

160 Office Help

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AGF Management Limited, one of Canada's leading wealth management organizations with assets under management exceeding \$17 billion, is seeking motivated team players to fill the following contract positions in our Oakville and Toronto locations:

Client Administration Representatives

Reporting to the Supervisor, Client Administration, you will enter and verify client requests into AGF's information system. You will be able to work flexible hours, including evenings and weekends. You possess excellent oral and written communication skills and knowledge of the mutual fund industry is a definite asset.

Client Service Representatives

Reporting to the Coordinator, Client Services, you will respond primarily to telephone enquiries from Head Office and Sales Representatives, as well as perform data entry. You are able to navigate in a Windows environment and are willing to be coached for success. You will be able to work flexible hours, including overtime. You possess superior oral and written communication skills as well as previous Client Service experience. Knowledge of the mutual fund industry is a definite asset.

AGF has the following exciting positions available:

- Bilingual (French and English) Client Administration Representatives - Toronto and Oakville parttime.
- Client Administration Representatives - Oakville part-time.
- Bilingual (French and English) Client Service Representatives - Toronto.
- Client Service Representatives - Toronto and Oakville.

Qualified candidates should indicate their preferred location and position, and forward their résumés to: AGF Management Limited, Human Resources Dept., P.O. Box 50, TD Bank Tower, Toronto, Ontario M5K 1E9 FAX: (416) 865-4189 or E-mail to resume@agf.com

COMMUNITY LIVING NORTH HALTON EMPLOYMENT OPPORTUNITY PAYROLL/H.R. CLERK

Community Living North Halton provides services and supports to people with developmental disabilities in Milton and Georgetown. We are currently accepting applications for the position of Payroll/Human Resources clerk. The successful applicant is organized, accurate and proficient in an automated bank payroll system in a union environment, has a knowledge of employment standards and all relevant legislation and has performed the human resources functions related to payroll. All interested applicants should forward their resumes before September 24, 1999 to:

Attention: Marg O'Neill
Community Living North Halton
725 Main Street East
Milton, ON, L9T 3Z3
or by facsimile: 905-878-5413

FISHBURN ROOFING SCIENCE ENGINEERS LTD.

We are a Canadian owned company, specializing in roofing and building envelopes. We are based on the fringes of Mississauga and are currently seeking two enthusiastic people to fill the following full-time positions.

RECEPTIONIST / SECRETARY

This position will involve reception duties including answering the phone and secretarial work including typing reports, letters, specifications, etc. The successful applicant should be proficient in English, possess excellent typing, editing and grammar skills and have an advanced knowledge of WordPerfect, 8.0 and Lotus 123, 9.0

SALES ASSISTANT

This position provides sales assistance duties in a multi-functional role to the Marketing Department, mainly telemarketing through the current marketing campaign. The successful applicant will have advanced knowledge of WordPerfect 8.0, Maximizer, & PageMaker.

Please mail, email, or fax resume to:
fishburn@fishburn.on.ca
15391 Steeles Avenue
Hornby, Ontario
L0P 1E0
Fax #905-878-2147

PLEASE RECYCLE THIS PAPER

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.

ACCOUNTS PAYABLE CLERK (Part-time)

Responsibilities include data entry, support for the Finance Department and switchboard relief.

- The ideal candidate:
- Is well organized, accurate and detail oriented
 - Has a basic knowledge of accounting
 - Is familiar with computerized accounting systems and has working knowledge of Excel and Word.
 - Is available 4-6 hours per day.

Please send your resume to: Human Resources
NICHOLSON & CATES LTD.,
Box 219, Burlington, On, L7R 3Y2
Fax (905)-335-2328

We thank all applicants but only those under consideration will be contacted.



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.

RECEPTIONIST

required immediately for full-time position. Good telephone and typing skills required. Knowledge of ERA system beneficial. Noon to 9pm, Mon.-Thurs. & 10am-6pm, Fri.

Fax resume in confidence to:
Judy Hunt, (905) 845-9109



175 Wycroft Road, Oakville

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

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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.

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HOME HEALTH CARE

REGISTERED NURSE

required for private duty assignments. Night shifts & weekends. Recent ICU or critical care exp. preferred. Fax to: 905-847-1038, Attn: Sharon Fiss. We thank all applicants only those selected will be contacted. We are an Equal Opportunity Employer

170 Daycare

CHILDCARE opening available. toddlers welcome. 876-4415.

EXPERIENCED child care/ nannie required in our home for 3 children (one 2 year old, and two 5 year olds). Looking for mature, nurturing, and creative provider. Please call Joanne and Howie evenings at 876-0750 or daily Joanne 693-0927.

NANNIE or private home care required for Dorset Park area. Call 693-1434 leave a message.

RAINBOW VILLAGE DAYCARE accepting September enrollment. Fulltime childcare for children 18 months - 5 years. 878-7552.

200 Tutor

TUTOR available for math, language kindergarten to garde 6. Call 905-876-4469.

210 Personal

SO you think match-making services are for losers...think again...doctors, lawyers, business people, bankers, health professionals, engineers, firemen, truck drivers, librarians, entrepreneurs join Misty River Introductions. Toronto's traditional match-maker (416)777-6302.

230 Vehicles For Sale

1990 Dodge Spirit. 4 door, V6, tilt cruise, a/c, original condition. Excellent running condition. Must sell. \$1750 or best offer. After 6, 878-7617.

250 Business Opportunities

BUILDING for sale: 45ftx24ft. Steel and wood. 335-2955, ask for Don.

275 Moving & Storage

STORAGE- Inside/out. Boats, car's, RV's, trailers. Security fenced. \$30 month up. CRIBO LTD. 905-877-1876.

280 Wanted To Rent

APARTMENT for single professional lady. Preferably in the country/quiet. 842-6107.

290 Apartment For Rent

COUNTRY 2 bedroom basement apartment. \$800 inclusive. Available immediately. First and last. References. Call 905-876-4552 leave message.

GUELPH Line, Milton. 1 bedroom apt. Newly decorated. Fridge/stove, \$595/month plus. 1-416-787-1125 Eve. 1-416-781-9410.

LARGE country apartments for rent. 3 bedroom available October 1st, \$1000/month. 1 bedroom available November 1st, \$800/month. Includes heat and appliances. Cable & laundry available. No pets, references required. Call 854-2294.

MILLSIDE TOWERS - 82 MILLSIDE DR., MILTON NOW LEASING

2 Bedrooms available on bus route, freshly decorated, 2 appliances, on-site laundry, includes all utilities (except phone & cable.) Free parking, no pets. References required. 905-876-1249 By appointment only

ONE large bedroom apartment on the second floor of a house. Downtown Milton. Fridge and stove. First and last. Has separate entrance. \$700/month plus utilities. Tony 858-8723.

295 Shared Accommodation

1 BEDROOM shared accommodation in a townhouse. Non-smoker. References required. First and last. \$450/month. Available October 1st. Forward replies in c/o box 2331, The Canadian Champion, 191 Main St, Milton, Ont. L9T 4N9.

315 Commercial, Indus. Properties

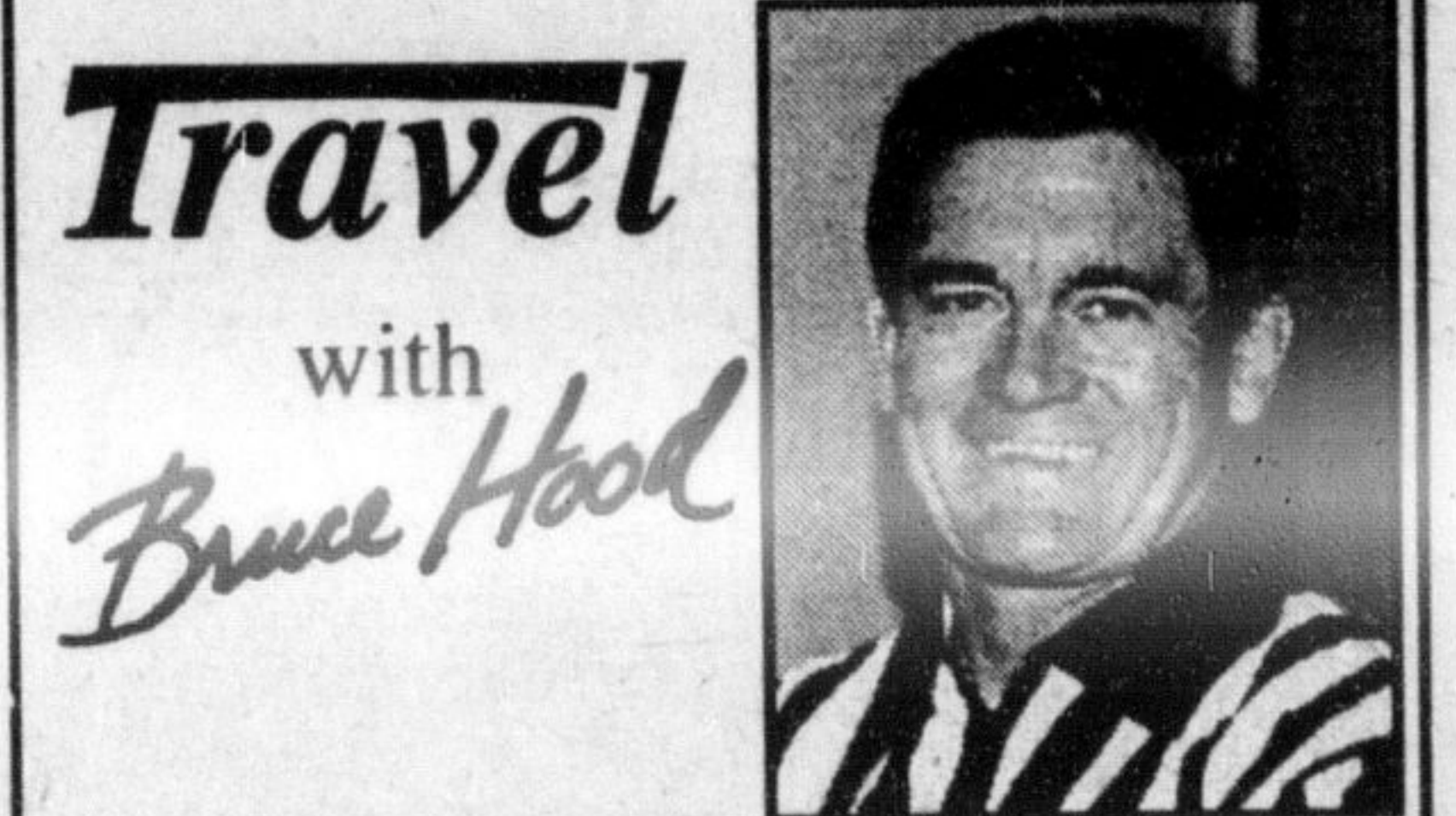
REASONABLE Industrial Units for rent. 1,200 - 3,200 sq. ft. Loading docks & drive-in. 1-905-277-9347 or 1-905-275-6834.

320 Office Business Space

SMALL PRIVATE OFFICE beautifully appointed, Hwy. 25 & 401. 1-905-277-9347 or 905-275-6834.

327 Open Houses

PRIVATE sale. 3 bedroom bungalow, attached garage, c/a, c/v, wheelchair accessible. Open House September 25 & 26 from 2 - 4 PM at 925 Woodward Ave. 878-4230 or 878-5742. No agents please.



AIR TRAVEL MAKES NEWS!

AIR CANADA AND CANADIAN AIRLINES ARE FRONT AND CENTRE in the news these days, and everyone wonders just how the outcome of all this will effect them. BE ASSURED, AIR TRAVEL ACROSS CANADA will continue to be in the headlines for many weeks to come, and while the future is uncertain for our National airline picture, it is likely THE AIR TRAVELLER WILL NOT LIKELY SUFFER in the long run. There are options out there for getting from one place to another in Canada by air, as along with our two National carriers we have some very competent charter carriers which operate schedules in and out of many cities already. Stay tuned!

"MEET ME IN HAVANA" sounds like a good slogan for those travelling to CUBA who may want to see two different settings in this intriguing country. There are two resort combos available - MELIA HAVANA in HAVANA combined with SOL CLUB CORAL in VARADERO, or MELIA COHIBA and MELIA LAS AMERICAS in these locations. SUNQUEST and ALBATOURS have it for you - a great idea to see more of the cultural structure, the architecture, and meet the people, plus enjoy the wonderful beaches, of course.

BOOKING EARLY IS STILL THE CALL by all suppliers who insist there will be NO LAST MINUTE SPACE AVAILABLE this year. CASH SAVINGS up front is the "call of the day" as SIGNATURE VACATIONS for example offers up to \$1,200. SAVINGS PER COUPLE. PLUS you can RECEIVE VOUCHERS which can be used for a variety of day excursions while on your vacation. OCTOBER 15TH IS THE DEADLINE to take maximum advantage of these offerings. see your travel professional now.

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DID YOU KNOW: VISITORS TO CANADA can get a TAX REFUND on the GST they have paid. Call 403-948-4005 for information. Accommodation, goods purchased can fit, but car rentals, restaurant charges are some which don't.

The Way To Go!
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