

**505 Careers**      **505 Careers**      **505 Careers**

**510 General Help**      **510 General Help**      **510 General Help**

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**Sheridan Nurseries**

**EMPLOYMENT OPPORTUNITY!**

Sheridan Nurseries, Head Office, Georgetown is searching for a:

**Payroll Specialist  
(6-Month Contract Position)**

Reporting to the Payroll & Benefits Manager, this position is responsible for the full cycle of activities related to the payroll function in a timely and accurate manner.

**Accountabilities**

- Responsible for the hands on preparation of the bi-weekly payroll and ensure that information is input accurately into the Ceridian payroll system
- Payroll processing duties include setting up employees in the payroll system, processing and balancing all payroll timesheet information
- Process new hires, terminations, transfers, promotions, leaves of absence and existing employee changes
- Administration of benefits
- Preparation and distribution of Record of Employment
- Payroll accounting duties include preparing the payroll journal entry and labour reports
- Assist with monthly payroll reconciliations of the GL
- Respond to employee inquiries in a timely manner
- Ensure compliance with policies, procedures and regulatory requirements
- Maintain all payroll records and files

**Skills Required**

- Working knowledge with Ceridian, Kronos and IDT an asset
- Experience with pension plans
- Strong knowledge of all tax and labour legislation related to the payroll function
- Highly proficient Excel Skills
- Detail oriented and results driven
- Strong analytical and problem solving skills with the ability to meet deadlines
- Demonstrated high level of professionalism and ability to work independently
- Excellent interpersonal skills and communication skills
- Trustworthy and able to ensure confidentiality; sensitivity to issues and information
- 3-5 years payroll experience -CPA designation an asset

**Apply to: Gwen Ferris, Payroll and Benefits Manager  
Sheridan Nurseries,**

**R.R. #4 12302 10th Line Georgetown, ON L7G 4S7**

**Fax: 905-873-1548 E-mail: gferris@sheridannurseries.com**

We thank all applicants for their interest, only those selected for an interview will be contacted.

**WAREHOUSE OPPORTUNITY**

Assured Logistics is a leading third party logistics services provider with operations in Mississauga, Milton, Ottawa and Calgary. Our high performance work environments are focused on and committed to providing service excellence to our clients.

**We are currently recruiting for  
FULL TIME AND CASUAL  
Team Members for our MILTON facility.**

**Qualifications and Expectations:**

- Flexible shifts (Day and Afternoon)
- Flexibility to work weekends and overtime in support of client peak periods
- Able to lift up to 50lbs independently
- Lift truck experience is an asset
- All Team Members will be required to operate lift trucks
- Will train selected candidates if needed

**We Offer:**

- \$13.50 hourly start rate plus incentive
- Progressive rate increases
- Excellent work environment

**If you are interested in this opportunity,  
please forward your resume to:  
employment@assuredlogistics.com  
Fax: 905-864-0815**

*\*Please quote Milton Opportunity in subject line*

**Dairy Queen**

Full-time Help Wanted.  
We are looking for a responsible person that is available for daytime work.

Apply at: **DAIRY QUEEN**  
188 Guelph Street - Georgetown  
905-877-2586

**Travelling Demonstrator** wanted \$14.00- \$20.00/hr performance based opportunity for high energy persons with very strong verbal communication skills. Flexible hours. Days, evenings, weekends, Hwy#7/ 50. Please fax or email resume  
**Att: David to 905-794-2078 or  
angiereid@mastercraftsman.ca**

Now Hiring:  
**OPERATOR & DRIVER**  
for crematorium in Milton. Must be available weekdays & weekends. Police screening req'd.  
**Contact Kirby: 905-693-9202**

*Check it out in the classifieds!*

**525 Office Help**

**Part-Time BOOKKEEPER**  
req'd for golf pro shop and food & beverage operation in Milton area. Duties include payroll, AP & tax. Must be familiar with Quickbooks. Schedule to be arranged.  
**Apply at:  
rsikorski@cogeco.ca**

**WILLOW PARK ECOLOGY CENTRE**

**VOLUNTEER COORDINATOR PART-TIME**

Willow Park Ecology Centre is looking for an outgoing, friendly, creative, and environmentally committed person for part-time employment recruiting volunteers and organizing a stewardship program. Applicants should be able to work independently under the direction of the Stewardship Committee and have own transportation. The successful candidate should have a college or university degree, good organizational, oral and written communication skills, and experience working with volunteers. Experience in fund-raising and with computer programs such as Word, Excel and PowerPoint is required. This position is for approximately 20 hrs per week for 6 months with a flexible workweek possible.

For information on Willow Park Ecology Centre visit [www.willowparkecology.com](http://www.willowparkecology.com) or phone **905-702-9055**  
Deadline for applications: January 18th, 2008  
Send resumes to:  
[Tunde at wpesc@willowparkecology.com](mailto:Tunde@wpesc@willowparkecology.com)

New model home **Hostesses** for Milton, required for weekends. Mature students welcome to apply. Customer service experience an asset.  
**Please fax resumes to: 905-876-4552 for an appointment.**

**WOODWORKING SHOP**  
in Georgetown  
Requires full-time reliable persons. Some heavy lifting required. No experience necessary, will train. Apply in person to: 9 Academy Road  
**905-877-6757**

**DRIVERS WANTED**  
**FULL-TIME or PART-TIME**  
Days and Nights  
Call: **905-965-1588**

**525 Office Help**

**CUSTOMER SERVICE WEEKEND DAY SHIFT**  
Saturdays and Sundays  
9:00 am - 3:00 pm (approximately)  
Please apply in person with resume to:  
**Best Western**  
Best Western Inn on the Hill  
365 Guelph Street, Georgetown

**RECEPTIONIST/OFFICE ASSISTANT**  
required for busy, fast-paced workplace. Entry level position. Computer skills and customer service experience are assets.  
**Fax Resume: 905-693-9974 or E-mail:  
orderdesk@centrecoreigns.com**

**Part-time Bookkeeper/Office person** wanted for small business in Milton. Flexible hours, approximately 20 per week. Knowledge of Simply Accounting preferable. Duties to include accounts receivable and payable, payroll and bank reconciliation. Pay commensurate upon experience.  
**Please fax resume to: 905-878-7077 attention Dan**

**ADESA TORONTO**

ADESA Toronto has immediate openings for:

- \* Security Officers
- \* Drivers (Full & Part Time)
- \* Condition Report Writers

ADESA Toronto offers a competitive salary and benefit package. Interested applicants are asked to contact Human Resources at 905-790-7653 or E-mail: [hrtoronto@ADESA.com](mailto:hrtoronto@ADESA.com)

**514 Salon & Spa Help**      **514 Salon & Spa Help**

**VIDA SPA**  
**F/T & P/T Aesthetician**  
Wanted to work in a busy Clinical & European day spa. Must be outgoing and committed to being a professional team member. Guaranteed hours. Competitive wages.  
**Please fax resume to: 905-693-0052 or Email: info@vidaspa.com**

**part-time BOOKKEEPER**  
With knowledge of Simply Accounting in the Georgetown / Acton area.  
Please call  
**416-419-0130**

**530 Sales Help & Agents**      **530 Sales Help & Agents**

**TIMELESS TREASURES DECOR CENTRE**  
Is hiring in-store Sales Associate  
Part-time hours include days, nights and weekends.  
Please apply with resume:  
2 Mountainview Road, South Georgetown, ON  
**905-873-4736**

**535 Hospital, Medical, Dental**      **535 Hospital, Medical, Dental**

**DIETARY STAFF**  
Nutra Services and Company Part-time Dietary Aide and Dietary Cooks positions available at Extendicare Halton Hills. Candidates who have training and experience the above setting will be given preference. Applicants should be enthusiastic, hard working and comfortable working with seniors. Variety of hours involved.  
Apply in person at:  
7 Lindsay Court, Georgetown  
Attention: Christeen Grob  
Nutra Services and Company is a food service management company specializing in Long Term Care.

Leader in Women's Hair Loss Industry.  
**FT LICENSED HAIR-STYLIST**  
looking for new challenges. Compassionate, professional, willing to learn new skills working with women with sensitive hair loss issues. Highly proficient in cutting, styling/colouring. Call **Heather or Cathy (905) 821 7184**

**515 Skilled & Technical Help**

**Hiring 3rd/4th year apprentice or Licensed Mechanic.**  
Emission testing certificate an asset, but not required.  
**Please fax resumes to: 905-878-7925 or call: 905-878-7926.**

**515 Skilled & Technical Help**

Local successful software company requires  
Full-time, entry level  
**.net/SQL software developer**  
to support web application for Fortune 100 client.  
Email your resume to:  
[programmer4@hitgroup.ca](mailto:programmer4@hitgroup.ca)

**515 Skilled & Technical Help**

**Physiotherapy Assistant Required**  
Qualities Required: highly organised, able to learn quickly, complete tasks fully, and enjoy helping people. Very fulfilling work with opportunity to develop skills in many areas. After school and during school day positions available.  
Please fax resume to: **905-873-6456**

**509 Drivers**      **509 Drivers**

**TRUCK & MINIVAN OWNERS**  
WITH THEIR OWN CREW OF HELPERS  
to distribute telephone directories <<door to door>>  
to households and apartment complexes in Brampton, Georgetown, Milton, Orangeville, Mississauga & Oakville.  
Distributors will start on January 11, 2008.  
The candidates must be available during the day.  
For more info, please call  
**1-866-881-0490 (Ref-7902)**

**School Bus Drivers Needed**  
Milton and Georgetown

- Free Training
- Part-Time Hours
- Perfect for Retirees and Homemakers (your children may ride with you)

If you have a few hours a day and enjoy the company of children, please contact us at 1-877-914-KIDS.

**BLUE SPRINGS TAXI**  
Acton  
Requires a Full-Time / Part-Time  
**NIGHT DRIVER**  
Call Ian at 905-693-2072 between 9:00 am - 6:00 pm

**Zero In on a New Career**

**Tim Hortons**  
**NOW HIRING**  
mature part-time  
**WEEKEND NIGHT SHIFT**  
Friday and Saturday 11:00pm - 7:00am  
No experience necessary, willing to train.  
Apply at:  
**Georgetown South Location**  
Mountainview and Argyl

**ADULT CARRIERS**  
Needed in Acton. Delivery on Wednesday's and Fridays. Must have a vehicle. Need to deliver newspapers, door to door on specific routes in Acton.  
Call Nancy at:  
**905-873-0301 Ext. #228**  
**THE INDEPENDENT & FREE PRESS**