



# 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: 2024/05/15

## Payroll Clerk (NOC 13102)

|                       |   |                           |
|-----------------------|---|---------------------------|
| <b>Job ID</b>         | <b>81-12-49-80-D4-F4</b>  |                           |
| <b>Web Address</b>    | <a href="https://careers.indigenous.link/viewjob?jobname=81-12-49-80-D4-F4">https://careers.indigenous.link/viewjob?jobname=81-12-49-80-D4-F4</a> |                           |
| <b>Company</b>        | 2142952 Alberta Ltd O/a Purelife Cleaning And Maintenance   |                           |
| <b>Location</b>       | Grande Prairie, Alberta   |                           |
| <b>Date Posted</b>    | From: 2024-02-23  | To: 2024-08-21            |
| <b>Job</b>            | Type: Full-time   | Category: Human Resources |
| <b>Job Start Date</b> | As soon as possible   |                           |
| <b>Job Salary</b>     | \$30.00 / Hour For 40 Hours / Week  |                           |
| <b>Languages</b>      | English   |                           |

### Description

Vacancies: 1

Terms of employment: Permanent, Full time, Day

Job requirements

Computer and technology knowledge

MS Excel, MS Word

Work conditions and physical capabilities

Attention to detail, large workload

Tasks

Prepare and verify 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, Prepare monthly statements, Complete, verify and process forms and documentation for administration of benefits such as pension plans, leaves, share savings, employment and medical insurance, Maintain payroll, Maintain records of employee attendance, leave and overtime to calculate pay and benefit entitlements, using manual or computerized systems

### Experience

1 year to less than 2 years

### Education Requirements

Secondary (high) school graduation certificate

### Other

Business and Job location: 10019 121 Avenue, Unit 6, Grande Prairie, Alberta T8V 7V3

### How to Apply

By email

[jobs.purelifecleaning@yahoo.com](mailto:jobs.purelifecleaning@yahoo.com)

# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/05/15

## Payroll Clerk (NOC 13102)

|                       |   |                           |
|-----------------------|---|---------------------------|
| <b>Job ID</b>         | <b>700F0163B3D64</b>  |                           |
| <b>Web Address</b>    | <a href="http://NewCanadianWorker.ca/viewjob?jobname=700F0163B3D64">http://NewCanadianWorker.ca/viewjob?jobname=700F0163B3D64</a> |                           |
| <b>Company</b>        | 2142952 Alberta Ltd O/a Purelife Cleaning And Maintenance   |                           |
| <b>Location</b>       | Grande Prairie, Alberta   |                           |
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# Job Board Posting

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

Date Printed: 2024/05/15

## Payroll Clerk (NOC 13102)

|                       |   |                           |
|-----------------------|---|---------------------------|
| <b>Job ID</b>         | <b>64F48F3A0D826</b>  |                           |
| <b>Web Address</b>    | <a href="http://NoExperienceNeeded.ca/viewjob?jobname=64F48F3A0D826">http://NoExperienceNeeded.ca/viewjob?jobname=64F48F3A0D826</a> |                           |
| <b>Company</b>        | 2142952 Alberta Ltd O/a Purelife Cleaning And Maintenance   |                           |
| <b>Location</b>       | Grande Prairie, Alberta   |                           |
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