



POSITION VACANCY

November 9, 2010

POSITION: Payroll Specialist
BUSINESS UNIT: Nestlé Employee Services
LOCATION: Mississauga ON (Nestlé Purina PetCare Head Office)
REPORTS TO: Manager Employee Services

The incumbent will be responsible for the production and administration of Nestlé in Canada payroll, while providing superior front line employee support.

Major Responsibilities:

- Administer multiple payroll processes, ensuring compliance with employment standards across Canada.
 - Prepare payroll in accordance with established standards
 - Maintain accurate records for all current and terminated employees.
 - Liaise with local Human Resources and Finance departments.
- Provide front line support for payroll enquiries and issue resolution, while prioritizing workloads in order to ensure deadlines are met. Escalate issues to HR Representatives, as required.
- Create documentation, reports and spreadsheets, as required.
- Ensure all government reporting slips and filings are completed accurately and filed with the appropriate government agency in a timely manner.

Qualifications:

- A university degree or college diploma, with CPA Payroll Compliance Practitioner (PCP) designation.
- Minimum of three years of progressive payroll experience, preferably in a call centre environment.
- Must display common sense, good judgment and the ability to think in context. Demonstrated problem solving, decision making and conflict resolution skills.
- Attention to detail and accuracy a must.
- Strong work ethic and desire to continuously improve payroll processes.
- Committed to achieving cooperative working relationships, superior customer service and interpersonal skills with sensitivity to people.
- Strong computer skills (MS Excel, MS Word, Ceridian Payflex, Crystal Reports); SAP R/3 experience is a definite asset.
- Excellent knowledge of current Human Resources and payroll legislation and trends.
- Bilingualism (English / French) a definite asset.

Suitably qualified candidates should first contact their Department Manager before submitting their résumé to the undersigned. The closing date for this posting is **November 18, 2010**.

REFERRALS WELCOME! (All external applicants must apply via our website at www.nestlejobs.ca)

Kellie MacBurnie
Human Resources



Take down date: November 18, 2010.