



Payroll Administrator

Lakehead Constructors, Inc. is looking for a Payroll Administrator for our office in Superior, Wisconsin. You will undertake a variety of tasks. Duties include the following:

- Payroll data entry from timecards
- Processing payroll including making payments
- Manage and calculate taxes, deductions, and garnishments
- New employee paperwork data entry
- Field payroll phone calls from employees and employment verifications
- Communicate with unions related to apprentice and journeyman verification

Qualifications include excellent data entry skills, a good knowledge of all Microsoft Office products (Word, Excel, Outlook), great communication skills, solid math and numerical skills, ability to handle confidential and sensitive information with discretion, and outstanding organizational and time management skills. Experience with Viewpoint Construction Software is a plus. Prior experience working in payroll with union labor is preferred.

Pay will be based on experience and education. This is a full-time position which will include overtime. Lakehead Constructors, Inc. offers excellent benefits including health, dental, 401K, vacation, and profit sharing.

Email resumes to rmccausland@lakeheadconstructors.com

Lakehead Constructors Inc. is an Equal Opportunity Employer