



## Head Office Location

### Payroll and Human Resources Administrator (1 year contract)

#### Non Union

Qualifications (please contact HR for the full Job Description):

- Minimum of 2 years of full cycle payroll administration experience (payroll of a minimum of 100 employees)
- Previous experience administering payroll using automated time clock and payroll systems, preferably in a unionized environment.
- Experience in Human Resources, including recruitment, training, administration, compliance, benefits and pension administration, labour relations, etc.

**Start Date: July 2018**

**Application Deadline: Wednesday May 23, 2018 at 9:00 am**

**Please submit an updated resume by:**

1. Email: [careers@participationhouse.net](mailto:careers@participationhouse.net) OR
2. Fax: (905) 513-7963

**\*\* PLEASE NOTE \*\***

**Applications that do not follow the steps listed below will not be considered:**

1. Applications that are submitted by means other than the 2 listed above will not be considered ([careers@participationhouse.net](mailto:careers@participationhouse.net) OR fax)
2. An updated resume must be attached with your application
3. Applications must include the applicant's full name
4. Applications must indicate the position title

If you have any questions please call:

Human Resources Department (905) 513-2756  
Elina Fonariov - Ext. 222 or Albena Dunphy - Ext. 227

Please Post: May 16, 2018

External recruitment will be conducted simultaneously