

505 Careers

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**Sheridan Nurseries****EMPLOYMENT OPPORTUNITY!**

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

**Payroll Assistant**

Reporting to the Payroll &amp; 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. Administration of benefits. Preparation and distribution of Record of Employment. Preparation of the payroll analysis and labour forecast. Monthly reconciliations (labour and payroll accounts). Respond to employee inquiries in a timely manner. Ensure compliance with policies, procedures and regulatory requirements. Maintain all payroll records and files. Other general day to day responsibilities as required.

**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](mailto:gferris@sheridannurseries.com)*We thank all applicants for their interest, only those selected for an interview will be contacted.***Sheridan Nurseries****Employment Opportunity!**

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

**Payroll Administrator**

Reporting to the Payroll &amp; 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. Process new hires, terminations, transfers, promotions, leaves of absence and existing employee changes. WSIB Administration. Coordination of Company Newsletter. Administration of benefits. Preparation and distribution of Record of Employment. Preparation of the payroll journal entry. Respond to employee inquiries in a timely manner. Maintain all payroll records and files. Other general day to day responsibilities as required.

**Skills Required:**

Working knowledge with Ceridian, Kronos and IDT an asset. 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.

**APPLY TO: Gwen Ferris, Payroll and Benefits Manager**  
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510 General Help

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**Sheridan Nurseries**

Sheridan Nurseries Distribution Department is actively searching for dedicated individuals to join our team this spring.

**Office Clerks**

Full and Part-time positions start March &amp; April and require the following skills: Proficient at data entry, customer service, organized, self-motivated and able to work independently in a fast paced environment.

**Attention: Cordula Achenbach - Administrative Supervisor.**

Here is an opportunity to work in an outdoor, fast paced environment:

**Shippers, Receivers, Assemblers, Labelers,  
Pre-Checkers, Tractor/Fork Lift Drivers.**

These essential positions will begin March &amp; April and require the following skills: Able to read/write/speak English fluently, keep accurate counts, heavy lifting and or bending, ability to meet deadlines, organization, ability to work well in a team and independently. Fork lift drivers: prefer current certificate.

**Attention: Steve Johnson - Distribution Assistant Manager**Please submit resume to: Sheridan Nurseries Limited  
12266 Tenth Line, Georgetown, ON L7G 4S7Fax: 905-877-0272, E-mail: [sjohnson@sheridannurseries.com](mailto:sjohnson@sheridannurseries.com)  
[www.sheridannurseries.com](http://www.sheridannurseries.com)Exciting opportunities are available  
at ClubLink's West End Clubs

in Acton



in Georgetown



in Milton



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in Milton

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facilities.Fax resume to:  
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Email to:  
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Aesthetician**needed.  
Must be certified  
in electrolysis.  
Please fax/ email  
resume to:  
905-876-0943  
[sbelectrolysis@bellnet.ca](mailto:sbelectrolysis@bellnet.ca)

510 General Help

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Fax: 905-693-0425 or  
Email: [david@edengrove.ca](mailto:david@edengrove.ca)**MECHANIC/BATTERY HANDLER  
(Full Time)**

Local forklift service company is adding to our staff in the Milton area. Qualified candidates will be eager to learn, grow and contribute to a service team focused on 100% customer satisfaction, pay will be \$14.00-16.00/hr based on forklift, mechanical, electrical experience. Excellent benefits package.

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No phone calls please.A \$12/hr + bonus position.  
**Master Communicator**  
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demonstrators** required to acquire  
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throughout greater Toronto area.  
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Email: [angiereid@themastercraftsman.ca](mailto:angiereid@themastercraftsman.ca)**LANDSCAPE FOREPERSON****Tree Planting - Some Stonework  
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514 Salon &amp; Spa Help

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510 General Help

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