

Office/ Administration    Office/ Administration    Office/ Administration

**Calling all Seasoned EXECUTIVE ASSISTANT SUPERSTARS!**

If you enjoy working with a team of Executives we have an exceptional offer for you.

**Weston Forest** is an award-winning North American industry leader, having repeatedly won Canada's Best Managed Companies and Profit 500 Fastest-Growing Companies. In addition, Weston was recently acknowledged as one of Canada's Most Admired Corporate Cultures.

In this role you will provide administrative support to the President, Executive Team and Executive Support.

**Duties include but not limited to:** Document and calendar management, preparation of presentations and correspondence, travel arrangements, participation in project management, coordination and all other duties assigned.

**Required skills:** A minimum of 5 years of Administrative experience and a proven team player. Must demonstrate strong problem solving, analytical and writing skills while remaining extremely organized. Excellent knowledge of Microsoft Office.

Please email resume to: [hr@westonforest.com](mailto:hr@westonforest.com)

Technical/ Skilled Trades

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**HVAC Technician G2**

Req'd HVAC Tech for Res. and Com. Service. Halton Hills & West GTA. Email: Keith@asbuiltcomfortcare.com

Technical/ Skilled Trades

**Full time Carpentry Pre-Apprentice and Seasonal General Labour**

- Requirements:**
- knowledge and experience with power and hand tools
  - must be able to lift 50lbs
  - ability to work with ladders or at heights
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  - must be reliable and punctual
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Compensation based on experience. Work sites in the Halton, Wellington/Dufferin and surrounding GTA areas.

Please visit our website to apply [www.bacarpentryandcontracting.ca](http://www.bacarpentryandcontracting.ca)  
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Only selected candidates will be contacted

Technical/ Skilled Trades

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\*Canadian Centre for Policy Alternatives, "The High Cost of Canada's Mutual Fund Board Retirement System," March, 2015.