CHAMPLAIN
REGIONAL COLLEGE



ADMINISTRATION TECHNICIAN, PAYROLL AND BENEFITS

Champlain Regional College is seeking the services of an **ADMINISTRATION TECHNICIAN, PAYROLL AND BENEFITS** within the Human Resources Services, to work on a regular full-time basis, located at 1301, boul. de Portland, Sherbrooke (Québec). This is a non-unionized position.

FUNCTIONS

Reporting to the Administrative Manager, the incumbent will be responsible for the for the administration, processing, verification and evaluation of teaching and non-teaching benefits and executing the payroll for the management staff, professional and support personnel, both regular and casual labour.

MAIN RESPONSIBILITIES

1. Execute and verify the administrative payroll for both regular and casual labour and process all related documentation.
2. Maintain the personnel information retrieval system for all non-teaching employees using traditional and electronic methods, as required.
3. Advise individual employees, appropriate constituent college authorities and Administrative Services authorities regarding changes in the payroll system and/or deductions as well as benefits administration.
4. Process all documentation relevant to benefits administration for the non-teaching personnel.
5. Process documentation and produce reports required by the different collective agreements and distribute accordingly.
6. Process all relevant documentation concerning federal and provincial taxes, employment insurance, pensions, bonds, workers' compensation, union dues and Registered Retirement Savings Plans (RRSP) contributions.
7. Collaborate with other department and constituent college personnel to ensure payroll data is accurate and timely.
8. Collaborate with Financial Services to ensure timely salary distribution within the appropriate budget codes.
9. Perform other related tasks, as required.

CHAMPLAIN REGIONAL COLLEGE



COMPETENCIES

The Administration Technician, Payroll and Benefits must demonstrate the following abilities:

- Teamwork
- Effective communication
- Rigor and discretion
- Attention to detail and organization

QUALIFICATIONS

- Diploma of collegial studies DEC) or equivalent in an appropriate specialisation or an attestation of studies (AEC), which is recognized as equivalent by the competent authority
- Must have a minimum of three (3) years of relevant experience, notably in an educational setting
- Ability to communicate, orally and in writing, in French and be functional in English
- Must have intermediate knowledge of computers, including Office 365, as well as payroll and benefits software

HOURLY RATE

Between $27.78 and $37.08 per hour, according to experience

WORK SCHEDULE

Monday to Friday, 35 hours per week, with the possibility of teleworking 2 to 3 days per week

HOW TO APPLY

Please submit your curriculum vitae and cover letter to: selectioncommittee@crcmail.net

N.B. Candidates may be required to submit to selection tests. Only candidates selected for an interview will be contacted.

Champlain Regional College hires on the basis of merit and is strongly committed to equity, diversity and inclusiveness within its community. We welcome applications from racialized persons/visible minorities, women, Indigenous persons, persons with disabilities, ethnic minorities, and persons of minority sexual orientations and gender identities, as well as from all qualified candidates with the skills and knowledge to productively engage with diverse communities. We invite candidates to identify themselves as members of a group covered by the *Act Respecting Equal Access to Employment in Public Bodies*.

START DATE:	As soon as possible Friday,
DATE OF POSTING:	October 16, 2026
CLOSING DATE FOR APPLICATIONS:	Monday, November 16, 2026