



# 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: 2024/05/18

## 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: 2024/05/18

## 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	
<b>Date Posted</b>	From: 2024-04-17	To: 2024-10-14
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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

<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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