to ensure overall compliance with applicable legislation, regulations and internal policies. This position will also involve participating in risk assessments and helping to develop solutions to mitigate compliance related risks. The ideal candidate will have a minimum of 2 years legal experience, either as in house counsel or at a major law firm, and possess solid analytical skills.

Location: Ottawa or Winnipeg

Key Responsibility Areas

- Monitoring, interpreting and advising on payroll, human resource and other applicable legislation and regulations, including providing guidance to internal and external stakeholders as to the impact and required changes to policies, processes and / or systems.
- Advocate and lobby for the interests of Ceridian and its clients with legislative and regulatory decision makers (in the payroll and human resource area).
- Act as a key Ceridian representative and/or liaison for payroll and human resource related government agencies, groups and associations, including the CRA and Canadian Payroll Association.
- Provide advice and analysis on legislative changes in relation to internal projects such as regular updates for payroll calculation rules.
- Lead and assist in developing, evaluating and maintaining various policies using industry best practices.
- Providing guidance and training, both internally and externally, on a wide variety of compliance topics.
- Liaise with 3rd parties in respect to compliance requirements, including vendors, consultants and auditors.

Education and Experience

- Ability to interpret and provide opinions on laws, regulations and policies. An LL. B. or similar education or related experience is preferred.
- Strong analytical, communication and writing skills with the ability to interact directly with customers and vendors, as well as internal Ceridian personnel
- Work flow prioritization skills, with the ability to work either independently or as a member of a team, in a fast paced business environment
- Ability to handle highly confidential information, exercising judgment and independent decision-making

- Acute attention to detail
- Fluently bilingual (both oral and written) would be an asset

WHAT WE CAN OFFER YOU:

A comprehensive and competitive benefits package

Contribution to your Pension Plan

Opportunities for training and development

Career advancement

A commitment to openness, diversity and work-life balance.

ABOUT US:

As a multifaceted Human Resources Outsourcing company, Ceridian is a trusted partner to more than 40,000 customers in Canada. Our HR services touch three million Canadians from coast to coast helping companies of all sizes increase their organizational and employee effectiveness and achieve workforce and workplace excellence.

We thank all applicants in advance for their interest in this position, however, only those selected for an interview will be contacted.

To apply please copy and Paste the below link to your browser.

http://www2.recruitingcenter.net/clients/ceridiancanada/publicjobs/controller.cfm?jbaaction=JobProfile&Job_Id=17760&esid=az