

510 general help wanted

★★★
Duct Cleaners
Helpers required for busy residential company \$750 plus weekly.
639-6772

Long term (6 mos.+) position for
EXECUTIVE ASSISTANT
with exc. computer skills. Opportunity for perm. employment at large corp. West Oak. Fax resume to: Centrex (905) 528-5147 or email: centrex@netcom.ca

MANAGER/ Photographer required. Portrait studio The Bay, Mapleview. Experience an asset. Good pay, Bonus, 1-800-311-6520

511 telemarketers

PERMANENT evenings, Burlington call centre. No odd calls. No selling. Setting appointments for our representatives. Full training provided. Call Mrs. Kane 333-8180

515 skilled & technical help

WELDING Shop Supervisor (Oakville) Your knowledge and technical experience in welding with 5 years supervisory experience, strong interpersonal skills in a hands-on environment will complement your suitability for this position. Please fax resume to 905-847-7299

Gas Fireplace Installer
For **CAP BRICK**
(Vernon Fireplaces)
2082 Queensway Dr
Burlington

Gas licenses, carpentry & general installation abilities required. Own transportation + ability to work with little supervision required.
Call: (905) 634-7707
Fax: (905) 634-9644

AUTOBODY Repair Person (licensed) required fulltime for busy Burlington flat-rate shop. Clean, well-equipped! Call Brian Kerr's Collision Centre. (905) 335-1094

ELECTRICIAN and third or fourth year apprentice required. Industrial/Commercial. Installation & Service work. Oakville, Mississauga and Toronto areas. Please fax resume 905-842-5034

CLASS 'A' Mechanic, Trailer Mechanics, Welder & fitters and Mobile Mechanics. Fax or send resumes to Industrial Services, 2284 Wycroft Rd. Oakville, L6L 6M1, fax 905-827-0156 Attn: Personnel Manager

HVAC-Appleby Systems
OAKVILLE
requires a qualified and experienced
SERVICE TECHNICIAN
FAX RESUME TO:
(905) 825-2094

520 computer data processing

INTERNET Technician, FT/PT Technician needed for Burlington based Internet provider. Knowledge of Win9X and Internet programs needed. Unix experience an asset. Please fax resume 905-637-0140

525 office-clerical

OFFICE Admin. Clerk- Required by K.I.D. Trailer & Equipment. South-east Oakville. Duties include: A/R & A/P, Data Entry, Reception & Secretarial functions, Admin., 30-40 hours per week. Fax resume to: 905-338-5600, ATTN: General Manager

ORDER Desk Clerk required fulltime for general office duties including reception. Computer literate. Apply: Elk Shipping Supplies, 504 Iroquois Shore Rd., Unit 6, Oakville, Tel: (905) 845-7544

LITIGATION Law Clerk----- required part-time to assist with cases for an Oakville Law Firm. Experience preferred. May be required to assist with general office duties. Reply Box 6305, c/o Oakville Beaver, 467 Speers Rd., Oakville, L6K 3S4

FULLTIME Collector position available downtown Oakville. Hourly wage + benefits. Successful candidates will be mature and experienced in accounts receivable type collections. Windows 95 WordPerfect 7 & 8 a must. Contact Ted or Dianne at (905) 815-8303

BOOKKEEPER plus office duties required for D/T Oakville Insurance office. 5 mornings/week. call 905-845-0391

530 sales help & agents

FULL & PART-TIME COUNTER HELP & CASHIERS
Apply in person to:
2410 Lakeshore Rd.
BRONTE or
699 Guelph Li.
BURLINGTON

PORTRAIT Studio- The Bay, Mapleview, requires sales people. Set appointment in-store. No telemarketing. Part/ Full-time 1-800-311-6520

OUTSIDE Sales Rep required for the Toronto area. Sales experience and knowledge of industrial controls is an asset. Car required. Fax resume to: 905-825-2163

515 skilled & technical

ELECTRICAL CAD TECHS
The Mississauga office of our engineering firm requires two Design Drafters to produce drawings of power distribution systems, fibre networks and gas systems. Applicants should have strong Autocad drafting skills with at least two years experience in electrical or utility drafting. Must possess a technology diploma. Attractive pay, benefits and work environment.
Send your resume to:

Human Resources Manager
THE SERNAS GROUP
Fax (Whitby): 1-905-432-7877
E-mail: hr@sernas.com

We thank all applicants for their interest; however, only those under consideration will be contacted.

SERVICE ADVISOR/ BODY ESTIMATOR

Successful dealership requires experienced service counter help. We offer supportive organization, excellent CSI and top product. Competitive pay and benefits. Apply to Service Manager.

Halton Honda of Burlington
2300 Fairview St., Burlington, ON
Call: (905) 632-5371
Fax resume: (905) 681-0098

525 office/clerical

RECEPTIONISTS
•Permanent, F/T and a
•Permanent P/T evenings & weekends
Previous reception experience a definite asset. Computer literate with good typing skills. Ability to multi-task. All responses will be treated with the utmost confidentiality. Only those selected for an interview will be contacted. Apply to:

Sandra Teasdale
326 Lakeshore Rd. E, Oakville
or Fax 905-845-2052

HOSTESS/ SALES ASSISTANT/ CLERK

Part-time (Min. 28 hours per week)
Monarch Construction Sales Office
Millcroft Community in Burlington
Please fax resumes to:
Al Streit @ 905-331-7331

MONARCH

Entry Level Invoicing / Stock Control Clerk

Leading Wholesale distributor in Milton area presently accepting resumes in their invoicing / stock control department. Must have previous experience in a computerized environment and be detail oriented. Own transportation required.

Please fax resume to:
Connie (905) 854-6104

EXECUTIVE ASSISTANT

A great opportunity for a hardworking individual to work directly with the President and CEO of a fast-growing, multi-million dollar internet company. A highly visible position requiring poise, diplomacy & confidentiality. Requires strong organizational skills, flexibility, ability to handle simultaneous functions with minimal oversight and ability to thrive under pressure. Team player environment. Proficiency in MicroSoft and advanced Internet skills a definite asset. Excellent written and verbal communication skills are a must. Please send resume, including salary requirements, to: resume@cancable.com

535 hospital, medical, dental

MEDICAL Secretary- Part-time needed. Must have appointment booking and Admin Billing experience. Flexibility a must. Please fax resume to 905-632-4126

BUSY dental office in Oakville requires PDA, Mon-Thurs 8am-5pm. Please fax resume to 905-849-1989

DENTAL Assistant required full-time with great hours for modern Oakville dental practice. Please fax resume to: (905) 827-0282

CERTIFIED Dental Assistant required for maternity leave. No experience required. Call 332-6950

540 hotel/restaurant

LINDOS RESTAURANT
Exp. F/T & P/T

Waiter/ Waitress & Kit. Prep
Apply in person or call: (905) 690-6125
252 Dundas St. E., Waterdown

555 domestic help available

FULLTIME COOK
\$9 - \$10/hr.
Private School in Oakville.
• Great Hours
• Great Holidays
• With perks!
Fax: (905) 845-9828

THE Slye Fox Public House We're looking for additional serving staff for our enthusiastic team! Show us you have the personality and experience and we'll provide competitive wages and winning atmosphere. Come see Lori at Eastway Plaza (New Walkers), fax: (905) 336-8028

LEDOME Banquet Halls Hiring Part-time Weekend Wait Staff- Must be 18 years+; Kitchen Help; Bartenders- Experienced. Apply: 1173 North Service Rd. E., Oakville, Tel: (905) 842-8770 Fax: 905-842-8772

LINE Cooks- full-time or part-time. Breakfast Experience preferred. Apply in Person Russell Williams Restaurant, 20 Plains Rd. E (Waterdown Rd), Burlington

LINE Cooks Servers & Hosts required full & part-time by busy downtown Oakville restaurant. Resumes to The Queen's Head, 118 Dunn Street, Oakville Tel: (905) 842-3070

515 skilled & technical

ESTABLISHED Inspection and Testing company in Burlington requires a part-time
Marketing & Sales Assistant

Duties will include, but not be limited to, administration of customer database, research and review of business directories in order to expand existing customer base, organization of direct mail campaigns. Looking for an individual who is organized, computer literate (Excel, Word, etc.) and willing to bring new ideas to the table to help us grow our business. Past inside Sales/Marketing experience and an understanding of ISO Quality Systems and Requirements preferred. Please fax resume in confidence: Attention: Sales Mgr, **Conam Quantum Inspection & Testing**, (905) 632-3741
Only those selected for an interview will be contacted.

BURGMANN

Inside Sales/ Customer Service

The TG-BURGMANN Division of Thomson-Gordon is the exclusive Canadian Representative and Licensed Manufacturer for Burgmann mechanical seals used in pumps and other rotating equipment.

We have an open intermediate level position in Inside Sales/ Customer Service in our Burlington, Ontario head office.

Responsibilities include telephone support for Customers and outside Salespeople, order writeup, order entry, preparation of quotations, maintenance of workshop schedule and co-ordination of orders, prices and deliveries with our Vendors.

The pace of work is fast and requires the ability to balance multiple priorities.

The successful candidate will have a technical education, strong mechanical aptitude, be able to read blueprints and be comfortable with Microsoft Office applications for word processing, spreadsheet and database applications. Please send your resume in confidence to:

TG-BURGMANN
Division of Thomson-Gordon
3225 Mainway, Burlington L7L 3T4
Fax (905) 335-4033

The Burlington Post
requires a
Retail Advertising Mgr

Job Summary:
The ideal candidate has excellent leadership skills and is able to motivate and co-ordinate an advertising staff of 12.
Competence/ Skills and Experience:
- Increase and control all aspects of local retail display advertising
- Create and implement all special sections
- Organize and motivate Telemarketing Sales
- Adopt future tasks as directed
- Have proven and superior sales skills
- Applicants should have management experience

Apply in writing before October 13, 2000 to:
Bob Glasbey, Advertising Director
Burlington Post
2321 Fairview Street
Burlington, Ontario L7R 2E3
Ph: 632-4444 Fax: 632-9162

Customer Service / Marketing Representative

Established Burlington general insurance agency is looking for an experienced representative. Preference will be given to applicants that hold an Ontario Insurance License or RIBO License.

Fax resume to:
STATE FARM INSURANCE
905-277-9167

696 lost & found

FOUND: Birding binoculars on Orr Rd. near Southdown Rd. Call to identify. 905-842-5690

FOUND: Jewellery at CAA, Burlington location. Call to identify. Annette or Terri 525-1520, Ext 7300

FOUND: Brant Hills area. New clothing in original store bag. Call to identify. 319-2671

700 home improvements

20% Discount- End of Season Special. DECK-MAN's Professional Service. All decks stripped and refinished to new. Cedar Specialist! Free Estimates. Limited Bookings. Call Now. (905) 632-1074

715 moving & storage

PRO Movers. Short/long distance. No job too small. Insured/ experienced. 24-hrs., 7-days/wk. Home/business. Free estimates. (905) 972-9700, 1-888-277-5777

JIM'S Moving & Storage. Local & long distance. Flat rates available. Call Jim, (905) 659-4064.

RELOCATORS: Excellent service, starting \$45/hr. includes 2 professional movers, truck and insurance. Best rates on long distance. 844-8733.

720 drapes/upholstery

CUSTOM-MADE valances, draperies, sheers, bed/ table/ chair co-ordinates, fabrics. Sherry. 634-6706. morganinteriors@home.com

761 tutorial

GRADE 9 student needs math tutor. Preferably a Student Teacher. Please call 335-6049

770 daycare available

PRIVATE home childcare, established 17-years. Qualified expert care. We love children. Full days, after hours, evenings, nighttime care, overnights & weekends available. 632-8575, 632-5735

ABC's & 123's in River Oaks. Loving care for your 1+ year old. References. Jennifer. (905) 842-0636

LOOKING for professional childcare in your home? Call one-of-a-kind-childcare-inc. 905-631-7979

CHRISTIAN women will care for your child/ children in her Guelph Line/ Prospect home. Carol 681-6181

COMMUNITY NOTICES

Adult Education

COMPUTER COURSES FOR ADULTS START ANY TIME!
WINDOWS 98, OFFICE 97(WORD, EXCEL, ACCESS, POWERPOINT)
PUBLISHER, INTERNET,
Plus a new course in **WEB PAGE DESIGN**
Also, **FINISH YOUR HIGH SCHOOL DIPLOMA**
Academic subjects in Math, English, and Business
CALL: 845-7542 Adult Education Centre
White Oaks Secondary School
South Campus

Deaths

BARNETT, Frank John - Peacefully at Oakville-Trafalgar Memorial Hospital on October 12, 2000 in his 75th year. Dear husband of Freda Barnett. Caring father of Steve and Arlene Barnett, and Melody and Patrick Bolan. In following his wishes, a private family service has taken place. A special thank you to Dr. Tony Wu and the nursing staff, who have helped us through this difficult time. If desired, donations to your local Humane Society would be appreciated.

DeCOURSEY-HARRIS, Elizabeth B. - Long-standing member and elder of St. John's United Church, Oakville, serving with the Conference Branch for 9 years and with the choir for over 20 years. Founding member of the Oakville Art Society and member of I.O.D.E. Quietly at Oakville-Trafalgar Memorial Hospital on Sunday, October 15, 2000 at the age of 93. Beloved wife of the late Gordon DeCoursey (1974) and the late Robert Harris (1988). Loved mother of Don and Keith and dear mother-in-law of Lena and Sydney. Loving Grandma of Michael and Great-Grandma of Brady. Friends will be received at the Ward Funeral Home, 109 Reynolds St., Oakville (905)-844-3221 on Tuesday from 7-9 p.m. and on Wednesday from 2-9 p.m. with family present from 2-4. A celebration of Elizabeth "Betty's" life will be held at St. John's United Church, 262 Randall St., Oakville on Thursday, October 19, 2000 at 11 a.m. with burial to follow at Victoria Lawn Cemetery, St. Catharines. Donations may be made to the Alzheimer Society.

Nolan, Andrew Joseph - At his residence, Penetanguishene, on Saturday, October 14, 2000 in his 69th year. Beloved husband of Eileen Nolan. Dear father of Jim Nolan and his wife Karen of Oakville. Loving grandfather of Pamela, Kayla and Andrew. Dear brother of Marie Wilkins and her husband Dave of Brampton. Resting at the Penetanguishene Funeral Home, 155 Main Street, Penetanguishene on Tuesday, October 17th from 1pm until time of funeral service in the chapel at 2pm. Cremation. Memorial donations to the Canadian Cancer Society would be appreciated by the family. The family invites relatives and friends to sign the book of visitation at www.obituaries.today.com.

Deaths

GOODBRAND, Harvey R. - (Long time Rotarian of Oakville). Peacefully surrounded by family at the Oakville-Trafalgar Memorial Hospital, on Saturday, October 14, 2000. Beloved husband of Betty. Cherished father of Lynda, Bill and his wife Roxanne, and David and his wife Angie. Proud grandpa of Dagny. Also beloved brother of Shirley Dubyls, James Goodbrand and the late Allan Goodbrand. Friends were received at the Ward Funeral Home (Oakville Chapel) 905-844-3221, on Monday and Tuesday. Funeral Service will be held at Hopedale Presbyterian Church (156 Third Line, Oakville), today (Wednesday, October 18, 2000) at 2 p.m. Interment Trafalgar Lawn Cemetery. Donations can be made to the Canadian Cancer Society.

Card of Thanks

TEAGUE, Gertrude(Granny)

The family of the late Gertrude Teague wish to express their sincere thanks and appreciation to Dr. T. Riley, Paramed staff and OTMH nurses for their care. To their relatives friends and neighbours for their many acts of kindness, flowers, visitation, memorial donations and expressions of sympathy during the recent loss of our Mother, Grandmother, and Great Grandmother. To Reverend Charles Walters from Vancouver, the family appreciates your presence and care during Mom's illness.

Jim, Doris, Bob, Gertrude, Allan, Dennis, Darlene, Shaun and families

Family Services

Alcoholics Anonymous
If you drink,
that's your business
If you want to quit,
That's Ours!
(416) 487-5591
(905) 631-8784

Funeral Directors

OAKVIEW FUNERAL HOME
Our family serving your family
56 LAKESHORE ROAD WEST OAKVILLE
Funeral Directors
• Don Clarke
• Gregory Sidora
• Tina Quenneville
• John Murphy
• Patrick McDermott
842-2252

Burlington Post & Oakville Beaver
will feature special
Remembrance Day Memoriams
for loved ones
~ family, relatives and friends ~
to be published
Friday, November 10
Remember that special
someone at this time
Deadline: Friday, Nov. 3, 5pm
Cost: \$25 (+GST) Max. 40 words

Call Burlington 632-4440
or 845-3824
Loraine or Linda

Smith, Joe E.
In memory of a loving husband who passed away on January 1, 1999.

Nothing can ever take away
The love a heart holds dear.
Fond memories linger every day
Remembrance keeps you near.

Always remembered, your loved ones.

Place a BIRTH ANNOUNCEMENT

in The Oakville Beaver
and have it published in our
New Arrivals special feature in
January, 2001.

Call Loraine or Linda for details! 845-3824

