

500 Career Training **500 Career Training** **500 Career Training** **500 Career Training**

A successful tomorrow STARTS TODAY



Available on-line or in-class, Edge Academy offers an accelerated **Personal Support Worker (PSW)** training program will prepare you for a career in healthcare. PSWs are in demand and wages are competitive!



Interested, and want to learn more? Join us for an information session.

Feb 20th, Georgetown Employment Partners Centre, 184 Guelph Street, Georgetown at 6:30 p.m.

Feb 21 & Feb 26, The Bay Area Learning Centre, 860 Harrington Court, Burlington at 6:30 p.m.

Feb 27 & Mar 5, The Centre for Skills Development & Training, 465 Morden Road, Suite 109, Oakville at 6:30 p.m.

Call 1-877-598-EDGE (3343) Financing available.

510 General Help **510 General Help**

Sensient Flavors Canada Inc., a leading manufacturer of flavours and food ingredients, requires **PRODUCTION ASSISTANTS**

For a new manufacturing facility in Halton Hills. Successful candidates must be able to read and follow printed instructions as well as communicate information verbally and in writing in English; and do basic mathematical calculations. Familiarity with GMP and HACCP preferred, as is a valid forklift license. Work takes place on rotating shifts. Initial training will be conducted at the current facility in Rexdale.

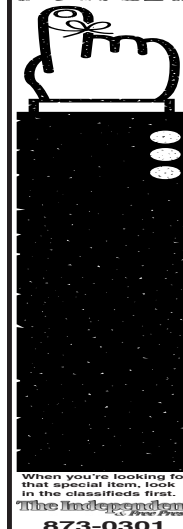
Please submit your application to the attention of the Production Manager, quoting "Production Assistant" in the subject line, by e-mail to

flavor_mississauga.recruiting@sensient-tech.com
or by fax to (416) 245-6379

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

510 General Help **510 General Help** **510 General Help**

DON'T FORGET



When you're looking for that special item, look in the classifieds first. **The Independent 873-0301**

Are you a self-motivated person with proven hands on skills in all areas of general repairs? Do you have the management and sales experience that would help in growing a successful service business?

Mr. Handyman may be the perfect fit!

We offer a competitive compensation package, company vehicle, benefit package, incentives, and room for advancement. **Requirements:** 10+ years of hands on experience, knowledge of industry terms, bondable, work well independently and in team settings, clean driver's abstract and your own tools.

Please forward resumes to:
mrhandymanheadwaters@bellnet.ca
or fax 905-843-1973

WOODWORKING SHOP

in Georgetown
Requires full-time reliable persons. Some heavy lifting required. No experience necessary, will train. Apply in person to: 9 Academy Road
905-877-6757

CAREER SEMINAR REAL ESTATE

If you are currently on course; recently licensed; considering a change from your current broker or looking for a new career, you owe it to yourself to attend this seminar.

You Will Find Out About

- Who should consider real estate (and who should not)
- Provincial licensing course
- Royal LePage training, personal development and support
- How to get a quick start
- How to maximize your income

Tuesday, Feb 19th, 7:30 pm

GELLERT COMMUNITY CENTRE 10241 Eighth Line (between Argyll Rd & Tenth Sideroad)

Georgetown, Ontario

Seating is limited, call now to reserve a seat!

ROYAL LEPAGE
Meadowtowne Realty, Brokerage
Independently Owned and Operated

Georgetown	905-877-8262
Acton	519-853-8467
Milton	905-878-8101
Campbellville	905-854-8101
Brampton	905-846-5448

505 Careers **505 Careers**

Transcontinental

Customer Service Coordinator "with a flair for detail"

Got what it takes to provide excellent customer service? Are you computer savvy, detail oriented and possess great "organizational" skills. Transcontinental Media, publisher of magazines & newspapers is looking for a Customer Service Coordinator just like you to join our team in Brampton.

You'll be working along fellow colleagues, assisting "key retail advertisers" on developing & "adjusting" their flyer distribution programs across Canada, resolving queries, as well as communicating details and instructions to newspapers.

Interested candidates may apply by visiting our website www.transcontinental-media.com under Careers/Magazine Group/Location: Brampton/Customer Service Coordinator or via email to glenda.wagner@transcontinental.ca. Resumes must be submitted by February 25, 2008.

Links2Care

Seniors Coordinator: Meal Programs

In this full time position you will coordinate Meals on Wheels, Frozen Meals, Telephone Assurance and other programs for seniors in the Acton area. The successful candidate will work closely with food providers and volunteers, assess and monitor client needs and maintain statistical data within a team environment. Relevant post secondary education, several years experience and good proficiency in Microsoft Office are required along with a drivers license and police check.

Apply by February 20th, 2008 by email:
aprice@links2care.ca

E.C.E. Teachers

Two E.C.E Teachers are needed part-time, with potential to move into full-time positions. You will provide a nurturing, developmental program for young children in a group setting, and plan a varied program including activities supporting social, emotional, physical and cognitive development. E.C.E. Degree/Diploma or equivalent required along with experience working with children and families in a team environment. Excellent verbal and written communication skills needed.

Apply by February 22nd, 2008 by email:
carolbee@mooreplace.ca

515 Skilled & Technical Help **515 Skilled & Technical Help**

ASSEMBLY WORKER

Growing manufacturer of groundwater monitoring instrumentation requires a worker for light mechanical and electronic assembly. Applicants should be mechanically adept, accustomed to working with small parts, have some electronics assembly and soldering experience. Apply in writing to:

Solinst

Email: job20@solinst.com
Fax: (905) 873-1992

Part-Time Mechanic

Required for construction and small equipment.

Call:
416-409-4429
or **905-672-1132**.

505 Careers **505 Careers**

ONE COMPANY.
More
OPPORTUNITY.



Why not spend your days surrounded by endless green grass, incredible scenery and energetic, service oriented people just like you! ClubLink owns and operates some of the most beautiful golf clubs.

We'd like to talk to you about the exciting opportunities we have available.

OPEN HOUSE

Saturday, February 16th & 23rd, 2008

Acton · Milton · Georgetown
Brampton · Bolton and more!

We're hiring for:

Golf • Hospitality • Turf

Swing by with your résumé and get ready to meet members of our management team.

Want to know more?
Visit our website:

www.clublink.ca

509 Drivers **509 Drivers**

DRIVER WANTED

Experienced Flatbed truck, over 30 years of age. Good driving record, will be checked. Own transportation required. Paid everyday.

Call: **905-843-9332**

REQUIRED OWNER OPERATORS

With late model tractor to run US, no Eastern Seaboard. \$1.14/mile plus fuel surcharge. Low hold-back. Paid twice a month. Fuel card, paid plates and insurance. Extra drops and pick-ups. Fuel reporting tax. Minimum 3-years experience. Criminal search. CVOR and drivers abstract. Safety oriented with good attitude. based out of Milton. 416-605-0689 or 905-216-5698.

AZ DRIVER

Local P and D
3-Years Experience. Abstract and CVOR.
\$18.00 per hour to start.
Chuck: **519-820-5586**

DRIVER / BROKERS

Needed Immediately
For busy GTA Courier.
Reliable car and excellent English essential.
Call: **905-793-7261**

510 General Help **510 General Help**

The Bob Rumball Associations for the Deaf is a non-profit charitable organization that supports deaf individuals with special needs. We are currently seeking an **Administrative Assistant**. Sign language communication an asset. Excellent written and verbal skills essential. Extensive knowledge of Word, Excel, Powerpoint a must.

Interested candidates fax resume by **February 22 to: (905) 878-4934** or email jleang@bobrumball.org

Milton trucking company is looking for **Full-Time Clerical/Dock Worker** for noon - 8pm shift. Tow motor exp. necessary. **Please email resume to: info@onee.ca**



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

PAYROLL ADMINISTRATOR

Our well established company with a reputation as a leader in our industry is currently recruiting for a Payroll Administrator who will be the sole person responsible for processing a mid-sized payroll. The successful candidate will have a strong payroll administration background and post-secondary education.

PRIMARY RESPONSIBILITIES INCLUDE:

- Generating payroll remittances as per established procedure, ensuring deadlines are met for payment.
- Ensuring the integrity of payroll data.
- Accurate and timely processing of new hires, termination, layoff, leave of absence, etc., in accordance with company policies, and Employment Standards.
- Responding to internal inquiries for issues related to payroll
- Processing of T4's and other documents and reports at year end.
- Preparing payroll related reports for Planning and Budgeting and as requested.

KNOWLEDGE, SKILLS AND EXPERIENCE:

- Minimum five years of related experience.
- Excellent knowledge of Ceridian Insync.
- Effective communication and interpersonal skills.
- Strong initiative with an ability to determine priorities along with superior time management skills in order to meet multiple deadlines.
- Strong proficiency with Microsoft Excel.
- Experience in reconciling accounts and maintaining precise records an asset.
- Candidate will work closely with accounting department, be a strong team leader, and capable of performing in a fast-paced, deadline driven environment.

We offer a competitive salary and excellent employee benefits. If you are interested in a challenging position, and are able to deal with confidential information with a high degree of diplomacy, we'd like to hear from you.

Interested applicants, please submit resume with salary expectations to:
hrpayroll@live.ca

Admin Assistant

A flexible, multi-skilled, individual is required to assist a Senior Executive in a variety of the day to day tasks of a busy environment. Although this is mainly an administrative position, it will require someone with strong writing skills, effective report presentation, a good command of the English language, sound computer literacy and abilities. Some knowledge of accounting would be an asset. Experience a must.

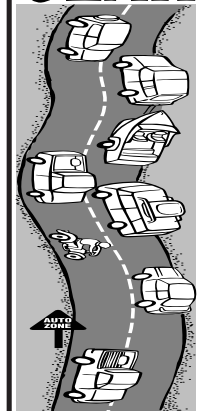
If interested, please send resume in confidence to: Hr987@hotmail.ca

Part-Time RECEPTIONIST and Part-Time VETERINARY ASSISTANT

Are required at the Georgetown Animal Clinic. For either position must be available to work afternoons / evenings. Previous experience preferred. Please send resume and which position(s) you are interested in to:

ganimalc@bellnet.ca or Fax: 905-877-8081

GET IN GEAR



Get your search moving by driving your car shopping to the classifieds. **The Independent 873-0301**