



The Legislative Assembly Office supports the Speaker and Members of the Legislative Assembly - providing nonpartisan procedural, administrative and educational services.

We offer challenging work, a rich history, excellent vacation and health benefits, a beautiful location and support for career-long learning.

HR/Payroll Administrator

Do you like your payroll shaken, not stirred? Come join our team!

We have an exciting opportunity for an energetic and flexible individual committed to providing comprehensive human resource and payroll services. And since our pay and benefits system supports a client group that may change at times – Members of the Legislative Assembly of Alberta (MLAs) and their staff – we need a fast learner with great communication skills who takes pride in accuracy, service, and teamwork. Your advanced computer skills, knowledge of complex pay and benefit programs and associated regulations, and outstanding interpersonal skills are critical in this role. Your background should include several years of progressive experience and a diploma/degree in a related field; enrollment or completion of the CPA Certified Payroll Management Program is a definite asset. Salary range for this position is \$41,808 - \$54,396, dependent on qualifications.

Please submit your application by **December 15, 2006**

Final candidates will be asked to undergo a security screening, and academic credentials will also be verified. Candidates with lesser qualifications may be considered at a lower level.

We thank all candidates for their interest, however, only candidates selected for further consideration will be contacted.



OUR VISION

respect ~ tradition
exemplify ~ service
promote ~ innovation

Legislative Assembly Office Human Resource Services

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