

Office Help Wanted Office Help Wanted Office Help Wanted

THE INDEPENDENT & FREE PRESS
1-YEAR CONTRACT MATERNITY LEAVE FULL TIME RECEPTIONIST

JOB SUMMARY
 The Receptionist will professionally, efficiently and courteously manage visitors, customers, telephone calls / messages as well as a variety of administrative and clerical duties.

- POSITION ACCOUNTABILITIES**
- Greet visitors determine the nature of their business and direct or assist them accordingly
 - Receive telephone calls promptly, route calls to the appropriate person /department, and to take and relay messages including delivery concerns
 - Respond to inquiries in a professional and positive manner to ensure quality customer service
 - Accounts receivable
 - Sort incoming and interoffice mail
 - To assist circulation when required (prepaid subscribers, complaint information)
 - To perform some light clerical work

COMPETENCIES / SKILLS AND EXPERIENCE

- Strong written and verbal communication skills
- Solid time-management and organizational skills
- Knowledge of Microsoft applications
- Interpersonal skills
- Attention to detail

Interested and qualified individuals should send their resume and cover letter attention Jennifer Christie. No later than April 20th. jchristie@independentfreepress.com
 No telephone calls please.

Metroland Media Group Ltd. is an equal opportunity employer. We thank all applicants for their interest however, only those individuals selected for an interview will be contacted.

Clipsham Limited
 Consulting Engineers • Surveyors

OFFICE ADMINISTRATOR

This is a first point of contact office position. You will be managing internal and external customers.

- DUTIES INCLUDE:**
- Project administration including setting up new contracts, correspondence to clients and agencies and managing files
 - Front desk management including the phone system, office supplies and contact information
 - Accounts payable and accounts receivable functions and payroll
 - Administering the time billing program including invoicing

This contract position is from 9:00am to 3:30pm
 Please submit your resume to: info@clipsham.com

BECOME A LICENSED GAS FITTER IN ONLY A FEW WEEKS

Limited Seating Remains In Our Courses Beginning Next Month.
 Learn to install service furnaces, fireplaces and other natural gas and propane appliances. Launch a new career with the help of Niagara and Halton Skilled Trades Academies.
1-877-685-9393
 Locations in Oakville & St. Catharines

Train to become a
Medical Office Assistant, Medical Lab Assistant / Tech or an
Intra-Oral Dental Assistant



Apply Now!
 Your Tomorrow Starts Today

1-866-954-6878 **Brampton Campus**
 13 Queen Street East

 www.medixschool.ca Real People > Real Training > Real Jobs

Hospital / Dental Help Wanted Hospital / Dental Help Wanted

RECEPTION / ADMINISTRATION
 CONTRACT 12 MONTHS (Maternity)
 Full time 36 hours per week

Enthusiastic, friendly person who excels in a team environment required for a busy family practice in Georgetown. Must be detail-oriented and organized. Previous dental experience required. Please tell us why you would excel at Dentistry on Sinclair.
 Email: info@dentistryonsinclair.com
 Fax: 905-877-3917

COMPASSIONATE PART-TIME EMPLOYEE

Required for retirement home located in Erin. Duties include personal care of the elderly, cooking and cleaning. Hours Monday to Thursday 5:00 pm to 10:00 pm.
 Call 519-833-1033

House Cleaning Available House Cleaning Available

EuroClean Housekeeping
 European Cleaning Touch
 Professional - Satisfaction Guaranteed
 Custom Service to each home.
FREE CLEANING OFFER - 1 Visit
 Contact Edith at: 289-890-0178
EuroCleanHouse@live.com

Garbage Removal and Haulage Moving and Storage Services

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.
WE RECYCLE!

BENNETT'S Waste Disposal. Your locally owned and operated family business. For all your waste needs. "Your Garbage is Our Bread and Butter" 905-873-4808.

Painting and Decorating Services Painting and Decorating Services

NEED a Professional Painter? Call John at 905-702-8454.

NEED a quick cost effective change....Let a Fresh Coat of Paint Brighten up your home. Call Scott 416-702-0733.

PATCH OF COLOUR
 Painting and Improvements, Interior and Exterior Painting, Stucco and Drywall Repair, Deck and Fence Staining.
 And Any Kind of Small Repair
10% OFF With This Ad
 Call Mike 416-893-5656

GARAGE SALES

MOVING SALE
 Starts 2:00 pm
 on Thursday April 14th at 2:00pm to Saturday April 16th
8435 HERITAGE ROAD in Brampton household furnishings, antiques, collectibles, old tools, glass and stoneware, fruit jars, example: Hamilton Glassworks, Beehive, etc. milk bottles example: Brampton and Milton, ginger beer bottles, candy containers, and much more after 53 years, too numerous to mention. Cell: 705-888-2087

DOWNSIZING ... Preparing to Move! EASTER WEEKEND
 Friday 12:00 pm to 4:00 pm
 Saturday and Sunday 10:00 am - 4:00 pm
962 KING STREET, Terra Cotta
 (just West of Mississauga Road)
No Reasonable Offer Turned Down!
 Tools, Tractor, Motorcycles, Some Antiques, Clearing In and Outside

DEATHS



MacKINNON, Hunter Lynn
 The parents of Hunter MacKinnon sadly notify the Georgetown community, family and friends of the unexpected deep loss of their daughter this past Sunday April 10th, 2011. Hunter leaves behind two brothers who loved her, Aaron and Dayen, her mother Susan Andersen and father Peter. Friends will be received at the J.S. Jones & Son Funeral Home, 11582 Trafalgar Road, Georgetown 905-877-3631 on Thursday from 7-9 pm and Friday from 2-4 and 7-9 pm. Funeral Mass will be held at Holy Cross Catholic Church, 14400 Argyll Road, Georgetown on Saturday April 16th, 2011 at 10:00 am. Cremation will follow. In lieu of flowers donations to Sick Kids Foundation would be appreciated. To send expressions of sympathy please visit www.jsjonesandsonfuneralhome.com

OSBORNE, Geraldine "Gerry"
 Suddenly on Tuesday April 12th, 2011 at the Trillium Health Centre, Mississauga. Gerry (nee Parsons), in her 77th year, loved wife of the late David Osborne. Loving mother of the late Bert and his wife Lois of Acton, Ronnie and his wife Paula of Listowel, Debbie Osborne and George and his wife Colleen of Georgetown. Proud grandmother of Tanya (Derek), Rebecca (Matt), Kayla, Devin, Bradley, James and Jacob. Great-grandmother to Dylan, Ethan, Reilly and Paige. Dear sister of Alberta Armstrong, the late Jacqueline Morgan and the late Albert "Bud" Parsons. 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 7-9 pm. Funeral service will be held in the chapel on Friday April 15th, 2011 at 11:00 am. Cremation with interment at Greenwood Cemetery. In memory contributions to the Heart and Stroke Foundation or the A.L.S. Society would be appreciated. To send expressions of sympathy visit www.jsjonesandsonfuneralhome.com

IN MEMORIAM



Fred Tolton
 September 5th, 1935 - April 15th, 2008

We your family miss you, In the house where you used to be. We wanted so much to keep you, But God willed it not to be. Now you are in God's keeping, You suffer no more pain. So dear God take care of him, Until we meet again.

*Love ya,
 Marg, Debbie and Terry, Brenda and Nicki*

MYERS, Gerald
 In loving memory
 April 16th, 2007

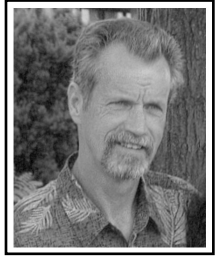
Gone from sight, but always and forever pictured in our hearts
Ron, Rhonda, Jenny, Brian, Crystall and Lise

BURNS - MELLOR - In loving memory of our daughter 'Patty' who passed away April 17th, 1982.

Those whom we love go out of sight, But never out of mind, They are cherished in the hearts, Of those they left behind.

*With Love,
 Mom and Dad*

IN MEMORIAM



MYERS, Gerald
 January 6th, 1949 - April 16th, 2007
 It's been four years since you left us.
 We miss you so much,
 And we think about you every day.
*Love always,
 Brandie and Jason*

In Loving Memory of
Joyce Ward
 April 18th, 2005

Our Mom, Our Angel who is up in Heaven with our other Angel, Our Dad

Time may pass,
 Memories stay,
 Missing you more
 Than words can say.
 Always in our hearts.
*Fondly remembered
 by all your Family*

HEIGHT, Roland
 May 13th, 1932 - April 17th, 2009

Two years have passed since that sad day, When one we loved was called away. God took him home-it was His will, Within our hearts he liveth still.

We miss you Dad.
*Love Bill, Bonnie, Judy, Carol
 and families*

In Loving Memory of a dear son
David Shoebridge
 who passed away April 17th, 2010

Deep in our hearts there's a picture,
 More precious than silver or gold.
 'Tis the picture of a dear son and brother,
 Whose memory will never grow old.
*Always missed by your,
 Father and Family*

CARD OF THANKS

FAULKNER, Ken
 The family of Ken Faulkner wish to thank our friends, family and neighbours for their kindness and support during our time of sorrow. Also thank you to Rev. Peter Barrow and J.S. Jones and Son Funeral Home for their assistance and thoughtfulness. To the Nurses at Continuing Care and Doctors Carson and Furness we thank you for your patience and understanding while Ken was in your care.
*Marion Faulkner,
 Sharon and Dennis Vreeken,
 Lori and Peter Cowell,
 Heather and Steve Saplak,
 Lisa and Ken Buck and their families*

Classified
Call Kristie
905-873-0301