



Staffmax is hiring for one of Canada's largest and well-known airline companies to assist their Payroll department in Winnipeg.

If you are focused on detail and process-oriented, able to work on your own initiative as well as being an integral part of a team, then we want to hear from you!

Location: Downtown Winnipeg

Wage: based on experience

Term: expected 3 to 4 months, possible extensions

Shift: day shift Monday to Friday

Main responsibilities:

- Responsible for final payroll processing
- completing ROE's
- calculate and confirm severance and vacation pay owed
- maintenance of employee files

The Ideal Candidate:

- Minimum 1 year experience performing payroll administration
- Excellent interpersonal skills
- experience in PeopleSoft an asset
- experience with union payroll an asset
- PCP or CPM courses an asset
- Strong organizational skills and keen attention to detail
- Ability to work well independently with a multitude of deadlines and alterations
- Must be vaccinated as per employer's requirements

We thank everyone who applies however only candidates being considered will be contacted.

Contract length: 3 months

Job Types: Full-time, Temporary

Salary: \$18.00-\$22.00 per hour

Please email your resume to anelle.mclaughlin@staffmax.com.