

150 Sales Help **150 Sales Help**



We require a highly motivated individual to join our sales team.
We offer:
- Environment for success
- Above average pay plan including monthly and yearly bonuses
- Health/dental plan
- Company car plan
- Large new and used inventory
- Training for the right candidate
Any type of sales background is an asset.
For an interview please contact
Phil Ciantar
878-8877

AUTOMOTIVE SALES PERSON
required by Oakville's largest retail Chrysler dealer. Competitive remuneration program, company car and benefit program available to the right candidate.
Experience an asset but not a requirement.
Please fax resume to: **VERA PAYNE**



175 Wycroft Road, Oakville
fax: (905)845-9109, Ph: (905)845-6653

Established HVAC sales agency requires an exp..
INSIDE SALES PERSON
To sell fans & blowers to the Golden Horseshoe market. Candidates expected to estimate/prepare quotations for industrial HVAC equip., primarily fans & blowers. Also call on new & existing accounts to promote the product & educate the customer. Must have technical background in HVAC, to know the customers and understand the Ontario market. We offer extensive training, progressive work environment & excellent growth opportunity. Starting salary mid \$20K. Fax resume in confidence to:
Human Resources, Northern Industrial
Fax: 905-336-8697

Restaurant Sales & Service Rep.
Required to generate sales & provide service and deliveries to Restaurants, Laundries and Nursing Homes in a wide geographical area centered in Burlington. Must have good mechanical/electrical aptitude, a good driving record and be able to provide references.
Reply to: Box 1701, c/o The Post, 2321 Fairview Str., Burlington, L7R 2E3

155 Skilled Help **155 Skilled Help**

POLYMER DISTRIBUTION INC., a leader in dry bulk distribution, packaging and warehousing has opportunities available for:
FULL/PART-TIME A-Z DRIVERS
We require professional A-Z Drivers to haul dry bulk products, within Ontario, with the following:
• clean abstract and safe record
• good interpersonal skills
• customer oriented
• experience with dry bulk or liquid
We are also looking for a part-time driver with an A-Z license to do some shunting on an as needed basis. No experience necessary. Semi-retired individuals welcome. We offer a very competitive compensation package including benefits and profit sharing.
Please fax your resume to: Human Resources Dept. Polymer Distribution Inc. Fax #905-878-3162

CLASS "A" TECHNICIAN
Fulltime • Required Immediately
Qualifications: Class "A" licence; clean driving record; solid references; willingness to work hard to progress. Honda experience preferred.
We offer: Fully competitive flat rate scale; good benefits plan; opportunity to advance.
Call to arrange an interview:
Mike Park, (905) 844-9092, Ext. 306
OAKVILLE HONDA

HVAC Technical Rep.
Eastern Canada branch of national Oakville based HVAC company requires inside technical representative to administer warranty and service programs in eastern Canada. Must be technically qualified in heating and refrigeration and **must possess at least 5 years of relevant experience.** Minimal travel. Excellent salary commensurate with qualifications. Generous profit sharing program. Great benefits package. Please reply with resume to:
Box 6191, c/o Oakville Beaver
467 Speers Road
Oakville, ON L6K 3S4

155 Skilled Help **155 Skilled Help**

MACHINE OPERATOR
Rapidly growing medium sized automation company requires Machine Operator with potential to grow. Design software familiarity and previous CNC equipment operation an asset. Full benefits, salary commensurate with experience.
Send resume or apply in person to:
XYZ Automation Inc.
5330 South Service Road
Burlington, Ontario L7L 5L1

Gotswood Precision Co. Ltd.
urgently requires
SKILLED MACHINIST
on lathes and milling machines.
Please call:
Days: (905)335-2887 Evg: (905)637-3760

160 Office Help **160 Office Help**

BOOKKEEPING POSITION
Immediate opening for busy Oakville office.
Full-time position with salary and benefits. Must be proficient in A/R, A/P and payroll on Business Visions Windows accounting system.
Fax resume to: Attention Sherry Poloniato,
(905)-469-1212

Accounts Payable Clerk
Minimum 2-3 years experience. Responsibilities include: coding/processing high volume of invoices; PST/GST remittances; daily bank deposit; monthly rent input; expense reports. Strong organizational and interpersonal skills are required along with experience on a computerized accounting system. Reply with resume to:
Box 1700, c/o The Post
2321 Fairview, Burlington, ON L7R 2E3

domnick hunter Canada inc., a world leader in compressed air purification, has an immediate need for a
Customer Service Representative
for our Mississauga based office. Your qualifications should include a minimum of one year Order Desk/Customer Service related work, general understanding of Word and Excel (Dynamics would be considered an asset) and the ability to work both on your own or in a small group. Fax qualifications to:
Attn: Ryan Dorant (905) 820-5463
domnick hunter Canada inc. is an E.O.E.

DATA ENTRY CLERK
Entry Level position. Duties include: daily data entry; posting reports; printing invoices; filing; credit card deposits. This position requires accuracy and excellent organizational skills. Experience with the AS400 Computer System an asset.

CANGO INC.
Personnel Department
3310 South Service Road
Burlington, ON L7N 3M6
Fax: (905) 333-8115
We wish to thank all candidates responding. Only those considered will be contacted.

Maple Leaf Consumer Foods, a standard-setter in the Canadian food industry, currently requires a talented team player as a . . .

Payroll Administrator

Your attention to detail and accuracy coupled with superb time management and prioritization skills will enable you to effectively maintain payrolls and process new staff, terminations, and payroll changes. As well, you'll provide vacation relief and deal with relevant inquiries. A tactful, self-motivated, and capable communicator, you have superior analytical, problem solving, and computer abilities, basic accounting knowledge, and, ideally, payroll expertise.

Consider a career with one of Canada's best-known companies, one that offers a very competitive compensation package. Please apply in writing, to:

Maple Leaf Consumer Foods
5063 North Service Road
P.O. Box 5091
Burlington, Ontario L7R 4R3
Fax: (905) 319-6242

We thank all applicants; however, only those to be interviewed will be contacted. No telephone inquiries or agencies, please.

AN EQUAL OPPORTUNITY EMPLOYER

160 Office Help **160 Office Help**

DATA ENTRY CLERK- PART-TIME
We are looking for an outgoing enthusiastic individual for our Burlington Office Data Processing Department. Duties include: daily keying, verifying and coding of data from stores in an accurate and timely manner. Routine account duties, general office duties ie. mail, filing, report distribution, photocopying and other duties as assigned.
7-Eleven offers you competitive wages, a fast paced pleasant working environment and flexible hours. If you have strong verbal communication skills, a high school diploma with business/ accounting courses, data entry and calculator experience and are seeking a part-time position (approximately 20 hrs/wk). Send your resume to:

Cathy Scott
Data Processing Manager
SOUTHLAND CANADA INC.,
3365 Harvester Road, Suite 201
Burlington, On. L7N 3N2
or fax to (905)-634-3841

Busy, diverse, Milton-based Financial Services team needs:
Exceptional Administrative Assistant, who:
-can stay organized under pressure
-can follow instructions but really likes to take initiative
-has excellent computer skills
-others would describe as very personable and service-oriented
-would enjoy working in a positive, ethical, appreciated work environment.
Resume by fax to 905-875-3574 before September 23, 1999.

OFFICE CLERK
As a busy and fast-paced company in the construction industry, we immediately require someone who is organized, reliable and a self-starter to work half days, three days a week in our shipping office. Please forward resume to Raymond Steel Ltd. Fax 875-3785.

ADMINISTRATIVE ASSISTANT
We are a growing international consulting and training organization which requires a well organized, professional administrator to handle customer liaison, project management and general bookkeeping functions. Your skills should include knowledge of Microsoft Office 97 applications and Project Manager. Ideally, you have experience with ISO/QS-9000 and/or TE systems documentation development. A knowledge of foreign languages would be an asset. You must have your own transportation. Please send your resume to:
Operations Development Group, Box 832, Kilbride, Ontario, L0P 1G0, Attn: President.

One Full-time BOOKKEEPER/ SALES ASSISTANT
position for industrial tool supplier in Oakville. Must have excellent keyboarding skills and willingness to learn.
Call: **905-338-0411**



165 Hosp., Medical, Dental etc **165 Hosp., Medical, Dental etc**

RPN's
(with Meds) Vistamere Retirement residence requires RPN's (with Meds) for part-time and casual relief. Must have experience in working with seniors & be able to work independently.
Please Apply at
380 Sherin Dr. Oakville

MEDICAL SECRETARY FULL TIME
Experienced/Organized for busy surgeon office. Medical Terminology/Computer OHIP Billing/Strong Communication Skills essential. Fax resume and cover letter:905-875-3135. (by Sept. 23, 1999)

166 Careers **166 Careers**

ACCOUNTING POSITIONS
Chartered Accountant and C.A. Finalist
As a result of continued growth, our Mississauga office is looking for a recently qualified Chartered Accountant and a C.A. Finalist experienced in owner-managed businesses.
The successful candidates will be team players with strong organizational and communication skills.
All applicants should have experience with a Canadian Chartered Accounting firm. Knowledge of Caseware and TaxPrep would be a definite asset.
Please send or fax your resume to:
BDO Dunwoody LLP
Chartered Accountants
4255 Sherwoodtowne Blvd.
Mississauga, Ontario L4Z 1Y5
Attention: **Kais Aziz, C.A.**
Fax: (905) 270-7915
(No telephone calls please)

Mechanical Engineering Technologist
Burlington based pump manufacturer requires career oriented individual with an education and background in mechanical engineering to assist in our day to day engineering and manufacturing operations. Duties will include a wide variety of functions including drafting, project engineering, production engineering, QA, hands-on pump service, customer service and support. Successful candidate will be a graduate from a college Engineering program (Min. 3 years) with knowledge and experience in CAD systems and machine shop practices. Candidates must demonstrate good communication and organization skills and be prepared to work in a dynamic and diverse environment. Send resume to:
ABBA Parts and Service
5370 Munro Cr, Burlington, ON L7L 5N8 Fax: (905) 333-0973

175 Domestic

DOMESTIC help wanted-build a long term, part-time, employment relationship with a family in Lowville. Vehicle required. 3 preschoolers + 1 grade one at Kilbride. Mom works part time, requires child-care and domestic help. Flexible, \$8-10/hr, receipts. Call Lisa to discuss.905-332-6934

210 Personal
LIFE wasn't meant to be lived alone...don't you deserve to have someone special in your life? Call Misty River Introductions. Toronto's traditional matchmaker (416)777-6302.

220 Transportation
RIDE NEEDED to Mohawk College. Will pay gas. Call Kim 878-0286.

230 Vehicles For Sale
1988 Honda Accord. 160 k, as is \$800. Runs well. Call 905-854-0687 after 6:00p.m. or leave a message.

1995 JEEP Gr Cherokee V8. Mint condition. Loaded. One owner. Complete service record. Don't buy a 4x4 until you see this beauty! \$18,000. Cell:416-420-3436.

CARS from \$500. Government seized and surplus. Sold locally, call for listings. 1-800-297-0727 Ext. 30.

See page 22 for more classifieds

Systems Xcellence (SX) is a leading software company specializing in the development of advanced patient-centric solutions for the managed healthcare sector. Steady growth within our organization has created a demand for team-oriented professionals. **Systems Xcellence offers competitive salaries and benefits. National and international travel opportunities.**

e-mail or Fax: (905) 878-8869
techcare@sx.com
Please Reference - File 002
visit our web site:
www.systemsxcellence.com

Systems Xcellence

JOBS@SX

For the IT Healthcare Professional

Jr/Intermediate Human Resources Administrator

- Diploma in HR Administration
- 2+ years experience in Human Resources/Administration
- Good organizational skills
- Strong communication skills, both written and oral
- Good Excel and Word skills
- Exposure to payroll systems, preferably ADP
- Knowledge of benefits billing and enrolment process
- JHSC experience (definite plus)

Help Desk Support

- Job entails 24/7 on-call responsibility
- Excellent communication and interpersonal skills are req.
- 2+ years business application development experience
- Knowledge of RDBMS/SQL (Oracle/Informix/Sybase/DB2/SQL Server)
- Knowledge of UNIX AIX, NT
- Excellent problem determination skills required
- Healthcare or insurance industry experience is desired but not required

Project Control Coordinator (1yr exp)

- Education: Business Administration Diploma
- Duties: administration and preparation of all project related documentation and reports
- Prepare invoices and supporting materials
- Manage/monitor project labor database
- Excellent organization and communication skills
- Extremely detail oriented
- MS office skills required
- Ability to design SQL database reports (InfoMaker Reports would be ideal)