

Build your career with us!



Payroll Administrator – Head Office, Dauphin, MB

The Payroll Administrator is responsible for the overall administration of payroll for our various divisions including Building Supplies, Concrete, Flooring, Truss Manufacturing, and Transportation. Responsibilities include completing end to end processing of bi-weekly & semi-monthly payrolls, processing new hires, terminations and changes to payroll information, and preparation and distribution of T4's.

The successful candidate will be a self-motivated individual with strong organizational and time management skills who enjoys working both in a team environment and independently.

If you would like to build your career with our company, please forward your resume with cover letter, in confidence to:

McMunn & Yates Building Supplies

Head Office Dauphin | Box 610, 588-1st Ave N.E. Dauphin, MB R7N 2V4
Attn: Nancy Ducheck | Email: nducheck@mcmunnandyates.com

We thank all candidates in advance; however only those selected for an interview will be contacted.

WE OFFER A FULL RANGE OF BENEFITS

- Deferred Profit Sharing Plan | Free Uniforms | Employee Discounts
- Learning opportunities | Career Advancement Opportunities | Years of Service Awards Program
- Health Benefits | Dental Benefits | Employee Assistance Program (EAP) | Life Insurance | Critical Illness Insurance

For additional job openings, visit us online at mcmunnandyates.com | Check us out on **Facebook, Twitter, Instagram & Pinterest**