

Payroll and Timekeeping Clerks

Ranked

93

by count of job opportunities

Percentage

0.23%

of all job opportunities

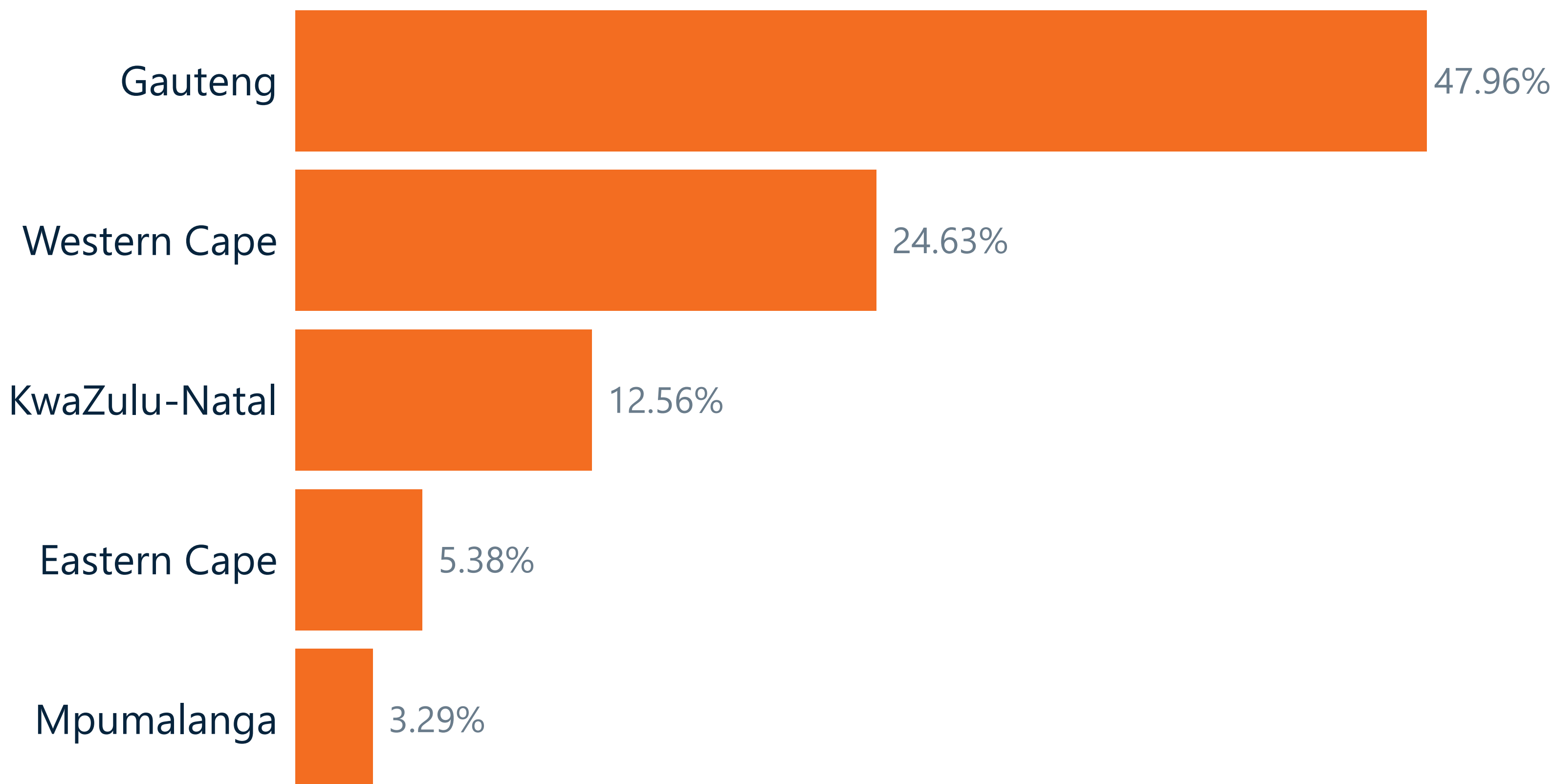
Hard-to-Fill

18.54%

% job opportunities that are "hard-to-fill"

Top 5 Provinces

by percentage of job opportunities



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Payroll and Timekeeping Clerks

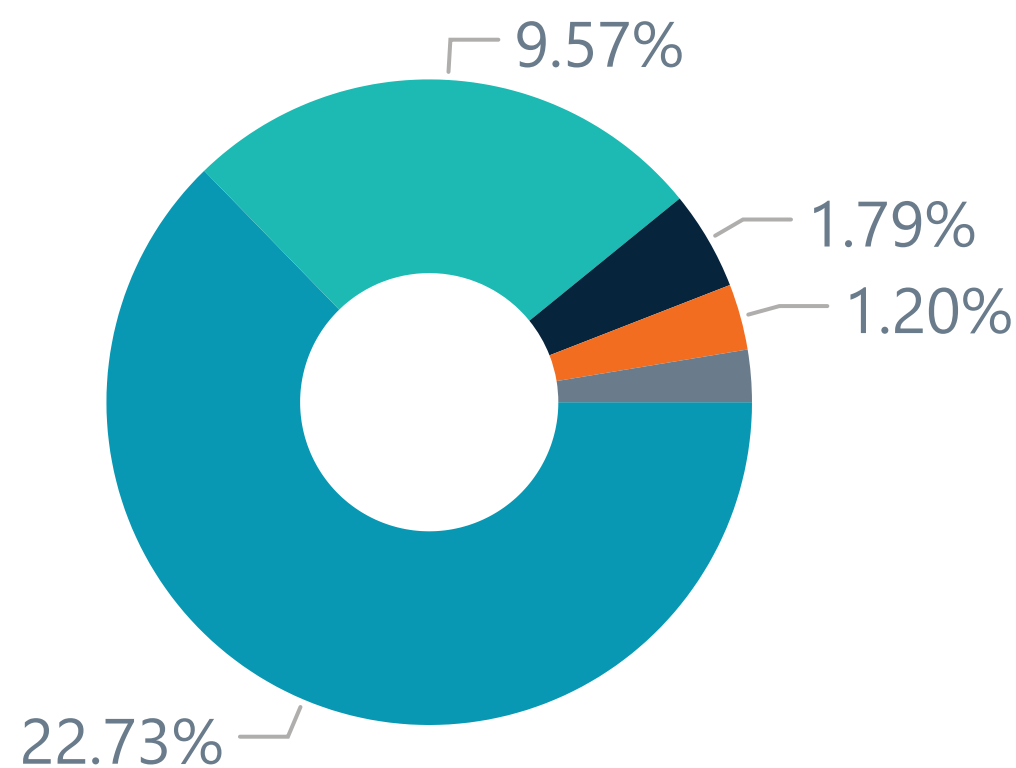
Top 5 Industries

by percentage of job opportunities

Financial and insurance activities	20.46%
Administrative and support activities	20.06%
Professional, scientific and technical activities	7.98%
Wholesale and retail trade	4.62%
Manufacturing	3.52%

Top 5 Company Types

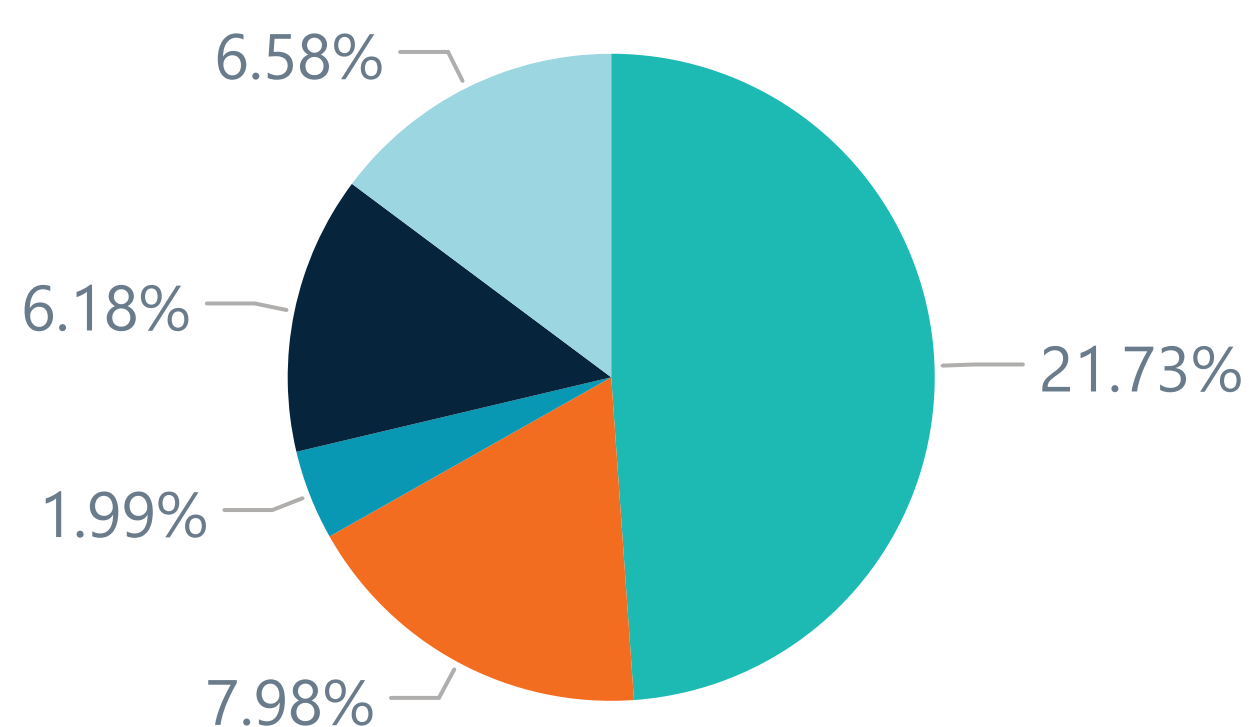
by percentage of job opportunities



- Private company
- Public company
- Government agency
- Sole proprietorship
- Partnership

Top 5 Company Sizes

by percentage of job opportunities

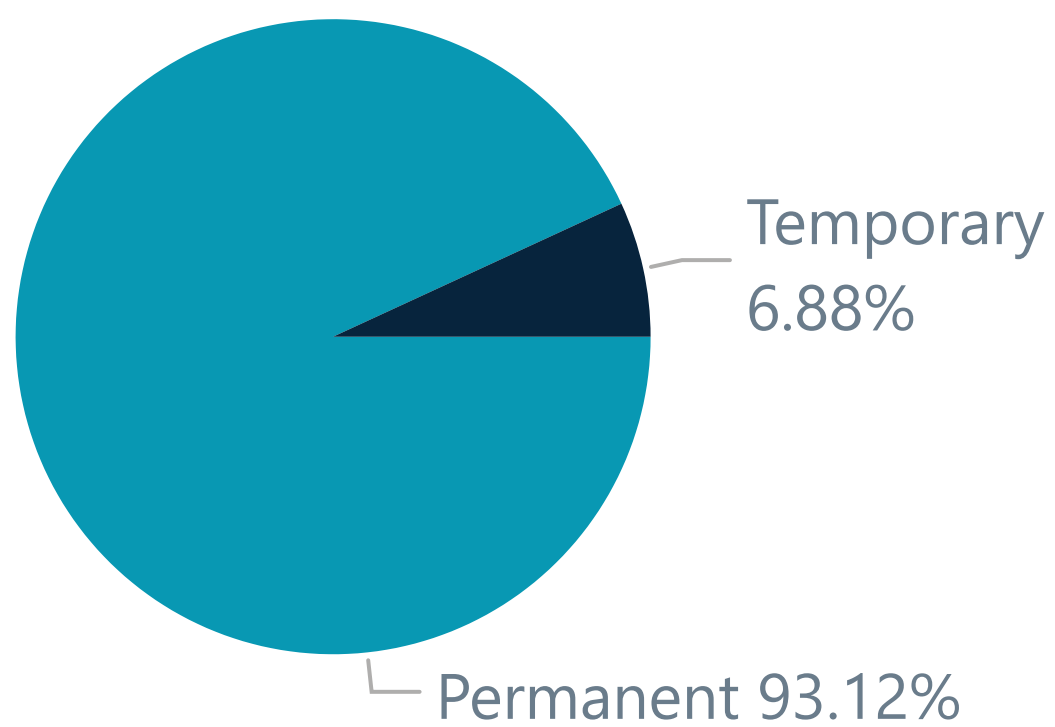


- 1 to 100
- 101 to 500
- 501 to 1,000
- 1,001 to 5,000
- 10,001 +

Payroll and Timekeeping Clerks

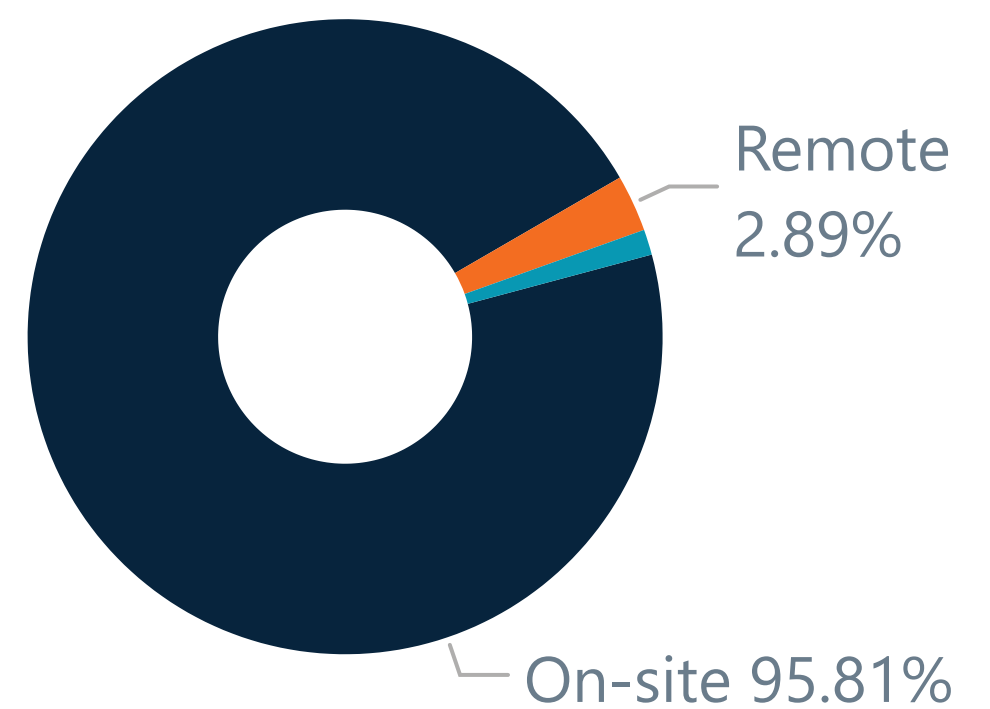
Employment Type

percentage of job opportunities



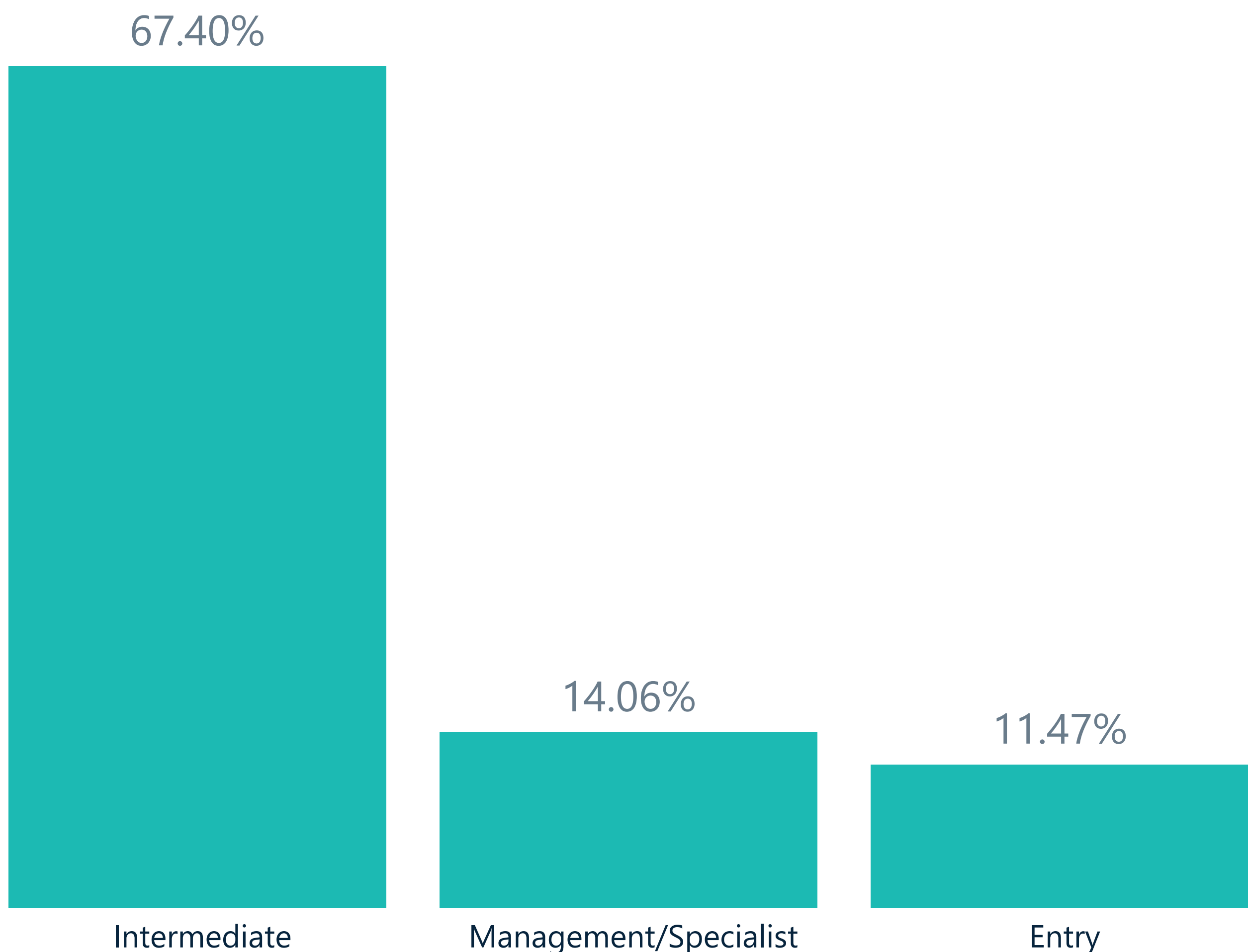
Employment Flexibility

percentage of job opportunities



Top 3 Employment Levels

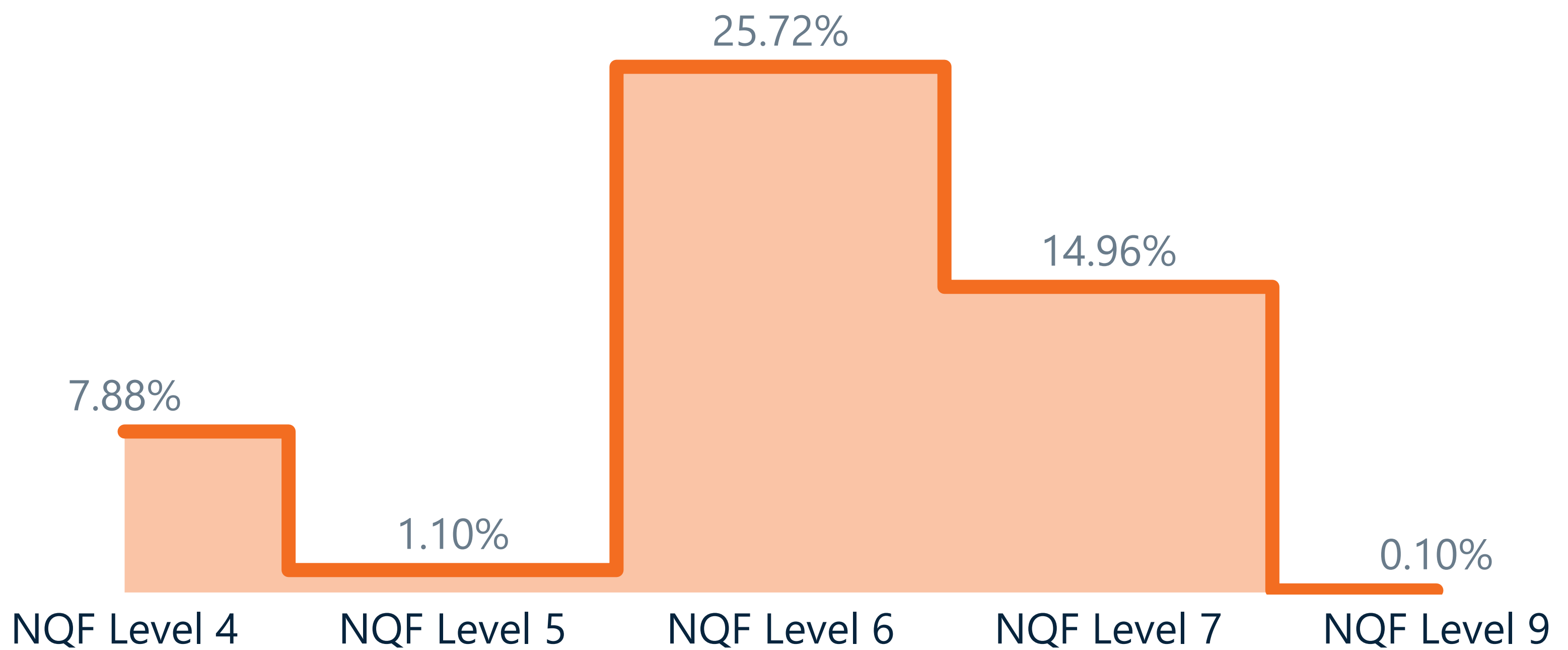
by percentage of job opportunities



Payroll and Timekeeping Clerks

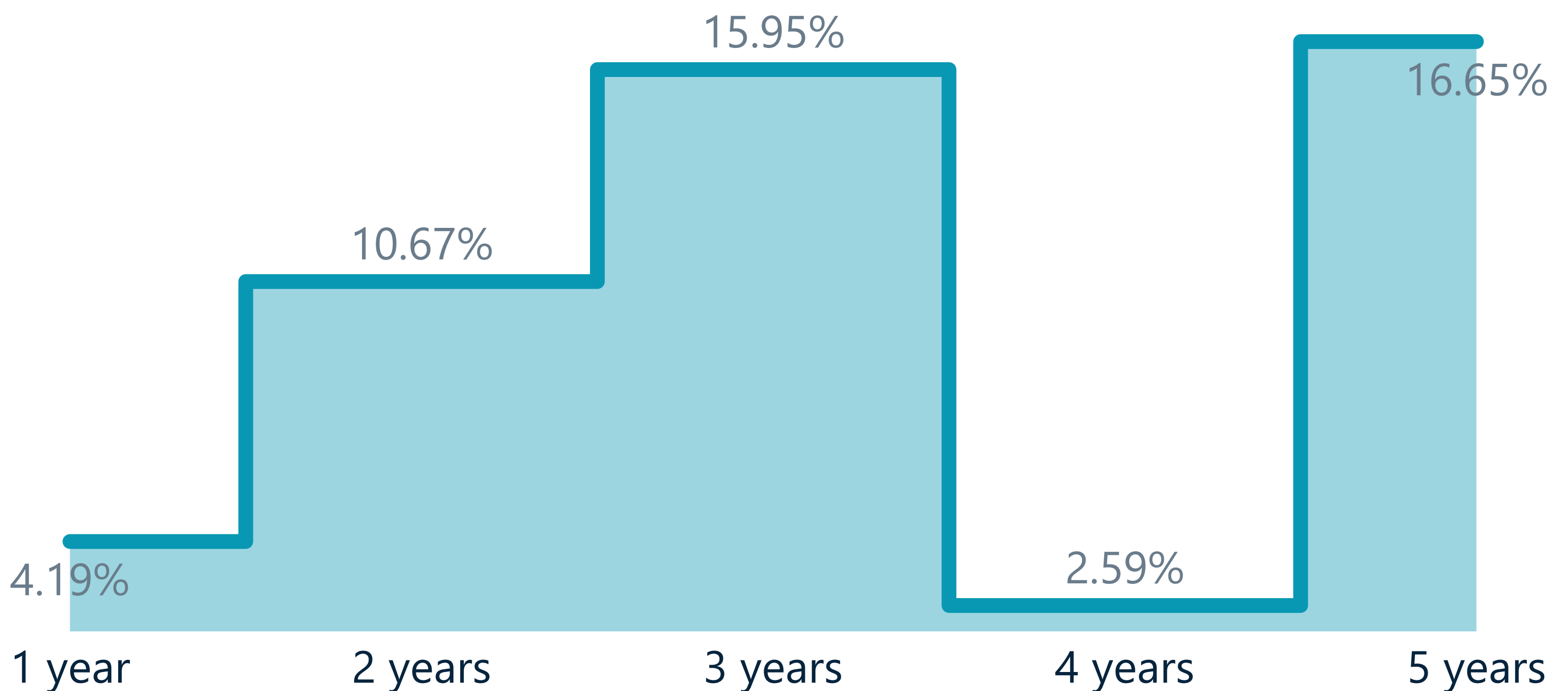
Top 5 Minimum Qualification Level

by percentage of job opportunities



Top 5 Minimum Years Experience

by percentage of job opportunities





Payroll and Timekeeping Clerks



Top 10 Required Skills

Time Management	
Managing one's own time and the time of others.	1
Service Orientation	
Actively looking for ways to help people.	2
Writing	
Communicating effectively in writing as appropriate for the needs of the audience.	3
Learning Strategies	
Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.	4
Complex Problem Solving	
Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.	5
Social Perceptiveness	
Being aware of others' reactions and understanding why they react as they do.	6
Systems Analysis	
Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.	7
Quality Control Analysis	
Conducting tests and inspections of products, services, or processes to evaluate quality or performance.	8
Speaking	
Talking to others to convey information effectively.	8
Judgment and Decision Making	
Considering the relative costs and benefits of potential actions to choose the most appropriate one.	10



Payroll and Timekeeping Clerks



Top 5 Required Knowledge

Administration and Management

Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

1

Customer and Personal Service

Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

2

Communications and Media

Media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.

3

Personnel and Human Resources

Principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

4

Administrative

Administrative and office procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and workplace terminology.

5



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Top 10 Required Technology Skills

Spreadsheet software	
Microsoft Excel	1
Google Sheets	5
Human resources software	
Payroll software	2
Time accounting software	
Payroll software	2
Enterprise resource planning ERP software	
Microsoft Dynamics NAV	6
Microsoft Dynamics	8
Internet browser software	
Google	4
Word processing software	
Microsoft Word	6
Customer relationship management CRM software	
Microsoft Dynamics	8
Electronic mail software	
Microsoft Outlook	10
Operating system software	
Microsoft Windows	10
Video creation and editing software	
YouTube	10