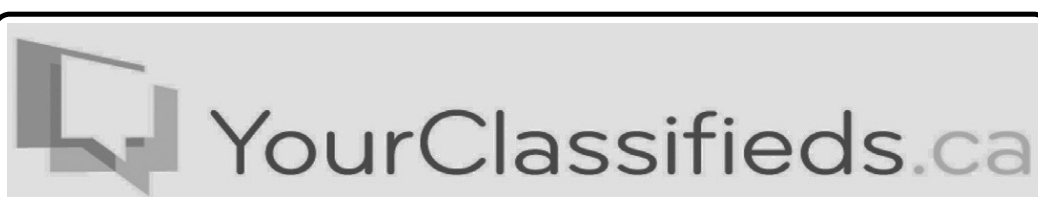


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Auctions & Sales	Auctions & Sales	Articles for Sale	Vehicles Wanted/ Wrecking	Domestic Help Available	Lost & Found	General Help	General Help	General Help	General Help
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FULL TIME DZ DRIVER

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Fax resume to: 905-877-5262
Or email to: admin@chalmersfuels.ca

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Ann's Cartage House, Office and Piano Movers Inc.

Looking for Full Time Staff, must be physically fit and able to work long hours. Must interact well with people and work in a team environment. **MUST BE BONDABLE** and have a valid driving license. Positions available immediately. For an interview please call Peter at 905-877-6183.

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HUMAN RESOURCE ADMINISTRATOR

Reporting to the Controller, the Human Resource Administrator is responsible for all areas of benefits, health and safety and payroll related reconciliations. The Human Resource administrator will work closely with accounting department, be a strong team player, and assist with deadline driven reporting.

Primary Responsibilities include:

- Preparation and distribution of written and verbal information to employees for benefit programs, such as insurance and pension plans, paid time off, bonus pay and special employer sponsored activities.
- Maintains and updates health and safety tracking and training within the company and follow up as necessary.
- Provide written summaries and explanations of labour variances on a monthly basis.
- Preparing payroll related reports for Planning and Budgeting and as requested.
- Processes background checks on a timely manner, ensuring all proper documentations are received.
- Research authoritative literature for proper treatment of payroll issues.
- Ensures compliance with various legal requirements relating to employment law, health and safety, insurance, pensions and WSIB administration, as well as Unilock Policies and Procedures.
- Ensures all government remittances (PST, GST, withholdings etc.) are reported and paid on time.
- Replenish petty cash as required.
- Cover Payroll Administrator in his/her absence
- Accounting Responsibilities include:
 - Reconcile all banks and payroll related general ledger accounts.
 - Preparing month-end reports (head count, employee turn over, etc.)
- Perform other duties as required by the Controller such as providing information to internal and external auditors and assist co-workers to meet department deadlines.

Please forward resumes to: payroll@unilock.com
We thank all applicants however, only those selected for an interview will be contacted.

FOR CLASSIFIED CALL KRISTIE 905-873-0301