

505 Careers

CPI is a leading high-tech, electronics company that designs, manufactures, and markets a diverse range of products for diagnostic medical imaging and satellite communications for television, internet, and data transmission worldwide. As a result of our continued growth, we are looking for top talent to add to our team...

Executive Assistant

Reporting to the CEO, you will perform advanced, diversified, and confidential administrative duties that require broad and comprehensive experience. This position involves contact with high-level clients, the Senior Management Team, and the Board of Directors. You will prepare independent correspondence and assist the CEO with the review of reports, analysis of data, arranging of meetings and agendas, coordination of travel arrangements, screening and redirecting of telephone calls, communicating and liaising with senior management in Canada and offices worldwide, organizing Board of Directors Meetings, and maintenance of company minute books. You have a demonstrated ability to follow up independently on assignments, multi-task, and handle issues in an efficient and professional manner. Your education and experience include a degree, diploma or certificate at minimum with prior experience at an executive support level. Candidates must be proficient in MS Office and have excellent organizational and communication skills.

In exchange for your talents, we offer a competitive employee package, a friendly and stimulating work environment with an in-house fitness facility, and the opportunity to apply your skills with an industry leader. We value all applicants; however, only those selected for interviews will be contacted.



Please apply to:
Human Resources Manager
CPI Canada Inc., 45 River Drive
Georgetown, ON L7G 2J4
e-mail: hrmgr@cmp.cpii.com
fax: (905) 877-2658
An equal opportunity employer. No agencies, please.

www.cpii.com/cmp

510 General Help

WAREHOUSE OPPORTUNITY

Assured Logistics is a leading third party logistics services provider with operations in Mississauga, Milton, Ottawa and Calgary. Our high performance work environments are focused on and committed to providing service excellence to our clients.

We are currently recruiting for FULL TIME AND CASUAL Team Members for our MILTON facility.

Qualifications and Expectations:

- Flexible shifts (Day and Afternoon)
- Flexibility to work weekends and overtime in support of client peak periods
- Able to lift up to 50lbs independently
- Lift truck experience is an asset
- All Team Members will be required to operate lift trucks
- Will train selected candidates if needed

We Offer:

- \$13.50 hourly start rate plus incentive
- Progressive rate increases
- Excellent work environment

If you are interested in this opportunity, please forward your resume to: employment@assuredlogistics.com
Fax: 905-864-0815
**Please quote Milton Opportunity in subject line*

510 General Help

ADULT CARRIERS

Needed in Acton. Delivery on Wednesday's and Friday's. Must have a vehicle. Need to deliver newspapers, door to door on specific routes in Acton.

THE INDEPENDENT & FREE PRESS

Call Nancy at:
905-873-0301 Ext. #228



Full-time Help Wanted. We are looking for a responsible person that is available for daytime work.

Apply at: **DAIRY QUEEN**
 188 Guelph Street - Georgetown
905-877-2586

SEARS CARRIERS
 Reliable individuals needed once or twice a month for door to door catalogue delivery in Milton/Acton/Georgetown areas
 Call: **905-873-0103**
 leave message with name, phone and address
 Email: echo_mandy@yahoo.ca

ULINE JOB FAIR

JOIN OUR EXPANSION INTO CANADA!

TUESDAY, JANUARY 8
10 AM - 7 PM

Lionhead Golf & Country Club
8525 Mississauga Road
Brampton, ON L6Y 0C1
 1 kilometer north of Steeles Avenue

GENERAL WAREHOUSE

(Hours range during Monday through Friday - 6:00 AM to 7:00 PM)

CUSTOMER SERVICE REPS

ADMINISTRATIVE ASSISTANTS (SALES & OTHER DEPARTMENTS)*

- Salaries based on experience
- * Bachelor's degree required for admin positions
- HS / GED required for warehouse & customer service
- Warehouse positions require ability to lift 70+ lbs

Visit www.uline.com/jobs to print and complete an application to bring to the job fair.

EOE m/f/d/v

510 General Help

THERE IS A CRITICAL SHORTAGE OF MEDICAL TRANSCRIPTIONISTS

Start your MT training today with CanScribe Career Centre



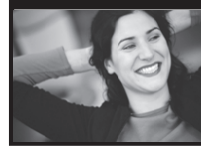
CanScribe is, without a doubt, the best choice. Within 3 weeks of receiving my Grad Certificate, I was working! What more could a person ask for?
R. Penney, September 2007
CanScribe Graduate

Enroll Today!

- 99% Graduate Employment Rate
- Work At-home
- Work On-site

"I was offered an at-home position within hours of completing the CanScribe course." Thank you!!
L. Jean, July 2007
CanScribe Graduate

Contact us today for your FREE info package!
1-800-466-1535
www.canscribe.com



510 General Help



HELP WANTED!
We're Growing.

If you like to clean... We need you!!

If you'd like our clients homes to sparkle with the same passion that we do...

Please call Shari Robinson at 905.877.5225.
Will train motivated applicants.

Certified Forklift (Reach), Counter Balance, Clamp & Cherry Picker

- \$13-\$15/hr.
- Minimum 1 year exp.
- General Labour
- Ability to lift up to 40lbs
- All shifts.

Please visit us at:
Spherion Staffing Solutions
350 Rutherford Road South
Plaza 2, Suite 110, Brampton
905-452-7110
www.spherion.ca

Now Hiring:
OPERATOR & DRIVER
 for crematorium in Milton. Must be available weekdays & weekends. Police screening req'd.
Contact Kirby: 905-693-9202

New model home **Hostesses** required for weekends. Mature students welcome to apply. Customer service experience an asset.

Please fax resumes to: **905-876-4552** for an appointment.

Upper Credit Humane Society KENNEL ATTENDANT

We are currently seeking a part-time kennel attendant for evening shifts (6-9pm) including some weekend night shifts and day shifts as needed due to vacation or illness. This individual will be responsible for nightly care of dogs and cats including feeding, cleaning, medicating as necessary and exercising of dogs. Please forward resume to: adoptions@uppercredit.com

PET HOTEL and SPA in Georgetown

Seeking individuals for **FULL-TIME** and **PART-TIME POSITIONS**
 Please fill out an application at:
www.beautifulpets.com/jobs



515 Skilled & Technical Help

Hiring 3rd/4th year apprentice or Licensed Mechanic.
 Emission testing certificate an asset, but not required.
Please fax resumes to: 905-878-7925 or call: 905-878-7926.

510 General Help

DRIVERS WANTED

FULL-TIME or **PART-TIME**
 Days and Nights
 Call: **905-965-1588**

HOMEWORKERS NEEDED!!

To Assemble Products, Stuffing Envelopes, Mailing/Processing Circulars, Online Computer Work available. Up To \$1,500/Week. No Experience Needed! FREE information at:
www.Jobs-WorkConnection.com
 Reference: 3-113

DataText Event Services Inc. CUSTOMER SERVICE

Part-Time Opportunities Trade Show Registration Computer experience necessary. Transportation required.
 Phone/Fax: **905-877-3044** Cell: **905-703-1967**
 Email: tom@datatext-event.com

509 Drivers

TRUCK & MINIVAN OWNERS

WITH THEIR OWN CREW OF HELPERS to distribute telephone directories <<door to door>> to households and apartment complexes in Brampton, Georgetown, Milton, Orangeville, Mississauga & Oakville. Distributors will start on **January 11, 2008.** The candidates must be available during the day. For more info, please call **1-866-881-0490 (Ref-7902)**

School Bus Drivers Needed

Milton and Georgetown
 • Free Training
 • Part-Time Hours
 • Perfect for Retirees and Homemakers (your children may ride with you)
 If you have a few hours a day and enjoy the company of children, please contact us at 1-877-914-KIDS.

510 General Help



VOLUNTEER COORDINATOR PART-TIME

Willow Park Ecology Centre is looking for an outgoing, friendly, creative, and environmentally committed person for part-time employment recruiting volunteers and organizing a stewardship program. Applicants should be able to work independently under the direction of the Stewardship Committee and have own transportation. The successful candidate should have a college or university degree, good organizational, oral and written communication skills, and experience working with volunteers. Experience in fund-raising and with computer programs such as Word, Excel and PowerPoint is required. This position is for approximately 20 hrs per week for 6 months with a flexible workweek possible.

For information on Willow Park Ecology Centre visit www.willowparkecology.com or phone **905-702-9055**
 Deadline for applications: January 18th, 2008
 Send resumes to:
Tunde@wpesc@willowparkecology.com

510 General Help

BLUE BEACON TRUCK WASH OPEN 7 DAYS 24 HRS

STUDENTS! Tired of working for minimum wage? Tired of having a schedule that is not flexible & doesn't meet your school needs? Apply to join our team!! Starting base wage is **\$10/hr.** Your ability to produce in a fast paced environment will result in an average wage of \$12/hr to \$16/hr. Come in and see if we can create a work schedule that works for you.

Please apply in person at: 40 Chisholm Dr. (No phone calls please) Now hiring days/evenings and weekends.

HERE WE GROW AGAIN....

The Dixie Auto Groups Georgetown KIA needs **PROFESSIONAL SALES and CUSTOMER SERVICE** Enthusiastic team motivated.
FULL-TIME LOT ASSOCIATE / DETAILER
FULL LICENCED 'A' CLASS MECHANIC
 All positions include full benefits, and incentives
 Call Rob directly at: **905-877-7818**

705 Handyperson

PLASTER DISASTERS? Drywall installation, repairs, finishing. Call the Master, Robert 905-838-1924.

710 Painting & Decorating

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

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.