



## NEW CAREER OPPORTUNITY

Build your career with Kraken Robotics.  
Make a difference to others.

If innovation drives you, and you want a career that makes a difference to the world, helping humanity overcome the challenges in our oceans – safely, efficiently, and sustainably – then come join us at Kraken Robotics.

[www.krakenrobotics.com](http://www.krakenrobotics.com)

## Payroll and Benefits Administrator

Based at Kraken Robotics Headquarters in Mount Pearl, NL, Canada  
Full-Time – Permanent | Job Reference: KRSI-2024-20

### ROLES AND RESPONSIBILITIES

We are seeking a Payroll and Benefits Administrator to join our Finance department. The Payroll and Benefits Administrator will report to the Director, Finance, while working closely with the whole finance department on the scope of duties and is primarily responsible for managing the day-to-day Payroll and Employee Benefits across the organization. This position is based out of our office in Mount Pearl, NL, Canada.

#### Key Responsibilities;

- **Payroll Processing**
  - Collecting and verifying timekeeping information
  - Processing payroll through ADP accurately and on a timely basis
  - Addressing payroll discrepancies and resolving payroll related issues
  - Maintaining payroll records and documentation.
- **Benefits Administration**
  - Administering employee benefits programs, including health insurance, RRSP and other benefits
  - Processing benefit enrolments, changes and terminations
  - Be the primary point of contact for employee inquiries regarding benefits.
- **Compliance and reporting**
  - Staying updated on relevant federal, provincial regulations governing payroll and benefits
  - Preparing and submitting payroll tax reports, filings and other required documentation
  - Generating payroll and benefits for management

### QUALIFICATIONS AND EXPERIENCE

- Minimum 3 years' experience
- Post secondary degree or diploma in Business
- Experience with ADP is considered an asset.

### PREFERRED SKILLS

- Strong communication skills
- Strong attention to detail

**TO APPLY:** Email your latest CV, stating job reference KRSI-2024-20 to: [careers@krakenrobotics.com](mailto:careers@krakenrobotics.com)

## Why come work at Kraken Robotics...



**Want to apply your skills, knowledge and expertise to push the boundaries of underwater intelligence – which help governments defend and make our oceans safe, or ensure critical offshore energy and communications infrastructure is installed and maintained efficiently?** If innovation drives you, and you want a career that makes a difference, helping humanity overcome the challenges in our oceans – safely, efficiently, and sustainably – then come join us at Kraken Robotics.

Kraken Robotics offers a unique career opportunity to work with an internationally recognized leader in ocean technology that is harnessing our world class talent to provide superior subsea solutions for global security, environmental, and scientific challenges. Our highly talented team design and manufacture technology platforms for NATO navies and commercial clients throughout the world and provide acoustic 3D Synthetic Aperture Sonar (SAS) data solutions and imaging in the offshore energy sector with increasing focus on offshore renewables.

Kraken offers an attractive and competitive compensation package designed to reward our team for a job well done. With locations around the world, we support remote working packages and encourage professional and cultural collaborations. Kraken is an equal opportunity employer focused on promoting diversity, equity, and inclusion and we value the diversity of our team that contributes to our company growth and development.

**To find out more about Kraken Robotics, and discover other exciting career opportunities, visit our website, or follow us on social media:**

<https://krakenrobotics.com/about/careers/>

