

**REPLACEMENT
POSITION**



Payroll Administrator

Location: Langley

1 Position Available

Competition #: LM00658

Leavitt Machinery is one of North America's largest Dealers for Materials Handling and Aerial equipment in the Pacific Northwest. We sell, rent, lease, finance, service & supply parts for Caterpillar, Mitsubishi, Taylor and Manitou Forklifts as well as complementary product lines such as JLG Booms and Scissor Lifts. As an equal opportunity employer with 17 locations in B.C., Alberta and Washington State, we are a market leader in the Materials Handling industry & offer an excellent benefits package.

We have an immediate opening in our Langley Branch for an outgoing individual to work as a Payroll Administrator. Reporting directly to the Controller, this individual will be responsible for processing new hire packages; monthly commissions; terminations (including resignations, fires, layoffs, retirees, etc.) and transfer/salary/status changes. Other duties will include completing Payroll maintenance for both Cdn & US employees; inputting the hourly Payroll for both Cdn and US employees; inputting salaried vacation for each bi-weekly Payroll for both Cdn and US; reconciliation of Cdn hourly employees; reconciliation of US Payroll; mailing of Cdn pay stubs; monthly Payroll cheques; monthly Payroll reconciliations; filing Payroll maintenance and other duties as required.

The successful candidate will be a team player with excellent organizational, interpersonal & communication skills. This self-starter will have excellent computer skills and the ability to contribute positively to a quality team environment. You must be able to multi task, cope with conflicting priorities and possess excellent analytical skills. A post secondary business diploma or degree, with previous Administration experience in a fast paced environment, previous ADP Payroll and HR experience would be essential. Formal training with Benefits and Payroll matters would be helpful.

If you are an innovative, results oriented team player and have the skills required to succeed in this position, please forward your resume in confidence to:



**Human Resources
Fax: (604) 607-4455
resume@leavitt.ca**



It is our policy to contact only those candidates that we believe will be successful fit for our organization.

CLOSING DATE: POSTING REMAINS OPEN UNTIL FURTHER NOTICE

"A proudly owned and operated Pacific Northwest Company"