
Corporate Office
358 King Street, Suite 302
Fredericton, NB
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506 455 0285



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Corporate Administrator

We are currently seeking candidates for the position of **Corporate Administrator** to join our team at Corporate office in Fredericton.

VIVA Therapeutic Services was founded by Danielle Pelletier in 2005, to provide preschool aged children with autism spectrum disorder and their families with high quality, evidence-based services. At VIVA, our programs are dedicated to providing quality learning and making every teaching moment count. As a result of our programs' success, we have gained our government's confidence in our contracted services and currently serve nearly 700 families across the province of New Brunswick.

The position of Corporate Administrator is a new position at our organization. Reporting to the Chief Operating Officer, and working closely with the Provincial Payroll Administrator, this position works as part of the Corporate Administrative team to support the organization, our employees, and the regional administration teams with key business functions.

The Corporate Administrative Team are part of the shared service model and provide direct support in the following functional areas to support a provincial staff of over 350 employees: payroll administration, group benefits coordination and administration, managed RRSP program, health and safety administrative assistance, employee scheduling software administration, corporate related communications/social media, and other administrative duties as required.

Our Team:

At VIVA we value teamwork, integrity, quality, dignity, diversity, and joy! To be more specific, we love what we do! We focus on solutions and celebrate each child's learning. We work together as a close team; we care about each other and support one another to reach our personal and professional goals. We do the right thing for the well-being of our clients... being honest, accountable, and showing up every day! We seek open feedback, stay current with the research, and continuously strive to offer excellence in our programs. We respect individuality in all children and understand they have unique needs. We aim to learn more about each other, and to act with compassion and kindness.

We Offer:

- Competitive salary
- Comprehensive group benefits plan
- Travel expenses
- Vacation and personal leave
- Cellphone allowance
- Continuing education opportunities



Accountabilities of the Corporate Administrator include but not limited to:

Group Benefits coordination:

- Collaborate with members of the Human Resources team to ensure that employees are successfully onboarded to the group benefits plan, supported during leaves, and provided information on continued coverage should they depart the organization.
- Provide subject matter expertise on our plan and the administration of it.
- Ensure bi-weekly additions and removals of employees onboarding and departing the organization are updated in the payroll software and communicated to the insurance provider.
- Work with the insurance provider to ensure that employees have access to the benefits they need.
- Communicate with employees about their benefits and answer any questions they may have.
- Ensure that all benefits-related administration is completed accurately and in a timely manner.
- Provide updates to employees about changes in our policy, insurance regulations and laws.

Group RRSP coordination:

- Collaborate with members of the HR team to ensure that eligible employees are successfully added to the RRSP managed plan, supported during leaves, and provided information on options for management of their RRSP should they depart the organization.
- Provide subject matter expertise on our RRSP plan and the administration of it.
- Ensure additions and removals of employees are updated in the payroll software and communicated to the RRSP provider.
- Work with the RRSP provider to ensure that employees receive the level of service they require.
- Communicate with employees about their RRSP matching program and answer questions they may have.
- Ensuring that all RRSP administration is completed accurately and in a timely manner.
- Provide updates to employees about changes in our RRSP managed plan.

Employee scheduling software administration:

- Perform audits of information to ensure quality and accuracy of data (clinical and payroll).
- Keeps the training and operations documentation up to date.
- Key contact for mitigating problems or issues with the software; fixing profiles for employees.

Corporate communications and social media:

- Draft internal communications for review.
- Draft and schedule internal communications for key events monthly.
- Draft and schedule external social media posting content.
- Once draft content is approved, upload and optimize posts for maximum reach.

Health and Safety administrative assistance:

- Receives regional data reports and reviews incident prevalence in the province.



- First point of contact for Joint Health and Safety Committee (JHSC) issues.
- Drafts communications concerning Health and Safety with messaging coming from our own data (e.g., driving and working alone, winter weather).

Payroll:

- Provides back up to the Provincial Payroll Administrator for the following tasks:
 - Becomes knowledgeable and proficient with the payroll software and processing procedures.
 - Provides support for issues or problems by triaging, addressing, correcting and/or escalating, as needed.
 - Provides required information to Service Canada and other stakeholders, as required.
 - Receives files from scheduling software and formats for review in each region.
 - Receives validated files from the regions, reviews and makes corrections; formats the files for upload to payroll software.
 - Assists to process weekly actions required for setting up new employees, changes in status for current employees, ROE's required, requests for personal leave, vacation time, and reconciliation of discrepancies after pay day.

Accounts Payable:

- Provides back up to the Provincial Payroll Administrator for the following tasks:
 - Receive and record invoices in payable files.
 - Review and record requests for Expense Claims on e-transfer sheet.
 - Review and record Petty Cash requests for disbursement on e-transfer sheet.
 - Calculate and provide information for Social Committee Fund monthly transfers.

Other administrative duties:

- Adobe Sign – manage assigning new user accounts and removal when an employee has departed.
- Provides assistance to VIVA employees to access our payroll interface, our online scheduling tool, and any other software VIVA uses to support our organization.
- Regional office supply approvals and assistance with exceptional orders from other vendors.
- Provide support to employees as new software and processes are introduced in the organization.

Qualifications and Requirements:

The ideal candidate will demonstrate the following:

Education and Experience

- An undergraduate degree or community college certification in business administration, accounting, or a comparable field of study.
- A minimum of three years of applicable experience.
- Experience with automated payroll systems, and/or automated scheduling software.
- Experience administering and adhering to provincial and federal related compliances.
- An equivalent combination of education and experience may be considered.

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- Bilingualism (French and English) is preferable.
- Clear criminal record check, vulnerable sector check, and Social Development prior contact check within the past five years.

Skills

- Comfortable with technology; adept and competent using Microsoft Office including Outlook, Word, Excel and Teams; competent with payroll related systems.
- Exceptional ability to work in, establish, and promote a collaborative team setting.
- Works well in a fast-paced environment.
- Maintains confidentiality and professionalism.
- Exceptional attention to detail.
- Demonstrated ability to establish and maintain relationships with internal and external stakeholders.
- Strong analytical thinking skills and inclination for problem-solving.

Attributes

- Embraces VIVA values of quality, integrity, dignity, teamwork, and joy for both our employees and our clients.
- A high level of emotional intelligence (self-awareness, self-regulation, empathy, and strong social skills).
- The ability to develop and maintain strong working relationships with peers, direct reports, and supervisors.
- A high level of professionalism and confidentiality.
- Is eager to help their colleagues to ensure the overall success of the organization.

Interested applicants are invited to send a cover letter and resume to: hr@vivanb.ca

Application Deadline: Oct 27, 2023

We thank all applicants for your interest.