



Jim McCuaig Education Centre
2135 Sills Street Thunder Bay ON P7E 5T2
Telephone (807) 625-5100 Fax (807) 625-9422

Payroll Administrator
Category F, 1.0 FTE, 12 Months Per Year
Location: Board Office
Hours: 8:30am to 4:30pm

General Information:

Reporting to the Supervisor of Payroll the Payroll Administrator will be responsible for, but not limited to:

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Committed to the success of every student

www.lakeheadschoools.ca

Lakehead District School Board

Required Documents:

Each candidate shall submit in the following order:

Cover letter

Resume of qualifications and experience

Copy of degree/professional certificates as required

Reference check consent form which MUST include **valid e-mail addresses and phone numbers**