

Founded in 1930, St. George's School is a private co-educational, non-denominational school that provides student-centered education of the highest quality within a spirited, engaging, creative and cooperative environment. The School's philosophy encourages an individualized approach to teaching and learning while fostering excellence and rigour within our classrooms. Applications are now being accepted for the part-time position of

Payroll and Administrative Technician (14-21 hours/week)

The successful candidate will demonstrate organizational skills and autonomy in preparing payroll and providing administrative support to both Human Resources and the Centre for Learning Enrichment. Reporting to the Director of Human Resources, the **payroll and administrative technician** will oversee specific administrative projects.

This position part-time offers a ***flexible work schedule*** and the possibility of ***telecommuting***.

Responsibilities

- Process the payroll
- Participating in administrative tasks, such as developping and producing reports, statements and invoices.

Qualifications

- Minimum of 2 years payroll experience
- Member of Canadian Payroll Association, Canadian Payroll Association designation required (PCP) and have your Payroll Certificate (asset)
- Advanced proficiency with MS Office software, particularly Excel
- Knowledge of the education sector (asset)
- Appreciate the School's Mission and commitment to child-centered learning
- Strong English skills
- French (asset)
- Have no criminal record in connection with employment.

Please submit your letter of intent and curriculum vitae to
Nathalie Stein, Director of Human Resources,
by email, to humanresources@stgeorges.qc.ca

***We thank all candidates for their interest in the above positions;
however only those selected for interviews will be contacted.***

MONTRÉAL'S *multifaceted* EDUCATION FOR *multifaceted* STUDENTS

ELEMENTARY CAMPUS

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