

**ADDITIONAL
POSITION**



Payroll Assistant

Location: Langley 1 Positions Available Competition #: LM00846

Leavitt Machinery is one of North America's largest Dealers for Materials Handling and Aerial equipment. 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 18 locations in B.C., Alberta and Washington State, Leavitt is a growing organization looking to add to its talented team.

We are currently looking for an individual to work as a Payroll Assistant in our Langley head office. This individual will report directly to the Payroll Administrator and will be responsible for:

- Maintaining monthly commissions,
- reviewing the hourly payroll submissions from our branches,
- reviewing salaried vacation and sick time taken for each bi-weekly payroll,
- Administrating reconciliations for hourly employees and US payroll,
- Reconciling monthly payroll,
- 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, the ability to work with minimal supervision and contribute positively to a quality team environment. You must be able to multitask, cope with conflicting priorities and possess excellent analytical skills. A post secondary business diploma or degree, with previous administration experience in a high paced environment, previous ADP EZ-Labor, Pay&Work and bookkeeping 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) 626-0825
Admin-resume@leavitt.ca**



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

CLOSING DATE: OPEN UNTIL FURTHER NOTICE

"A proudly owned and operated Pacific Northwest Company"

Leavitt Machinery is committed to Employment Equity and encourages applications from all qualified candidates