



# 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: 2024/05/03

## Human Resources Management System (HRMS) & Payroll Specialist

**Job ID** F0-94-E0-AD-7C-AF

**Web Address**

<https://careers.indigenous.link/viewjob?jobname=F0-94-E0-AD-7C-AF>

**Company** International Development Research Centre (IDRC)

**Location** Ottawa, Ontario

**Date Posted** From: 2020-10-23 To: 2020-11-22

**Job** Type: Full-time Category: Public Administration

**Job Salary** \$70,715-\$87,542

**Languages** Language requirements â€“ Bilingual (English and French) at the intermediate level

### Description

Pursue a Career with Impact

IDRCâ€™s People and Corporate Culture Division aims to provide strategic direction, advice, guidance and integrated human resources management services to managers and employees as well as to foster integrity of human resources decisions for its most important asset: its employees. Join our team to put your ideas and knowledge to work to help solve some of the developing worldâ€™s most critical challenges.

Permanent Position â€“ Ottawa, Canada

Reporting to the Manager, Global Compensation Solutions, you will be responsible for ensuring the integrity, accuracy of the HRMS system and compliance with various governing bodies, as well as the payroll function for all staff in Ottawa and Ottawa-Hired staff in Regional Offices (expatriate staff).

### Experience

Experience â€“ a minimum of five years of experience in processing payroll using a payroll system, providing strategic advice, administrating, implementing and using an HRMS system

### Education Requirements

Education â€“ a minimum 2-year college program in Business Administration/Human Resources/Finances or an appropriate combination of education and experience. Canadian Payroll Association (CPA) Certificate, Certified Payroll Manager (CPM) or Payroll Compliance Practitioner (PCP)

### Other

Knowledge â€“ thorough knowledge of HRMS administration and payroll practices, support software such as Payroll systems, Excel and Word as well as an extensive knowledge of Income Tax and Rules as well as Accounting principles and practices

### How to Apply

For more information about this rewarding career opportunity and to apply, please click [Apply Now!](#)  
Application Deadline: 15 November, 2020 at 11:59pm EST

Part of Canada's foreign affairs and development efforts, IDRC invests in knowledge, innovation, and solutions to improve lives and livelihoods in the developing world. Bringing together the right partners around opportunities for impact, IDRC builds leaders for today and tomorrow and helps drive change for those who need it most.

IDRC encourages applications from qualified women, Aboriginal peoples, persons with disabilities, and members of visible minorities.