



Brain Injury Services of Northern Ontario (BISNO) has been providing a variety of rehabilitation and support services to individuals living with the effects of an acquired brain injury. BISNO is currently recruiting for a;

Payroll Clerk

Permanent Full Time – 40 hours per week

PRIMARY FUNCTION:

- Processing bi weekly payroll for approximately 130+ employees in Quadrant Software Program.
- Knowledge and understanding of relevant legislations related to payroll.
- Administrative tasks related to employee personnel files, training records, reports, etc.
- Self-starter and highly motivated with the ability to work independently, as well as within a team.
- Excellent written and oral communication skills.

QUALIFICATIONS: Post-secondary education in Payroll Administration or equivalent. A minimum of 2 years related work experience in payroll administration. Proficient with Microsoft Office, Word and Excel.

Interested applicants should forward a letter of intent and resume in confidence by Wednesday April 7, 2021 at 12:00 p.m. to:

**Leslie Vass, CHRL
Human Resources Manager
Brain Injury Services of Northern Ontario
426 Balmoral Street, Thunder Bay, ON P7C 5G8
Email: leslie.vass@bisno.org
Fax: 807-623-1201**

We appreciate all applications, however, only those selected for an interview will be contacted.