

525 Office Help **525 Office Help** **525 Office Help**

530 Sales Help & Agents **530 Sales Help & Agents** **530 Sales Help & Agents** **530 Sales Help & Agents**

540 Hotel Restaurant **540 Hotel Restaurant**

UNILOCK
 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

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

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

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

Gold Book
a division of Torstar

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

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



RAMADA INN **FULL-TIME/PART-TIME**
 • HOUSEKEEPERS
 • FRONT DESK (3pm-11pm shift)
 • NIGHT AUDITOR

Positions available immediately; including weekend work
Apply in person to: 161 Chisholm Drive, Milton, ON or Fax: 905-878-9701

Charley FitzWhiskey's TAP & EATERY
 Now hiring
 Experienced Line Cooks. Good wages
 Please fax resume to: 905-876-2510 or Apply in person: 55 Ontario St. N.

OPPORTUNITY
Knocks



545 Teaching Opportunities

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

565 Volunteers

565 Volunteers

DISTRESS CENTRE NORTH HALTON IS NOW ACCEPTING APPLICATIONS FOR NEW VOLUNTEERS
 We are looking for Caring Individuals who want to feel connected to other people in our community. Our extensive training program will help you help those who are distressed, lonely or thinking of suicide.
 For more information contact: 905-877-0655

Intlvac, an internationally focused high-tech company located in Georgetown, is looking for an experienced

ACCOUNTS RECEIVABLE/PAYABLE CLERK

The successful candidate will have several years experience in an A/R or A/P role in a manufacturing and distribution company. Strong organizational skills, excellent written and oral command of the English language are necessary. Fluency in a second language such as French or Spanish would be an asset.

 Send your resume and cover letter, in confidence to: Dino Deligiannis, President Deligiannis@intlvac.com

EMPLOY OUR SUCCESSFUL FUTURE

MILTON CHIROPRACTIC OFFICE
Front Desk Receptionist

Multi-tasking, energetic, professional individual required for **front desk reception**. Requesting an individual who thrives on being part of a team and is ready to serve our community. Computer skills a must. Hours of operation: Mondays, Wednesdays, Fridays.
 Please submit resume and cover letter to: Milton Canadian Champion P.O. Box 31A, Milton, ON L9T 3Z3

A Milton Distribution Centre has an immediate opening for an:

Order Entry/Accounts Payable Clerk
 Must be highly organized and have excellent communication skills.
 Please Fax Resume: 905-693-9936
 Attention: Susan

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

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

BOOKKEEPER

Wanted for small accountant's office, using Simply Accounting. Part-time, flexible hours.
 Call: 905-854-6132

CHAMPION
 CHAMPION ROAD MACHINERY SALES
 A Division of Volvo Motor Graders Limited

SALES REPRESENTATIVE
COMPACT CONSTRUCTION EQUIPMENT

Champion Road Machinery Sales, an ISO 9001:2000 certified Company is a leading distributor of quality road construction and maintenance equipment in Ontario. A results oriented organization, customer satisfaction is our ultimate goal. We are experiencing a strong growth period through broadening and diversifying our product offering resulting in the need for a Sales Representative.

Reporting to the Sales Manager, Compact Construction Equipment, the successful candidate will be responsible for the sale of Volvo Compact Construction Equipment in the Regions of Halton and Peel.

Ambitious and goal oriented, you are an over achiever who knows how to meet sales management objectives. You will be committed to winning and able to seize an opportunity and build relationships at all levels.

Champion offers a competitive compensation and benefits package.
 Fax resume to: Kimberley Gibson - 905-791-8885

535 Hospital, Medical, Dental **535 Hospital, Medical, Dental**

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
 Apply to: 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.

CDA HYGIENE COORDINATOR
 needed for Brampton Dental office. Please fax resumes
 905-846-9657

555 Domestic Help Available

IMPORTANT step to a healthier lifestyle. All housekeeping jobs chemical free products. Great home and health improvement. 905-877-5959.

556 House Cleaning

CLEANING lady available with experience. Receipts available. References. 905-703-0410.
DONNA'S Cleaning Service Professional, Personal. References Available. Call Donna at 905-874-4054.

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.

700 Home Improvements

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

702 Garbage Removal & Hauling

A BIG BIN too costly? Best price for 9 cubic yard unit use. Trips to the dump for junk, garbage and renovation material. No dump fees for wood or yard waste loads. Loading available. Licensed by M.O. Environment. Call Larry 905-873-4438. Serving You Since '82.

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.

OPPORTUNITY IS KNOCKING... IN CLASSIFIED.