



Durham Catholic District School Board
Catholic Education: Learning and Living in Faith



PAYROLL AND BENEFITS ADMINISTRATOR

The Durham Catholic District School Board is located just east of Toronto and is renowned for providing comprehensive Catholic education to over 21,150 students in 40 elementary schools, 7 secondary schools, and 4 continuing and alternative education centers throughout Durham Region.

The Durham Catholic District School Board invites applications from qualified candidates interested in the following position:

PAYROLL AND BENEFITS ADMINISTRATOR

LOCATION: Durham Catholic District School Board
Human Resources and Administrative Services
650 Rossland Road West,
Oshawa, ON L1J 7C4

START DATE: To be determined

**For more information, please visit us at www.dcdsb.ca (Careers)
Current Job Opportunities – Managerial and Non Union Positions**

METHOD OF APPLICATION:

Application packages must include a cover letter, resume outlining education and experience, and a copy of educational qualifications and certification(s).

Interested applicants are invited to email an application package on or before 4:00 p.m. on Friday, June 14, 2019 to hr@dcdsb.ca. Please indicate the position title in the email subject line.

Pursuant to the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), if you require accommodation at any time throughout the application process, please contact Sonja Ruby, Human Resources Assistant at sonja.ruby@dcdsb.ca prior to the posting closing date so that appropriate arrangements can be made.

John Rinella
Chair of the Board

Anne O'Brien
Director of Education

WE ARE AN EQUAL OPPORTUNITY EMPLOYER
www.dcdsb.ca