



**Labstat International ULC** is an independent, privately owned, analytical laboratory with **40 years** of leadership and experience in the analysis of matrices related to tobacco products. Our team of highly qualified Scientists, Technologists, and Technicians perform testing for clients around the world in analytical chemistry, toxicology, biomarkers as well as contract research related to the development of new methodologies.

Labstat's dedication to excellence is not taken lightly, it is an intrinsic and fundamental corporate value and practiced by all Labstat employees every day. A satisfied client is our most important product and our staff is our most important resource.

*As a result of recent growth, we are currently looking for several positions to join our team!*

### **Payroll Administrator (#2017-11) - 9 Month Contract**

The Payroll Administrator is responsible for processing payroll using Dayforce HCM (Ceridian) for 300+ employees.

#### Primary Responsibilities include (but are not limited to)

- Bi-weekly payroll processing
- Payroll adjustments
- Preparation of ROEs
- Maintain employee information
- Ad-doc reporting as requested (ie. TAFW)
- May investigate and respond to employee inquiries

#### Qualifications:

- Working knowledge of Dayforce HCM
- 3-5 Years' experience processing payroll in mid-sized organization
- Demonstrated knowledge of payroll regulations
- Proficiency using Microsoft Office
- 

Labstat offers competitive wages, benefits, training programs and social events.

#### **Labstat values a diverse workforce.**

*Labstat values Equal Opportunity and embraces diversity. Begin a dynamic and rewarding career by becoming a member of Labstat's team of professionals!*

Qualified applicants should **quote posting #** and apply to:

#### **Human Resources**

Labstat International ULC  
262 Manitou Dr. Kitchener, ON N2C 1L3  
Fax (519) 748-1654  
[hr@labstat.com](mailto:hr@labstat.com)