

**515 Skilled & Technical Help**

**ADESA Toronto** has the following position available at our Brampton location:

**LICENSED MECHANIC**

The incumbent will be responsible for diagnosing, coordinating inspections and the repair and service of mechanical, electrical, electronic systems and components on a variety of vehicles. The successful candidate will have a formal education in the field, along with a professional mechanic license and a valid driver's license.

ADESA Toronto offers a competitive salary and benefit package. **Interested applicants are asked to apply online.**

[www.ADESA.ca](http://www.ADESA.ca) >> **Careers >> Job Search >> Mechanic (Lic).** Toronto

**ADESA Toronto**  
55 Auction Lane, Brampton, ON L6T 5P4  
Attention: Human Resources  
Fax: (905) 790-0306  
E-mail: [hrtoronto@ADESA.com](mailto:hrtoronto@ADESA.com)

**Experienced Duct Cleaning Technician Wanted**

Must have a minimum of 6 months experience with truck mounted duct cleaning equipment. Must be an experienced driver of standard transmission cube vans with a valid driver's license and clean abstract. Must be available Monday to Saturday. Preferably local to Milton, Georgetown or Acton. Competitive wages plus commission opportunities and full benefits. Position available immediately. Call Home Heroes Inc. 905-702-9366

**525 Office Help**

**HR / PAYROLL ADMINISTRATOR**

The leading Manufacturer of quality paving stones and retaining wall products has an immediate opening for a HR / Payroll Administrator for its Ontario operations, based out of Georgetown.

**Job Description**

Performs professional human resources work in all areas of HR, including but not limited to: benefits and payroll administration (including pension and WSIB), training, recruitment and new employee orientation, health and safety, company policy and Procedures Manual and employment law compliance. Works under general supervision. Incumbent exercises initiative and independent judgment in the performance of assigned tasks.

**Job Specifications and Competencies**

- Bachelor's degree in Human Resources or related field, or equivalent formal education.
- CHRP or Canadian Payroll Association Level 3 certification an asset.
- Ability to effectively communicate thoughts and ideas.
- Ability to actively listen and utilize good facilitation skills.
- Ability to manage competing priorities, work with strict deadlines, and attend to projects and work process with excellent organizational skills and strong attention to detail.
- Excellent computer skills included but not limited to Microsoft Word and Excel, Crystal Reports and Lotus Notes. Prior business experience in the Ceridian Payroll environment, specifically Insync a must.
- Ability to build effective relationships with all level of management and employees within the company.
- Ability to maintain confidentiality and discretion regarding sensitive issues.

Please send resume along with a cover letter including salary expectations to the attention of the Controller, at: [hr.ontario@Unilock.com](mailto:hr.ontario@Unilock.com)

Unilock thanks all applicants in advance but only qualified candidates will be contacted for interview. No phone calls and no agencies please.

**PART-TIME RECEPTIONIST**  
Milton Real Estate Office

Must be computer literate and able to handle multi line switchboard. Alternate evenings and alternate weekends. Please fax resume to: **905-878-7029** Attention Phyllis

**Office Administrative Assistant**

with min 2yrs exp. re'd for a 10 months contract. Could lead to F/T position. Word & Excel a must. Hwy 427/7. \$10-12hr.

**416-930-0060 ext #509**

**Secretary/Bookkeeper/Personal Assistant**

For expanding Milton office.  
**Fax resume to: 905-876-3448**  
Include wpm keyboarding

**F/T BILLING CLERK**  
(Daytime) required by progressive Halton trucking company. Computer and excellent interpersonal skills required. Related experience a definite asset.  
**Reply to Box 25A**  
C/O Milton Canadian Champion  
875 Main St. E.  
Milton. L9T 3Z3

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(Daytime) required by progressive Halton trucking company. Computer and excellent interpersonal skills required. Related experience a definite asset.  
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Milton. L9T 3Z3

**SMALL LOCAL CONTRACTOR**

Looking for office help. Permanent part-time, 24 - 30 hours per week. Flexible daytime hours. Book-keeping, reception and various other office duties. Knowledge of simply accounting an asset. Must be computer literate.  
Fax resume to: **905-873-3993**

**525 Office Help**

**535 Hospital, Medical, Dental**

**CDA HYGIENE COORDINATOR**

needed for Brampton Dental office. Please fax resumes **905-846-9657**

**Summit Housing and Outreach Programs**

Requires RNs/PRNs for new Assertive Community Treatment Team (ACTT) in Halton (based in Oakville), working with individuals with serious mental illness. Qualifications: 4-5 years experience, current registration with College of Nurses of Ontario, specialty in mental health essential, current knowledge of psychotropic medications, psychosocial rehabilitation, Mental Health Reform and Mental Health Act. A full job description is available on: [www.summit-housing.ca](http://www.summit-housing.ca)  
Apply to: [jobs@summit-housing.ca](mailto:jobs@summit-housing.ca)  
Or fax to: **905-333-6782** by February 2nd, 2007

**OFFICE MANAGER**  
Part-Time position (3 days/week). Health-care practice in Milton seeking individual to be responsible for office administration and reception duties. Previous health-care or professional services administrative experience an asset. Emphasis placed on interpersonal, communication, organizational, and computer skills.  
**FAX RESUME TO: 905-878-0868**  
Thank you for your interest - only applicants selected for an interview will be contacted.

**OPTOMETRIC ASSISTANT**

Full-Time position required for busy expanding optometry office in Georgetown. Evenings required. Good computer skills, excellent telephone manner essential and experience in an optometry office an asset. Please reply in writing to:  
**DR. CAROLINE TESKE**  
99 Sinclair Avenue, #310  
Georgetown, ON L7G 5G1  
Fax: **905-702-1600**

**525 Office Help**

**Zero In on a New Career**

Professional Management Assistant Manager

**535 Hospital, Medical, Dental**

**CDA HYGIENE COORDINATOR**

needed for Brampton Dental office. Please fax resumes **905-846-9657**

**530 Sales Help & Agents**

# Advertising Sales Representative

"I have worked very successfully as a regional and store manager in the retail industry for many years. I earned a good salary and enjoyed the network of people around me but time with family was limited because the job required me to work weekends and nights.

Finding this position with the Goldbook has given me the freedom and flexibility to attend to my family priorities and still be successful even though I had no prior experience in directory sales or advertising.

I have also found my earnings to date to be greater than my previous position. And the potential increase in salary in the coming year is very exciting."

Due to business growth, we are seeking dynamic individuals for the full-time position of **ADVERTISING SALES REPRESENTATIVE** for the Milton / Georgetown area.

Gold Book / 701.com, a Division of Torstar Corporation, is a Directory Business servicing local markets in Ontario, providing consumers with complete listings of businesses and services relevant to their local communities.

The qualified candidate will be a motivated, independent, self-starter with previous retail, outside or inside sales experience. You will possess excellent written and verbal communication skills and will be motivated to achieve results.

In this role, you will be customer focused and will build strong relationships with new and existing clients by ensuring that their directory advertising needs are met. You will be goal-oriented and capable of meeting monthly targets. A reliable vehicle is required.

If you would like to work for a leader in the media industry this opportunity may be the right one for you. We offer a competitive compensation and benefit package including:

- Healthcare and Dental Benefits
- Pension Plan
- Life Insurance
- 3 Weeks Vacation to Start
- Sales Incentives and Contests
- 13 Weeks Paid Training
- Career Development and Advancement Opportunities
- Flexible Working Hours

Jacqueline Vincent-Gilmore  
Media Consultant,  
Gold Book

**Gold Book**  
a division of Torstar

If interested please forward your resume to:  
**mcamastra@701.com or Fax: (905) 632-0308**

We appreciate the interest of all applicants however only those selected for an interview will be contacted. No phone calls or agencies please.

**540 Hotel Restaurant**

**Ivy Arms requires a:**  
**Line Cook/Prep**  
Flexible hours  
**Please contact Rob or Mariam: 905-876-4899**

**RAMADA INN**

**FULL-TIME/PART-TIME**  
Positions available immediately:

- HOUSEKEEPERS
- FRONT DESK (3pm-11pm shift)
- NIGHT AUDITOR (including weekend work)

Apply in person to:  
**161 Chisholm Drive, Milton, ON**  
or Fax: **905-878-9701**

**545 Teaching Opportunities**

**HALTON HILLS CHILD CARE CENTRE**

Presently Hiring  
**Contract Position**

Please call: **905-877-5004**

**TINY TIM DEVELOPMENTAL SCHOOL**  
The Mackenzie Campus - Georgetown

We are looking for a Cook and Supply Staff  
If you are interested, please fax your resume ASAP to the attention of:  
Lyndsay or Mary at: **905-873-1953**  
Or call **905-873-9256**

**530 Sales Help & Agents**

**540 Hotel Restaurant**

**545 Teaching Opportunities**

**530 Sales Help & Agents**

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**530 Sales Help & Agents**

**555 Domestic Help Available**

**556 House Cleaning**

**556 House Cleaning**

**700 Home Improvements**

**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 416-576-5776.

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

**705 Handyperson**

**MASTER OF PLASTER**  
Drywall installation, taping, crown moulding's, trim, baseboard, paint. Call Robert 905-838-1924.

**SBGL HANDYMAN SERVICES**  
You need it done... We can do it!  
Home Improvements, Laminate Flooring, Interlocking Stone, Natural Stone Repairs, Custom Basement Installations, Custom Sheds, Demolition, Decks, Roofing, Misc. Construction. Call Sean 519-856-0337.

**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 professionally 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.

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**555 Domestic Help Available**

**PRIVATE** cleaning lady, 6-years experienced. Have great references. Call Sue 905-702-8785.

**556 House Cleaning**

**CLEANING** lady available with experience. Receipts available. References. 905-703-0410.

**700 Home Improvements**

**GARAGE** Door & Opener Services. Fast and professional repairs and installations. Easy Up Doors. 905-873-9867

**GARBAGE** removal, snowblowing, shovelling. Renovation/demolition labour available. Small moving jobs. GTA pickups/deliveries. When you don't know who to call...call us! Fully insured. Ray's Property Services. 905-877-7774.

**TELEPHONE** jacks and repairs, new door intercom. Answer your door from any phone. Reasonable rates. 15 years exp. Steve 905-877-6376.