

PAYROLL ADMINISTRATOR

Our well established company with a reputation as a leader in our industry is currently recruiting for a Payroll Administrator who will be the sole person responsible for processing a mid-sized payroll. The successful candidate will have a strong payroll administration background and post-secondary education.

PRIMARY RESPONSIBILITIES INCLUDE:

- Generating payroll remittances as per established procedure, ensuring deadlines are met for payment.
- Ensuring the integrity of payroll data.
- Accurate and timely processing of new hires, termination, layoff, leave of absence, etc., in accordance with company policies, and Employment Standards.
- Responding to internal inquiries for issues related to payroll
- Processing of T4's and other documents and reports at year end.
- Preparing payroll related reports for Planning and Budgeting and as requested.

KNOWLEDGE, SKILLS AND EXPERIENCE:

- Minimum five years of related experience.
- Excellent knowledge of Ceridian Insync.
- Effective communication and interpersonal skills.
- Strong initiative with an ability to determine priorities along with superior time management skills in order to meet multiple deadlines.
- Strong proficiency with Microsoft Excel.
- Experience in reconciling accounts and maintaining precise records an asset.
- Candidate will work closely with accounting department, be a strong team leader, and capable of performing in a fast-paced, deadline driven environment.

We offer a competitive salary and excellent employee benefits. If you are interested in a challenging position, and are able to deal with confidential information with a high degree of diplomacy, we'd like to hear from you.

Interested applicants, please submit resume with salary expectations to: hrpayroll@live.ca

COMMUNITY LIVING NORTH HALTON

Human Resources/Payroll Manager

For unionized, non-profit environment. Minimum 5-years experience with related degree or Human Resources Management certification. Strong knowledge of employment laws, human rights legislation, payroll, benefits, WSIB, etc. Fax resume to: 905-878-3644 E-mail: k.hayward@clnh.on.ca

PART-TIME PROPERTY MAINTENANCE

Person required, 20 hours per week 4 hours per day. Monday to Friday. Equipment supplied \$14/hour.

A Plus Self Storage

Please telephone for appointment: 905-866-7464 Or fax resume: 905-877-6326



Part-Time Administrative Assistant (Maternity Leave)

Duties Include: Answering phones, filing, data entry, bank deposits, and general office duties.

Qualifications: Must be organized, and have good working knowledge of Word and Excel. Simply Accounting an asset. Electrical product knowledge also an asset, but not necessary.

No Phone Calls Please.

Fax: 905-876-3903 Email: khilson@arthurelectric.com

Part-Time RECEPTIONIST and Part-Time VETERINARY ASSISTANT

Are required at the Georgetown Animal Clinic. For either position must be available to work afternoons / evenings. Previous experience preferred. Please send resume and which position(s) you are interested in to: ganimalc@bellnet.ca or Fax: 905-877-8081

530 Sales Help & Agents

530 Sales Help & Agents

Highly Experienced Sales Coordinator Required for busy office

Must be experienced in Excel & PowerPoint to include Spreadsheets & Sales Presentations. Sales Experience would definitely be an asset

Please send resume to Box# 2A C/O Milton Canadian Champion 555 Industrial Dr. 2nd floor Milton, ON. L9T 5E1



Georgetown Volkswagen

SALES PROFESSIONALS REQUIRED

Additional sales persons to assist with our growing product line-up. Excellent payment plan and benefits.

Please fax resume: 905-873-1914 Attention: Mark Hughes Or email: markh@georgetownvw.com

545 Teaching Opportunities

PT/FT ECE positions available for daycare in the Georgetown area.
905-877-4376

702 Garbage Removal & Hauling

BEST rate for garbage, junk, rubbish removal. Garage, basement, office clean-outs. Full Insured. Servicing Halton since 1992. Ray's Property Services. 905-877-7774.

DISPOSAL CONTAINER SERVICE. Ideal for renovations, shingles, house, garage and yard clean-up, dirt. Gravel delivery. Driveway friendly. Roll-off truck goes where larger trucks shouldn't. **WESTERVELD CONTRACTING LTD.** 519-853-3332, 905-702-2339 or Toll-free 1-877-633-6259.

705 Handyperson

PLASTER DISASTERS? Drywall installation, repairs, finishing. Call the Master, Robert 905-838-1924.

710 Painting & Decorating

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

REFRESH THAT ROOM! Want reliable professional interior painting done? Call Steve Hartnagle 519-853-2024 Cell: 519-829-6014. Free estimates.

715 Moving & Storage

USERS STORAGE. Safe, 24 hour access, storage - variable sizes at lowest price in Halton. Heated building in Acton. For information 519-853-9638 or 519-853-2888.

700 Home Improvements

GARAGE Door and Opener Services. Fast and professional repairs and installations. Easy Up Doors. 905-873-9867.

KITCHEN renovations, ceramic tile, laminate flooring, drywall repairs, painting. Call 416-807-8308.

RECEPTIONIST

Required Full-Time in Georgetown Dental Practice Dental Experience Required.

Please fax resume to: 905-877-4003

Part-Time PHYSIOTHERAPIST and Full-Time MASSAGE THERAPIST

Required for a Georgetown physiotherapy clinic.

Please call: 905-702-0888 Or email: generationsphysio@hotmail.com

BIRTHS



DACANAY

Big sister Natalie May Kouyoumjian is proud to announce the arrival of her little sister, Julia Sarah May Dacanay. Julia was born on January 28th, 2008 at 12:26 pm, weighing 6 lbs., 13 ounces. Proud parents Lester Dacanay and Sarah Kouyoumjian would like to thank the nursing staff at Georgetown Hospital for their excellent care, a special thank you to Dr. Paul Zeni.

DEATHS

MILTON, Betty (Carol)

It is with great sadness that we announce the passing of Betty (Carol) Milton, on Thursday, February 7th, 2008 at Credit Valley Hospital, in her 71st year. Beloved wife and best friend of Charles for 50 years. Lovingly remembered by brother Orland Bayers (Louise), predeceased by sister Gloria Boehner and brother Earl Bayers. Loving mother of Charlene (Sue), Mike (Amani), Mark (Nadia) and Myles. Dear Gramma of Taylor, Michael, Eryn, Mac, Jason, Reece, Mallorie, Makaela and Markus. Loved by many nieces, nephews and dear friends. Betty battled courageously for years, despite her many medical challenges, to witness the births of 9 grandchildren and to celebrate her 50th anniversary with dad (but alas not to see her Leafs win The Cup again). Heartfelt appreciation to the nurses and doctors of the CVH renal dialysis program and the nurses of 2B, for the excellent care you gave to mom over the years. Family and friends were received at J.S. Jones & Son Funeral Home, 11582 Trafalgar Road, Georgetown on Sunday, February 10th, 2008 from 2-4, with funeral service held in the chapel at 10:00 am on Monday, February 11th. Reception followed. If desired, donations in Betty's memory to the Kidney Foundation of Canada or the Credit Valley Hospital Foundation (renal dialysis) would be appreciated by the family.

FETZ, "Diane" Dorothy

Peacefully at home in Georgetown on Sunday February 10th, 2008. Diane Fetz (nee Middlemiss) in her 59th year. Survived by her loving partner Donna Draper, her son Dan and his wife Michelle, and her daughter Karen. Dear daughter of Jane and the late Alfred Middlemiss. Sister of Fran, Val, Pat, Donna, Shirley, Don, John, Pete and Ray and the late Jim and Ann. Diane will be sadly missed by her many friends and co-workers at C.PI and by her 2 furry companions Morgan and Bailey. A Memorial Service will be held at the J.S. Jones & Son Funeral Home, 11582 Trafalgar Road, north of Maple Avenue, Georgetown, 905-877-3631 on Wednesday February 13th, 2008 at 5:00 pm. Cremation has taken place. In memory contributions to the Cancer Assistance Services of Halton Hills or the St. Elizabeth Visiting Nurses would be appreciated. To send expressions of sympathy visit www.jsjonesandsonfuneralhome.com

RODGERS, David Bruce

Tragically as a result of a trucking accident on Wednesday February 6th, 2008. David, 43 years of age, husband of Wendy. Loving father of Kanda and Dakota. Beloved son of Sylvia Patterson (Paul) and Bruce (Lynda) Rodgers and son-in-law of Donna and Larry Neal. Loved brother of Debbie (Steven) and Tyler. Dear uncle of Stephanie and Jessica. David will be sadly missed by Orpha Barnhart and by his family and friends. Friends were received at the J.S. Jones & Son Funeral Home, 11582 Trafalgar Road, north of Maple Avenue, Georgetown 905-877-3631 on Sunday from 2-4 pm. A Memorial Service was held in the chapel on Monday February 11th, 2008 at 1:00 pm. Cremation has taken place. In memory contributions to the Diabetes Association would be appreciated. To send expressions of sympathy visit www.jsjonesandsonfuneralhome.com

DEATHS

SHAW, Vivian Mae

Peacefully, on Friday February 8th, 2008 at the Georgetown Hospital. Predeceased by her husband Ken Shaw. Loving mother of Bill. At Vivian's request, there will be no visitation or funeral services. Cremation has taken place. In memory contributions to the Canadian Cancer Society would be appreciated. To send expressions of sympathy visit www.jsjonesandsonfuneralhome.com

JACKSON, Robert John

Born November 24th, 1921, died peacefully February 12th, 2008 demonstrating great inner strength and compassion for people around him. Bob enlisted in the Second World War at Galt in the Highland Light Infantry, rising to Captain with the H.L.I. Glasgow through Canloan. Bob's humour and outgoing manner were evident in a successful career with Canada Sand Papers / Carborundum Abrasives. He was an avid bridge player, member of the Georgetown Lions' Club and Past Chairman of the Richmond Hill Catholic School Board where, under his leadership, St. Mary Immaculate School and Our Lady Help of Christians School were built. Friend of many and lover of the harmonica, Bob spent many happy hours gardening and golfing with Scud and Ray. He was the light of the party at many gatherings and a fellow serviceman called him "A prince of a man", and so he was even to his passing. Bob was the caring husband of Joan (died 1995) and cherished father of Christine (Alistair Macewan), Bev (Bob MacKenzie), Debbie (died 1960) and Mary Elaine (Cliff McCracken). He was the beloved Papa of Heather, Alison, Scott, Kevin, Fraser, Kelly, Ryan, Claire and Connor and loving great-grandfather of Ruby and Norah. Deeply mourned by brothers Joe and Tom, and sisters Margaret and Doreen. Friends will be received at the J. S. Jones and Son Funeral Home, 11582 Trafalgar Road, north of Maple Avenue, Georgetown 905-877-3631 on Thursday February 14th, 2008 from 2-4 and 7-9 p.m. Mass of Christian Burial will be held at Holy Cross Catholic Church, 224, Maple Avenue, Georgetown on Friday February 15th, 2008 at 10.00 am with interment at St. Joseph's Cemetery, Brantford at 2.00 pm. In lieu of flowers, donations to the Royal Highland Fusiliers of Canada Regimental Trust or the Haemophilia Society would be greatly appreciated. To send expressions of sympathy visit www.jsjonesandsonfuneralhome.com

IN MEMORIAM

Delia Carreiro

August 7th, 1976 - February 14th, 2004



"Do not stand at my grave and weep. I am not there, I do not sleep. I am a thousand winds that blow, I am the diamond glints on snow, I am the sunlight on ripened grain, I am the gentle autumn's rain. When you awaken in the morning's hush, I am the swift uplifting rush of quiet birds in circled flight. I am the stars that shine at night. Do not stand at my grave and cry, I am not there, I did not die..."
Forever in our hearts, the Carreiro Family

VIEIRA, Maria
1930 - 2002

To a good life came a peaceful end. She died as she lived, everyone's friend, Upright and just in all her ways Loving and kind to the end of her days. We saw her suffer, heard her sigh, We could nothing but sit close by, We have lost, but Heaven has gained, One of the best the world contained.

Love always, your husband, Frank and family

HOLMES, Peter
February 14th, 2003
Those dearest to us, Never really leave, They live on in the way they cared, Shared and made us happy.

Love, Mom, Bob, Peg, Pat, Jim and Families

Pete
February 14th, 2005
Sunshine fades and shadows fall, But sweet remembrance outlasts all.

Sadly missed by, Tracey, Ashley and Family

CARD OF THANKS

TYERS, Joan

We would like, at this time, to extend our deepest gratitude to all our many friends and relatives who comforted us in the recent pass of our mother, and grandmother, Joan. A very special thanks for all your comforting words, donations to the Heart and Stroke Foundation and the Canadian Diabetes Association, floral arrangements and cards. To all the friends and neighbors at Woodhill Gardens for the lovely meal they provided for us in between the visitations and for all their kindness. Thank you also to the staff at Graham A. Giddy Funeral Home for their help in making all of the necessary arrangements. Special thanks to Father Walz of St. Mary's Church in Elora and Father Bulbrook of St. Joseph's Church in Acton, also to Dr. Norrie and staff at Groves Memorial Community Hospital.

Julie and Owen Zylstra, Mary-Ann and George Binden

THE family of the late Sylvia Glaude would like to express sincere thanks to our relatives, friends and neighbours for their love and support with visits, flowers, cards, gifts of food, donations to the Heart and Stroke Foundation, masses and prayers. Special thanks to Halton Police, Ambulance attendants, doctors and nurses at Georgetown Hospital and CWL Ladies. Thanks to Father Dave and Jones Funeral Home for their wonderful support.

Sincerely, the Glaude Family

THE Family of Norma McDougall would like to thank our friends, relatives and community for their love and support during the recent passing of our mother. A special thank you to Mountainview Residence (Georgetown) and Dr. Jack VanBendegem for their excellent care of Mom over the past four years. The staff of Georgetown Hospital for their compassionate care in her final days. Butcher Family Funeral Home for their guidance and friendship during this difficult time. Rev. Wayne Maddock and Rev. John Young for their comforting message and tributes to Mom. Ken Graham and Kersti Finnie for their special musical tributes.

The ladies of Burns Presbyterian Church (Erin) for their wonderful lunch and hospitality following the service. We are truly blessed to live in such a caring community.

Sincerely, The McDougall Families.

J.S. JONES & SON FUNERAL HOME LIMITED

11582 Trafalgar Road north of Maple Avenue Georgetown, Halton Hills

- Personalized Service
- Prearrangement counseling
- Cremation
- Traditional and alternative funeral arrangements
- Chapel facilities
- Completely handicapped accessible
- Off street parking
- "The Trafalgar Room"

"After Loss" Bereavement Programs

Call: 905-877-3631 Fax: 905-873-6574 Email: jfn@aztec-net.com

For Current Funeral Notices and Information Visit: www.jsjonesandsonfuneralhome.com

THE ARTHRITIS SOCIETY



Ontario Division

KIDS GET ARTHRITIS TOO.

Please help us find the cure! To donate, or for more information, call

1-800-321-1433