
Specialist, Human Resources – Compensation & Benefits

Widely recognized as Canada's leading litigation practice, we have successfully represented clients' interests in some of the most complex, high-profile cases in Canadian legal history. Focusing exclusively on litigation and advocacy, we practice across dozens of legal areas and industries and represent our clients where it counts – on our feet in all levels of the courts and before every kind of tribunal. Our subject-matter expertise and extensive courtroom experience is consistently recognized by clients, peers, and senior members of the legal profession in leading legal publications, including Chambers Canada and Lexpert. We offer the opportunity to work alongside and learn from some of Canada's most highly regarded litigators and business professionals. Learn more at litigate.com.

Lenczner Slaght is currently seeking a **Specialist, Human Resources – Compensation & Benefits** to join the firm.

ROLE DESCRIPTION

Under the direction of the Director, Human Resources and the Manager, Human Resources, this role will be responsible for the smooth operation of the compensation, payroll and benefits functions at the firm. This role will be responsible for supporting annual compensation processes, processing bi-weekly and monthly managed payroll and administering the firm's benefits plans. In addition, this role will also collaborate with other team members on the day-to-day operation of the HR function in order to meet the team and the firm's goals and objectives.

The ideal candidate is someone who thrives in a fast-paced environment, who understands the impact their role has on overall employee experience and is motivated to deliver best-in-class service.

ROLES & RESPONSIBILITIES

Payroll

- Accurately input and process bi-weekly and monthly managed payroll for approximately 200+ firm members using Ceridian PowerPay, within prescribed time frames and in accordance with provincial and federal legislative requirements.
- Complete and ensure accuracy of year-end reports and remittances, including T4's and other year-end processes.
- Issue annual T2200 forms to applicable employees when required.
- Reconcile payroll outputs and contributions.

Compensation

- Support the design and implementation of compensation management processes including:
 - Conducting market research.
 - Coordinating and completing annual compensation surveys.
 - Supporting annual review of current compensation practices through use of external benchmarking and job analysis.
 - Develop and propose materials and resources to support the firm's compensation and benefit programs.
 - Review compensation policies to ensure continued alignments with legislation and industry best practices.
- Work with other HR team members to determine compensation and pay ranges for new hires.

Benefits

- Administer and maintain firm member benefit plans and offerings, monitoring utilization, promoting existing offers and identifying where there is room for enhancement.

- Develop clear processes for onboarding, leaves and departures.
- Manage annual fitness and wellness reimbursement process through payroll.
- Create and provide benefits overview documents and intro for new joiners.
- Oversee short term and long-term leave of absences.
- Complete and submit short-term and long-term disability applications to third party case manager and continuously liaise with case manager regarding leave status and next steps.
- Administer all group benefit plans, managing enrollments, terminations and changes in a timely manner.
- Ensure accuracy of group benefit invoices and approve payment while maintaining annual budget.

Operations & Processes

- Handle all internal and external inquiries and act as a liaison between compensation and benefits vendors and the firm and its employees.
- Update and manage employee personnel information and profiles on necessary portals or dashboards, including for new and departing employees.
- Keep updated on legislation and best practice changes in the payroll and benefits space, providing recommendations as appropriate.
- Collaborates with team to support day-to-day HR processes.
- Participate in implementing annual business plan projects and initiatives.

Other duties will be assigned as needed.

EDUCATION & EXPERIENCE

- Post-secondary degree or diploma in human resource management or an equivalent program such as business administration, commerce or other.
- 5+ years of Human Resources experience is required, with a minimum of 4 or more of those years being dedicated to payroll, compensation and / or benefit processes.
- Direct experience overseeing and processing payroll is required. Experience using Ceridian PowerPay will be considered an asset.
- Experience working in a law firm or other professional services environment is not necessary but will be considered an asset.

KEY SKILLS & CHARACTERISTICS

- Exceptionally strong organization and time management skills, and a proven ability to coordinate and prioritize a high-volume of tasks and projects, based on urgency and scope.
- Must be flexible and adaptable with availability to ensure payroll timelines are met.
- Be able to clearly and proactively communicate issues, changes and/or other information regarding payroll and benefits in a timely fashion.
- Technical aptitude for learning various applications while already having advanced proficiency in HR information systems and MS Office (Outlook, Word, Excel, PowerPoint) is required.
- Superior communication skills (both written and verbal) including the ability to effectively interact with firm members at all levels.
- Excellent analytical and problem-solving skills, with sound judgment and an ability to interpret and analyze complex data and/or situations.
- Driven to learn, grow, and achieve results.
- Exceptional client service skills with a solutions-oriented approach
- Strong attention to detail.
- Ability to generate creative and innovative ideas.

- A team player with a keen ability to adapt and respond appropriately in various situations.
- Maintains professionalism, confidentiality, and operates with discretion.
- Financial literacy.
- A proven ability to understand, interpret and apply legislative rules and requirements such as *Employment Standards Act*.

OTHER INFORMATION

- **Reporting Details:** Reports directly to Manager, Human Resources
- **Hours of Work:** 9:00 am – 5:00 pm, unless otherwise agreed upon. Overtime and flexibility are to be expected from time to time.
- **Work Arrangement:** This role is currently operating as a hybrid role with a minimum requirement of 3 days in the office, in accordance with the firm's current policy, which may be amended at any time at the sole discretion of the firm.

WHAT DIFFERENTIATES US?

We're expert litigators. Our experience is why people turn to us in the most difficult situations. We have done tens of thousands of cases, thousands of hearings, and hundreds of trials and arbitrations for our clients. Litigation is our passion and focus.

We're bold innovators. As deep thinkers and problem solvers, every person at our firm can envision, plan and execute big ideas. If it hasn't been done before, we aren't afraid to be the first. See our award-winning programs: ReferToHer™, Commercialist.com, and Data-Driven Decisions.

We're team players. We are a firm with deep values, centered around our commitment to excellence and winning. We promote supportive, collaborative working relationships. We know the power of our people and we intend to harness that for the benefit of our firm, our clients, and our industry.

We're future focused. To remain number one, we recruit and develop top talent – this includes lawyers and non-lawyer alike. We attract the best clients and work on the best cases. We live our values. We professionalize our business. And we implement big, bold ideas. In short, we're prepared for the future and committed to success.

We're diverse thinkers. We are committed to equity, diversity and inclusion because our varied perspectives, backgrounds, identities, and cultures are our greatest assets – it enhances our collaboration, problem-solving, and litigation strategy. That's what gives us an edge with our clients.

We're award winners. We're driven to be number one for our clients and for ourselves. We have been recognized by Lexpert as the #1 firm in Toronto for Litigation for 22 consecutive years and are ranked top-tier by world-renown directory, Chambers Canada. We strive for excellence in everything we do.

HOW TO APPLY

Qualified candidates are asked to submit their cover letter and resume to Isabelle Naraine (Director, Human Resources) [here](#).

Lenczner Slaght invites applications from all qualified candidates. We encourage applications from candidates with diverse backgrounds. We are committed to advancing inclusion, diversity, equity and accessibility in the workplace. Accommodation will be provided in all parts of the recruitment and hiring process. Please direct all questions, including requests for accommodation, to [Human Resources](#).