



## **Public Service Announcement**

Job in Focus -Pay and Benefits Administrator

June 5, 2023 - Igaluit, Nunavut

The City of Iqaluit would like to draw your attention to an exciting opportunity for a qualified applicant. We are currently recruiting a Pay and Benefits Administrator. The successful applicant will be responsible for gathering time records from employees, calculating hours worked and pay received for each employee accurately, for ensuring that time records are accurate and errors are resolved, for directing and planning the day-to-day operations of group benefits programs and monitoring benefits administration.

Qualifications include a Grade 12 Diploma or equivalent, enrolment in the Canadian Payroll Association, post secondary courses in accounting or payroll and benefits administration minimum three-years work experience in the field, strong knowledge of Microsoft Suite (Excel, Word, Outlook, etc.), strong interpersonal communication skills to work effectively with various suppliers, employees, management and the general public and the ability to maintain neat, legible and accurate records.

You can view the entire job advertisement at: <a href="https://city.applytojob.com/apply/XVWb5505Fa/Pay-And-Benefits-Administrator?source=Our%20Career%20Page%20Widget">https://city.applytojob.com/apply/XVWb5505Fa/Pay-And-Benefits-Administrator?source=Our%20Career%20Page%20Widget</a>

The City of Iqaluit embraces the intent and spirit of the Nunavut Land Claims Agreement. Priority will be given to Nunavut Inuit; candidates must clearly identify their eligibility in order to receive consideration under this agreement

Only those selected to interview will be contacted

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For additional information, please contact:
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