

**ABOUT
THE EMPLOYER**

Deluxe Corporation is an American payments and business technology company. Its four business divisions comprise payments, cloud, promotional products, and checks.

As of 2020, Deluxe has approximately 4.5 million small businesses and 4,000 financial institutions as customers.

As part of its services, Deluxe produces personal and business checks as well as offering marketing, web development, web hosting, and fraud protection services.

Please apply as directed by the employer. Failure to do so may result in your application not being considered. This job posting was provided to us by an external employer. We are not responsible for the accuracy, authenticity or reliability of the content.

Veuillez postulez selon la façon indiquée par l'employeur. Le non-respect de la façon indiquée pourrait résulter à la non-considération de votre candidature. Cette offre d'emploi nous a été fournie par un employeur externe. Nous ne sommes pas responsables de l'exactitude, l'authenticité ou la fiabilité du contenu.

Bilingual (French) Payroll Specialist - Associate

Date Posted / date d'affichage : May 3rd, 2022

Job Type / type de poste : Full-Time

Work hours / heures de travail : 40 Hrs / Week

Salary / salaire : \$22,77 / Hour

Workplace / lieu de travail : Midland

Anticipated Start Date / début : Two weeks from offer

Contact Name / personne contacte : Maxime Corvec

Employer Email / courriel : prospection@lacle.ca

Employer Website / site Web : <https://jobs.deluxe.com/search-jobs/220565wd/378/1/1>

Job Description / description des tâches :

The Associate Payroll Specialist is a payroll professional with a general understanding of both Canadian payroll legislation and the NEBS PAYweb.ca software product and related service offerings. The Specialist is the client's primary service contact, responding to the client's questions and inquiries via e-mail, chat and incoming calls to the call center in a professional and timely manner assuming full responsibility for problem resolution.

- Provide Best in Class customer service to PAYweb.ca customers to ensure we maintain our customer satisfaction standards.
- Respond to external client inquiries via phone, chat, and email in a professional and timely manner and assume full responsibility for "one-call" resolution.
- Help customers remain payroll compliant and provide applicable payroll compliance information. When applicable direct customers to the appropriate government resources.
- * Ensure that client payrolls are processed and completed in a timely and accurate fashion in order to meet scheduled employee pay dates.

Additional Skills and/or Certification Required / compétences supplémentaires et/ou certification exigées :

Education: High School / GED

Experience: 0

HOW TO APPLY / POUR POSTULER :

Please bring or mail resumé to / déposez ou envoyez votre candidature :

Email / courriel : prospection@lacle.ca

OR <https://jobs.deluxe.com/search-jobs/220565wd/378/1/1>