



Maxim Power Corp. ("MAXIM") is one of Canada's largest truly independent power producers. MAXIM is now focused entirely on power projects in Alberta. Its core asset - the 300 MW H.R. Milner Plant ("M2") in Grande Cache, AB is a state-of-the-art combined cycle gas-fired power plant that commissioned in Q4, 2023. MAXIM continues to explore additional development options in Alberta including its currently permitted gas-fired generation project and the permitting of its wind power generation project. MAXIM trades on the TSX under the symbol MXG.

MAXIM presently has opportunity for a:

**Payroll Coordinator**

CALGARY, ALBERTA

Reporting to the Corporate Secretary, the Payroll Coordinator is primarily responsible for managing the Corporation's payroll processes.

This position will be primarily responsible for:

- Processing the semi-monthly payroll, ensuring accuracy and adhering to provincial and federal regulations, the collective agreement and company policies.
- Preparing special payroll runs as required.
- Ensuring that the time and attendance module of the payroll system is meeting the needs of the business units.
- Ensure that all payroll related payments are processed on time including but not limited to source deductions, garnishees, pension and RRSP contributions, etc.
- Prepare and submit payroll reports including WCB, T4s, ROEs, benefits, vehicle allowances, etc.
- Year-end T4 processing and year-end payroll reconciliations
- Ensure appropriate taxable benefits are calculated including on stock option exercises.
- Safeguard the integrity of the payroll function by ensuring data accuracy and serving an advisor to employees and supervisors; addressing all payroll inquiries with a high degree of confidentiality.
- Assist auditors as required.

**QUALIFICATIONS**

- Minimum of 5 years of relevant payroll experience
- Strong proficiency with all Microsoft Suites, Intermediate MS Excel skills required.
- Excellent verbal and written communication skills with strong interpersonal skills
- Ability to handle sensitive and confidential information
- Knowledge of labour standards and legislation
- Experience working with unionized employees

**EDUCATION**

- PCP Certificate required, PLP considered an asset.

**ENGAGEMENT**

- Part-time contractor role, billed hourly. Remote within Alberta.

Please apply in confidence before April 15, 2026, by sending your resume outlining your qualifications as they relate to this position to:

Corporate Secretary  
**Maxim Power Corp.**  
1800, 715 – 5 Avenue S.W.  
Calgary, Alberta T2P 2X6  
Email: [careers@maximpowercorp.com](mailto:careers@maximpowercorp.com)

*We would like to thank all applicants for their interest, however, only those considered for an interview will be contacted.*

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