

525 Office Help

M. Putzer Hornby Nursery Ltd. GENERAL OFFICE HELP
Full-Time

We are a large wholesale nursery located a few minutes east of Milton, Ontario. Our main customer base is small, mid and large Landscape Contractors. We require an individual for our shipping/receiving office with 3 - 5 years experience and the following credentials.

- Good working knowledge of**
 - groWare, would be an asset
 - MS Excel and MS Word essential
- Skills**
 - Excellent communication
 - Highly accurate data entry
 - Ability to work in fast paced environment
 - POS experience

Responsibilities include, but are not limited to the following; answering telephones, order entry, invoicing, maintaining inventory and general office duties.

As we are not located on a bus route, personal transportation is essential.

Please email/ fax resume to:
putzernursery@primus.ca, 905-878-9745
Only qualified applicants will be contacted.
Growing today for a greener tomorrow.

Administrative Assistant

Responsibilities may include (and are not limited to) answering / screening incoming calls, preparing correspondence, coordinating schedules and meetings, making travel arrangements, typing, compiling reports and providing overall support to multiple members of a department.

Advanced knowledge of Microsoft Office (including Word, Excel, PowerPoint and Outlook) and strong typing / data entry skills are required. Excellent communication skills and the ability to work independently are a must. Qualified candidates will also bring with them 5+ years of administrative experience, exceptional organizational skills and the ability to prioritize multiple responsibilities. Must be adaptable and able to work within tight deadlines, showing flexibility. Experience with accounting software would be an asset.

Please reply with resume and salary expectations to: HR987@hotmail.com

WALLACE PONTIAC
requires

PART TIME RECEPTIONIST
Monday to Thursday
3pm-9 pm
One Saturday a month
Please fax resume to 905-878-0960
Or email to chall@wallacepontiac.com

530 Sales Help & Agents

PART TIME HELP WANTED

Local GM Dealer requires a part-time Cashier / Receptionist. The position is for alternate evenings and alternate Saturdays.
Please fax resume to: 905-877-6946
Attention: D. Nolan
Or email to: dnolan@georgetownchev.com



With The Classifieds

525 Office Help

PART-TIME SHIPPING COORDINATOR / ACCOUNTING CLERK

A small and growing agricultural export company located in Georgetown is seeking a Shipping Coordinator / Accounting Clerk for approximately 20 to 25 hours per week. The position requires a detail-orientated individual with a positive, professional attitude. Excellent organization skills and the ability to meet deadlines are essential. The successful applicant will combine their strong accounting skills with high attention to detail in preparing purchase orders, invoices and reviewing accuracy of contracts and necessary documentation for export shipments. Proficiency with Microsoft Office and QuickBooks to maintain company financials is required. The candidate will utilize their outstanding communication skills (written and oral) in coordinating shipments with suppliers, Veterinarians, industry partners and foreign customers. The position will also provide administrative support to senior staff in coordinating business activities. French language skills and a livestock background would be definite assets.

Please email resume with salary expectations to:
paul@greavestongenetics.com
Application deadline: March 25th

530 Sales Help & Agents

ATTENTION: DYNAMIC SALES REPRESENTATIVES

If you are the Sales Representative we are looking for, you will have high energy, be self-motivated, enthusiastic and want a position with no upper limit on your rewards for working hard.

We will require: Dedication, loyalty, ability to learn a wide variety of products in the automotive graphics industry, initiative, focused approach to meeting goals, ability to establish your own marketing plan.

If you are this passionate and energetic person, be ready to tell us why you are the ONE for this job when you call 905-299-0679.

EXPERIENCED STORE MANAGER INSIDE / OUTSIDE SALES REPRESENTATIVES
Full-Time and Part-Time

Fox Digital are currently recruiting enthusiastic sales reps. and management trainees for the Georgetown area to join our team. Must have cellular and 2-years sales experience.

Please fax resume to: 416-630-7181
Or email: humanresources@foxwireless.ca

532 Retail Sales Help

Are you energetic and outgoing and want to be part of an exciting team?
If so, we have the position for you at **ISLAND INK JET** in Milton Mall.

Please forward your resume to:
abwconsulting@gmail.com
Attention: Amber Williams or drop by our kiosk to pick up an application

535 Hospital, Medical, Dental

Career Opportunity

Milton Chiropractic office requires a vibrant, energetic, wellness-oriented person with superior customer service/communication skills and who loves to work with people (incl. kids). Please call 905-878-5020 on Monday March 24th, between 12-2pm OR 7-8pm AND email your resume to: drheatherjones@yahoo.ca

DENTAL ASSISTANT LEVEL II

FAST PACED OFFICE
Some Experience Preferred.
Saturdays and evenings required.

Reply to Box office# P.O. Box #2558
280 Guelph Street, Unit #29
Georgetown, ON L7G 4B1

545 Teaching Opportunities

TINY TIM DEVELOPMENTAL SCHOOL The Mackenzie Campus - Georgetown

Seeking highly motivated ECE (contract position), part time assistant and supply for an energetic, fun child care environment. Please call Mary or Denise at 905-873-9256 or email resume to: mackenzie@tinytimdevelopmentalschool.com

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540 Hotel Restaurant

Catering Servers and Bartenders Required

Silver Thyme Events and Catering, servicing the Halton and Peel regions, presently have a number of part time catering server and bartender positions available. Candidates must be willing to work evenings, weekends and holidays and must be team players with positive attitudes and superior customer service skills. Benefits include: paid gratuities, staff meals, smart serve training, fine dining training and uniform. Preference will be given to those applicants with previous hospitality service industry experience. Please forward resumes to: jobs@silverthyme.ca

We thank all applicants but only those selected for interviews will be contacted.

Looking for Part-Time Wait Staff

Smart Service Cert.
Drop off resume at: Chasers, 327 Bronte St. S. or email to: traceyberube@yahoo.ca

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541 Part-Time Help

Super Suds Pet Stop NOW HIRING

Looking for enthusiastic, energetic, animal loving person. Daytime hours, starting part-time with the opportunity for advancement. Will be working in a fast past, positive, fun working environment. Experience an asset.

Please send resume or drop off in person at:
332 Guelph Street, Unit 5
Georgetown, Ontario L7G 4B5

700 Home Improvements

AQUARIUM cleaning and regular maintenance. Free estimates! Call Craig 416-587-6750.

ASHGROVE Chimney & Masonry Repairs. Chimney rebuilt's. Seniors discount. Jim Stroud, cell 905-864-5045.

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.

MARK Guitard Paint and Drywall. Free Estimates! Call 905-873-2713.

702 Garbage Removal & Hauling

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. **WEST-ERVELD CONTRACTING LTD.** 519-853-3332, 905-702-2339 or Toll-free 1-877-633-6259.

1-877-JUNK-TWO GO (1-877-586-5896) Uniformed crews load and clean up. Sameday service. Fully insured. SAVE \$20. www.1877junktwo.go.com

A trip to the Dump needed? Compare and save BIG. Flexible rates for loading and removing junk/garbage, yard waste, appliances, furniture and renovations. NO DUMP FEES may apply. Compact rental unit also available. Go green and clean. Licensed by M.O.Environment. Serving you since '82. Contact LS Contracting. 905-873-4438. Cell 905-299-7000.

702 Garbage Removal & Hauling

A1-JUNK Rubbish removal, old furniture / appliances / unwanted items. Garage/basement clean-outs / renovation and yard waste. We load, we haul. Call The Junk Boys 905-877-7257 or cell 416-576-5776.

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.

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.

736 Tree Service

HILLTOP Tree Care. Pruning, Removals, Hedges, Storm Damage. Fully Insured. Free Estimates. Please Call 416-996-9338.

DEATHS

MILLER, Agnes J.
Peacefully left us on Monday March 17th, 2008 at Extencicare Halton Hills at the age of 98 years. Agnes (nee Murray), loved wife of the late Gordon Miller and loving mother of Kenneth, Margaret Walbank (Ron) of Norval and Bruce and his wife Liz of Rockwood. Proud grandmother of K.C. Walbank and his wife Michelle, Dan and Rob Miller. Dear sister of Idris Young of Parkhill and the late Irene McLean. Friends will be received at the J.S. Jones & Son Funeral Home, 11582 Trafalgar Road, north of Maple Avenue, Georgetown, 905-877-3631 on Friday from 2-4 and 7-9 pm. A memorial service will be held in the chapel on Saturday March 22nd, 2008 at 2:00 pm. Cremation. In memory contributions to the Georgetown Hospital Foundation or the Norval United Church would be appreciated. To send expressions of sympathy visit www.jsjonesandsonfuneralhome.com



SPINGOLA, Margaret Rose (nee Hammond)
Passed on March 14th, 2008 at the Georgetown Hospital. Beloved wife of Frank Spingola since June 5th, 1954. Loving mother of Teri Lidbury (Peter), Debi Roskam (Wayne) and Fran Crawford (Scott). Proud grandmother to Jason Pembleton (Sabrina), Jennifer (Grant), Justina Pembleton, Lindsay (Arron) and Sarah and great-grandmother to Aidan. Honorary mother and grandmother to Marty Rideout (Rick), Brian, Michael, Zach, Auden. Missed and loved by her faithful companion Emma. Survived by her sister Beat Brown of Hounslow, England. 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. In memory contributions to the Princess Margaret Hospital or the Alzheimers Society would be appreciated. To send expressions of sympathy visit www.jsjonesandsonfuneralhome.com

TIMMINS, Holly Joyce (nee Adair)
Peacefully, after a courageous battle with cancer at her home, on Sunday March 16th, 2008. Holly, in her 75th year, wife of the late Raymond Edward Timmins. Loving mother of Gerald, David and his wife Janice, Jo-Anne and her husband Britt Paty and Patrick. Loved and cherished grandma of Jason, Michelle, Stephanie, Brendan and Trevor. Dear sister of Sam and Tom. Predeceased by her brothers Frank and Allan. Friends will be received at the J.S. Jones & Son Funeral Home, 11582 Trafalgar Road, north of Maple Avenue, Georgetown 905-877-3631 on Thursday from 2-4 and 7-9 pm. Funeral and committal service will be held in the chapel on Friday March 21st, 2008 at 11:00 am. Cremation. In memory contributions to the Canadian Cancer Society would be appreciated. To send expressions of sympathy visit www.jsjonesandsonfuneralhome.com

JACKSON, Peter Richard
Peacefully at the Georgetown Hospital with his family by his side after a lengthy battle with cancer passed away on Friday March 14th, 2008. Peter, in his 69th year beloved husband of the late Jean Jackson. Loving father of Warren, Robert, Renee and Rachel. Dear grandpops of six and a friend to many. Friends were received at the J.S. Jones & Son Funeral Home, 11582 Trafalgar Road, north of Maple 905-877-3631 on Monday from 6-9 pm. Funeral and committal service was held in the chapel on Tuesday March 18th, 2008 at 1:00 pm. Cremation to follow. In memory contributions to the Princess Margaret Hospital Foundation would be appreciated. To send expressions of sympathy visit www.jsjonesandsonfuneralhome.com

THOMAS, Robert "Bob"
Suddenly, as the result of an automobile accident, on Sunday March 16th, 2008. Bob, 44 years of age, beloved husband of Jackie. Loved brother of Bill. Predeceased by his parents Lillian and Tommy Thomas. Bob will be sadly missed by Ellen, David, Irene, Brendan, Aidan, Kaitlin and Sarah. Bob was a firefighter for the City of Vaughan and a volunteer for the Town of Halton Hills. Bob will be sadly missed by all of his fellow firefighters. Friends will be received at the J.S. Jones & Son Funeral Home, 11582 Trafalgar Road, north of Maple Avenue, Georgetown 905-877-3631 on Wednesday from 7-9 pm. Funeral and committal service will be held in the chapel on Thursday March 20th, 2008 at 11:00 am. Cremation to follow. In memory contributions to the Canadian Cancer Society would be appreciated. To send expressions of sympathy visit www.jsjonesandsonfuneralhome.com

www.independentfreepress.com