



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
L9 P23 R4074 HWY 596 - Box 109
Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/18

Payroll Administrator

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

Job Board Posting



NewCanadianWorker
A Fresh Start for New Arrivals

Date Printed: 2024/05/18

Payroll Administrator

Job ID	5B2A1A3BED7E6	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=5B2A1A3BED7E6	
Company	Northeast Engineering And Development Ltd	
Location	Bolton, Ontario	
Date Posted	From: 2024-04-17	To: 2024-10-14
Job	Type: Full-time	Category: Human Resources
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info@northeast-engineering.com

Job Board Posting

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

Date Printed: 2024/05/18

Payroll Administrator

Job ID	C5502A1BF244A	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=C5502A1BF244A	
Company	Northeast Engineering And Development Ltd	
Location	Bolton, Ontario	
Date Posted	From: 2024-04-17	To: 2024-10-14
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