



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:
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Job Board Posting



Careers.Indigenous.Link

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Time Administrator

Job ID	3535-4670	
Web Address	https://careers.indigenous.link/viewjob?jobname=3535-4670	
Company	CEDA	
Location	Calgary, Alberta	
Date Posted	From: 2020-01-15	To: 2050-01-01
Job	Type: Full-time	Category: Engineering

Description

Key Duties & Responsibilities:

- Receive, confirm and track LEM's received and process them in a timely manner
- Verify and confirm accuracy and completion of excel spreadsheets
- Daily data entry in a time sensitive manner with very strict time lines
- Assist in the maintenance and accuracy of information sent to Payroll for processing
- Confirm all Workbooks are up to date and current with schedules and allowances
- Maintain ongoing communication regarding related questions from staff
- All other related duties as required

Role Specifications:

- 2-3 years of experience in a Time Keeping/Time Tracking role is ideal
- Related administrative support certificate considered an asset
- Solid understanding of how to manipulate data within Excel spreadsheets
- Experience in customer service
- High level of integrity, confidentiality and accountability
- Self-starter with the ability to prioritize, organize workload and multi task in a fast-paced environment

Personal Characteristics:

- You have a keen eye for detail and can handle multiple tasks and projects
- You take pride in your work and are the best at what you do
- You're analytical, love working with data and understand the importance of maintaining its integrity
- You don't shy away from asking questions - especially when it comes to the data - you want to get it right the first time

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhausted list of all responsibilities, duties and skills required.

For more information, visit CEDA for Time Administrator