



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/06/30

## Payroll Administrator

<b>Job ID</b>	<b>4D-E1-C2-13-C6-70</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=4D-E1-C2-13-C6-70">https://careers.indigenous.link/viewjob?jobname=4D-E1-C2-13-C6-70</a>	
<b>Company</b>	Northeast Engineering And Development Ltd	
<b>Location</b>	Bolton, Ontario	
<b>Date Posted</b>	From: 2024-04-17	To: 2024-10-14
<b>Job</b>	Type: Full-time	Category: Human Resources
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$29/hr, 40 hours/week	
<b>Languages</b>	English	

### Description

One (1) position of Payroll Administrator (NOC 13102) at Northeast Engineering and Development Ltd, located at #6 - 26, McEwan Dr W, Bolton, ON - L7E 1E6

Tasks:

Calculate and prepare cheques for payroll

Prepare statements of earnings for employees, indicating gross and net salaries and deductions such as taxes, union dues, garnishments and insurance and pension plans

Store, update and retrieve financial data

Perform human resources related duties such as personnel selection

Prepare and balance period-end reports and reconcile issued payrolls to bank statements

Prepare monthly statements

Complete and submit documentations for administration of benefits such as pension plans, leaves, share savings, employment and medical insurance

Inform employees about payroll matters and benefit plans

Maintain records of employee attendance, leave and overtime to calculate pay and benefit entitlements, using manual or computerized systems

Prepare T4 statements and other statements

Personal Suitability

Accurate

Client focus

Excellent oral communication

Excellent written communication

Organized

Reliability

Team player

### Experience

1 to less than 7 months

### Education Requirements

College/CEGEP

### How to Apply

[info@northeast-engineering.com](mailto:info@northeast-engineering.com)

# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/06/30

## Payroll Administrator

<b>Job ID</b>	<b>5B2A1A3BED7E6</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=5B2A1A3BED7E6">http://NewCanadianWorker.ca/viewjob?jobname=5B2A1A3BED7E6</a>	
<b>Company</b>	Northeast Engineering And Development Ltd	
<b>Location</b>	Bolton, Ontario	
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# Job Board Posting

**NoExperienceNeeded.ca**  
your place for a first step or a fresh start

Date Printed: 2024/06/30

## Payroll Administrator

<b>Job ID</b>	<b>C5502A1BF244A</b>
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=C5502A1BF244A">http://NoExperienceNeeded.ca/viewjob?jobname=C5502A1BF244A</a>
<b>Company</b>	Northeast Engineering And Development Ltd
<b>Location</b>	Bolton, Ontario
<b>Date Posted</b>	From: 2024-04-17 To: 2024-10-14
<b>Job</b>	Type: Full-time Category: Human Resources
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