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Dental

Dental Receptionist/ Administration Part Time
 Enthusiastic, friendly person who excels in a team environment required for a busy family practice in Georgetown. Previous dental experience required. Email: info@dentistryonsinclair.com
 Fax: 905-877-3917

General Help

DETAILED CLEANER
 Wanted for commercial building in Georgetown from 4:00pm to midnight, Monday to Friday. Please call 905-877-4595.

FRESH START FOODS CANADA LTD.
Manufacturing and Distribution Facility
 Located in Milton

NOW HIRING FULL-TIME ORDER SELECTORS
 JOB No: 13-041

- Manually picking products and assembling on a pallet
- Evening Shift - 7:00 pm to 4:00 am
- Must be able to work weekends
- Able to work in a refrigerated environment
- Thrives in an environment providing performance incentives for accuracy and speed

G and DZ DELIVERY DRIVERS
 JOB No: 13-042

- Day runs within extended GTA and North
- Loading and unloading deliveries to customers
- Must be able to work on any day including Saturday
- Clean drivers abstract a must
- Produce or food delivery experience an asset

WE PROVIDE


- Team-based Work Environment
- Competitive Wages
- Benefits Program
- Commitment to Safety
- Opportunity for Career Advancement

ALL POSITIONS REQUIRE CANDIDATES TO

- Have flexible availability
- Have own vehicle
- Physically fit / 50lb lifting requirement

If you meet the above criteria kindly apply by email and Quote Job No. to: Fsferecruitment@freshstartfoods.com
 Or fax resume to: 905-878-9010

General Help



The Club at North Halton, located in Georgetown, Ontario, a well-established club founded in 1954 that includes a private 18-hole golf course, curling rink, dining room, meeting and banquet facilities is gearing up for another great season.

JOB FAIR
 Tuesday, February 18th - 2:30 pm to 7:00 pm
 363 Maple Avenue, West (at Trafalgar Road)

GOLF OPERATIONS STAFF
 Starters, Marshals, Golf Shop and Back Shop

HOSPITALITY STAFF
 Bartenders, Servers, Beverage Cart, Kitchen

TURF OPERATIONS
 Turf Labourers

If you are unable to attend our job fair, please visit our website to apply online.
www.northernhaltongolf.com/contactus/employment

General Help

General Help

CLEANING STAFF
 needed \$15/HR, 9p.m.-1a.m. weeknights. Experience with auto scrubber necessary
 Send resume to: bmcqueen17@cogeco.ca

General Help


WANTED: FREELANCE REPORTER/ PHOTOGRAPHER

Enthusiastic self-starter with strong interviewing, writing and photography skills wanted for freelance opportunities at The Caledon Enterprise newspaper. Journalism experience an asset. Knowledge of Caledon and surrounding communities.

Please forward resume and samples of recent work to Managing Editor, Robyn Wilkinson at rwilkinson@caledonenterprise.com or mail to The Caledon Enterprise Box 99, 12612 Highway 50 South (McDonald's Plaza), Bolton, Ontario L7E 5T1.

No phone calls, please.

CALEDON Enterprise



ACCOUNTING / PAYROLL CLERK

Halton Hills Hydro Inc. is a community focused electric distribution utility servicing the Town of Halton Hills. We are currently seeking a dynamic, highly motivated individual to fill the position of Accounting / Payroll Clerk. This position reports to the Controller and the applicant will have demonstrated the following qualifications, which are essential to this position:

SKILLS and QUALIFICATIONS:

- Grade 12 education and, either possess accounting designation or be willing to obtain such designation;
- 3+ years payroll experience; with attention to detail and a high degree of accuracy;
- Proven skills in the effective interpretation and communication of legislations in a timely, accurate and reliable fashion;
- Outstanding communication skills with the ability to work collaboratively with others, develop successful relationships and resolve issues;
- In depth knowledge and experience in the full cycle of payroll from time sheet to T4's;
- Ability to work in a fast paced environment with minimal supervision;
- Strong organizational skills;
- Excellent analytical skills and ability to identify and implement process improvements;
- Experience working within an electric utility environment and/or familiar OMERS pension would be considered an asset;
- Strong computer skills including Microsoft Office Suite and the ability to learn new ERP systems.
- Experience in the implementation of ERP systems would be consider an asset;

DUTIES and ACCOUNTABILITIES

- Accurately prepare and process weekly unionized payroll for Halton Hills Hydro Inc. (HHHI) and all affiliates;
- Prepare and remit all statutory payroll deductions (CPP, EI, Taxes);
- Prepare and remit all employee benefits costs/deductions including pension, WSIB, EHT, CSB, Union Dues;
- Prepare monthly payroll journal entries;
- Prepare various payroll reports including sick and vacation, overtime, taxable benefits etc.;
- Reconcile payroll general ledger accounts in timely manner;
- Prepare T4's for unionized payroll;
- Reconcile pension deductions with pension fund annually;
- Maintain and update the payroll module of the ERP system as it relates to payroll taxes and deductions;
- Prepare payroll audit working papers and liaison with auditors;
- Prepare monthly bank reconciliations for HHHI and all affiliated companies;
- Back-up and support Accounts Payable Clerk as required;
- Other duties as assigned.

This is a Union position and wages will be in accordance with our current Collective Agreement, with a comprehensive benefit package.
 Resumes should be forwarded, in confidence, to:
hr@haltonhillshydro.com

Closing Date: 4:00 p.m. E.S.T. on Friday February 21st, 2014

Applicants should clearly outline their qualifications and reasons for their interest in this position.

Halton Hills Hydro Inc. is an equal opportunity employer.

TO BOOK YOUR AD CALL 1-855-415-8237

General Help

Health Care/ Medical

Would you like to make a difference in the life of a Senior?

Home Instead Senior Care is now accepting applications for PSW positions. Must drive, exp. necessary

Call 905-463-0860, Fax 905-455-6116 or apply on line at www.homeinstead.com/3019

Restaurants/ Hospitality

La Vita Fine Foods requires experienced

COOK, BAKER AND SERVERS.

Email resumes with qualifications to: michaelmrie@hotmail.com

Talent Wanted

ACTORS, EXTRAS AND MODELS

Movies, TV, Music-videos, Commercials. Fashion. No exp. necessary. All ages & ethnicities welcome (2 location both on subway line) 647-7751603 416-572-7785,

Technical/Skilled Trades

Injection Molding

Supervisor required for continental shifts, candidate must posses strong inter-personal skills. Have a minimum of five years experience in set up and processing. Please email resume to dmthl82@gmail.com

Painting & Decorating

NEED A quick cost effective change.....Let a Fresh Coat of Paint Brighten up your home. Call Scott 416-702-0733.

Real Estate Salesperson CAREER OPPORTUNITY

We are looking for a self-starter who understands the importance of working within a team environment.

You should have the ability to connect with people and strong prospecting skills. Prior success developing a client-based business is an asset.

You should have exceptional listening skills, the determination to build a personal business base over time, and the desire and drive to earn a high-level executive income.

Must have at least high school equivalency and the ability to excel at college level courses.

New to the business and established sales people should forward **CONFIDENTIAL RESUMES** and enquiries to:

fpoulstrup@johnsonassociates.ca

Johnson Associates
 REAL ESTATE LTD., BROKERAGE



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