

## ADMINISTRATIVE MANAGER – COMPENSATION AND BENEFITS

Champlain Regional College is seeking the services of an **Administrative Manager – Compensation and Benefits** for a full-time regular position. This position is located at 1301 Portland Boulevard, Sherbrooke (Québec).

### FUNCTIONS

Reporting to the Director of Human Resources, the incumbent is responsible for the overall payroll of the College's employees. They organize, verify, supervise, and evaluate payroll processing for approximately 800 employees, and provide advisory support and expertise in the field of compensation and benefits management, such as pension plans.

### PRIMARY RESPONSIBILITIES

1. Plans, coordinates, and supervises activities related to payroll, including establishing work priorities;
2. Provides expertise in files such as SPOC, pension funds, tax slips, and group insurance;
3. Performs reconciliation of all payroll accounts as well as monthly analyses in accordance with the general ledger;
4. Participates in the implementation and updating of computerized payroll and human resources management systems, as well as in the application of payroll changes related to new rules and collective agreements;
5. Manages compensation and benefits processing for the College's management personnel and its constituent colleges;
6. Oversees the management of absence processes covered by various programs (short-term and long-term disability, QPIP, CNESST, IVAQ, SAAQ);
7. Acts as a resource person for HR teams in the constituent colleges regarding compensation and benefits activities;
8. Plans the process and preparation for transmitting annual reports and other documents related to SPOC, CSST, and Retraite Québec;
9. Participates in the development and revision of procedures related to payroll and benefits operations;
10. Informs and supports payroll staff in applying regulations that affect payroll operations and their area of expertise;
11. Develops functional links and maintains strong collaboration with the Finance Department;
12. Responds to various payroll-related reporting requests from government agencies or constituent colleges;
13. Performs all other related tasks.

## REQUIRED COMPETENCIES

The Administrative Manager – Payroll must demonstrate skills in:

- Teamwork, effective communication, and organization;
- Leadership and diplomacy;
- Rigour, attention to detail, and ability to work with tight deadlines;
- Analytical thinking and results orientation;
- Client relations.

## REQUIRED QUALIFICATIONS

- University or college degree in an appropriate specialization;
- Minimum of five (5) years of relevant experience;
- In-depth knowledge of payroll regulations, procedures, and systems, preferably those used in the education sector, ideally within the cégep network;
- Ability to communicate effectively in both English and French, orally and in writing;
- Intermediate computer skills, including Microsoft Office Suite and database systems.

## SALARY

In accordance with the Regulation respecting the conditions of employment of senior staff in cégeps, for a Class 5 position, the salary scale ranges from \$81,516 to \$108,684.

## HOW TO APPLY

Please submit your curriculum vitae and cover letter to the following address:  
[selectioncommittee@crcmail.net](mailto:selectioncommittee@crcmail.net)

**N.B.** Applicants will be required to undergo 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 inclusion within its community. We strongly encourage applications from racialized persons/visible minorities, women, Indigenous peoples, persons with disabilities, ethnic minorities, members of minority sexual orientations and gender identities, as well as all qualified applicants with the skills and knowledge to productively engage with diverse communities. Candidates are invited to self-identify as members of a group targeted by the *Act respecting equal access to employment in public bodies*.

**STARTING DATE:** As soon as possible

**POSTING DATE:** Monday, October 6, 2025

**CLOSING DATE:** Monday, October 20, 2025