

155  
Skilled Help

155  
Skilled Help

DUE TO EXPANSION, BUDD'S BMW REQUIRES A FULL-TIME  
**Class "A" Technician**  
European car experience an asset. Excellent benefit package. Forward resume:  
Attention: Andy Trojner  
**BUDD'S BMW**  
2400 South Service Rd. W  
Oakville, Ont. L6L 5M9  
*No phone calls please*

160  
Office Help

160  
Office Help

**Chudleigh's**  
ADMINISTRATIVE ASSISTANT  
FULL TIME

Are you:

- A specialist in your field?
- A conscientious, office technology expert that takes pride in getting the job done correctly and on time?
- Serious about looking after the details, while accommodating the needs of your team and your customers?

Ideally, you'll have:

- Experience and training in office productivity technology: Microsoft Office (Word, Excel, PowerPoint, Outlook Express), Windows95/98, Internet/E-mail, web page design and desk top publishing applications (such as Adobe/Quark Express)
- Strong organizational skills, preferably gained from minimum 2 years experience as an administrative assistant in a sales/marketing environment
- Knowledge of Norstar telephone and voice mail system
- Experience in general office duties, such as reception and filing

If this sounds like you, then we can provide you with an opportunity to work in a fast paced environment where you'll be rewarded for your ability to perform a variety of office tasks and look after the needs of a young and dynamic management team. Fax your resume and salary expectations to us by Tuesday, December 14. In return, we'd like to tell you more about our commitment to giving you the support you need to stay on top of your field of expertise, as you bring our office into the 21st century.

Thank you for your interest.  
We will contact you if you are selected for an interview.  
Fax: Human Resources (905) 878-6979

**Cost Accountant**  
Modine of Canada Ltd.  
604 McGeachie Dr.,  
Milton L9T 3Y5  
Fax: (905) 876-1624  
e-mail: d.w.goodhue@modine.com

Modine of Canada Ltd. is the Canadian Subsidiary of Modine Mfg Co. and international leader in heat-transfer and heat-storage technology serving the automotive aftermarket.

**Location:** Milton, Ontario. **Reports To:** Accounting Manager. **Environment:** must be able to operate AS/400 computer, MS/NT Office microcomputer and proprietary sales/distribution information systems. Conversion to SAP over the next year starting in early 2000. Responsible for general, cost, inventory and fixed asset accounting and analysis of operations. Prepared daily estimates of new product costs and updates annual standard costs. Records intercompany sales/purchases activity. Cover Accounts Payable and Payroll for vacations. Works closely with supervisor, manufacturing, sales and distribution personnel to collect, exchange and report information. CMA Accreditation candidate or equivalent. Minimum two years' experience in general and cost accounting in a manufacturing environment, able to accurately account for and analyze manufacturing, inventory and distribution activity on a timely basis. Full benefits including special employer RSP contribution. Please mail, fax or e-mail resumes to the attention of Douglas W. Goodhue, B.A., C.M.A., Accounting Manager

**170 Daycare**  
DAYCARE needed. Sam Sherratt area for 2 children (6 & 1), part time starting January. 875-4202.

**MATURE** teenage sitter required for developmentally handicapped teenage girl. Occasional Friday or Saturday evenings. Woodward and Joyce area. References required. 875-3728.

**RELIABLE** Daycare available. Wilson and Woodward area Please call 876-4978.

**253 Mortgages**

**BRANCH ADMINISTRATOR**  
Required immediately. This qualified person will have tremendous organizational skills, superb people skills, good working knowledge of Office 97 and Instant Offer plus at least 2 years background in Real Estate or as Legal Secretary and possess a good sense of humour to work in this extremely busy office. Please fax your resume to Kim Whiteman  
905 - 637-3781

166  
Careers

166  
Careers

**TAX MANAGER**  
We are a unique, tax focused C.A. firm in Burlington with a wide client base. We require a professional to assist clients with tax planning on complex issues including corporate reorgs, trusts, U.S. tax and SR&ED as well as general tax planning, re-view and compliance. Strong computer skills and a background in public accounting are prerequisites.

**STAFF ACCOUNTANT**  
Our ideal candidate is a CGA, CMA student or CA finalist who has a sincere interest in tax. Capable of working paper file preparation, tax compliance work and computer literate, you should be experienced with MS Office and tax software. Knowledge of Caseware, tax preparation software and previous public accounting experience would be an advantage.  
PLEASE FAX RESUME TO JILL GAYFER

**BATEMAN MACKAY**  
Chartered Accountants  
P.O. Box 5015, 4200 South Service Rd,  
Burlington, ON L7R 3Y8  
Fax: (905) 639-2285

167  
Career Training

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Career Training

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Dates starting January 4 for 12 weeks

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Ages 15-29. Job when finished.

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The GED Awareness Campaign is a partnership of Human Resources Development Canada, The Centre and GED Partners

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**253 Mortgages**

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**210 Personal**  
A PRAYER TO ST. JUDE: May the sacred Heart of Jesus be adored, glorified, loved and preserved throughout the world now and forever. Our Sacred heart of Jesus, pray for us. St. Jude, worker of miracles, pray for us. St. Jude, helper to the hopeless, pray for us. Say this prayer nine times a day. By the eighth day your prayer will be answered. It has never been known to fail. Publication must be promised. Thank you for favor received. Signed, AC

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.

**Classifieds cont'd on page 11**

230  
Vehicles For Sale

1989 GMC 1500 Pick up, 150K, cap, one owner, very reliable truck. Call for details 905-330-9846. \$6500.

1990 Olds 88 Brougham. Loaded, excellent condition, certified and emission tested, remote control included. Must sell \$4450 OBO. Evenings (905) 878-7617.

1995 Jeep Gr Cherokee V8 Mint cond. Loaded, 1 owner. Complete service rec. Cert. & Drive Clean. Snow's coming - you need this 4X4! \$18,000. (905) 607-7642.

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**Classifieds cont'd on page 11**

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Sat. Dec. 18/99  
Catch the magic of the season!

**The Snow Train**  
Feb. 17-21, 2000  
Agawa Canyon in her winter coat

**The Black Hills Passion Play**  
Sat. Mar 4, 2000  
Reserve early space is limited.

Call **Betty Ann** for more information.

**Denny Bus Lines Ltd.**  
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(519) 833-9117  
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280  
Wanted To Rent

WANTED: One bedroom apartment. Mature male. Milton or surrounding area. 905-876-2995

**285 For Rent**

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Career Training

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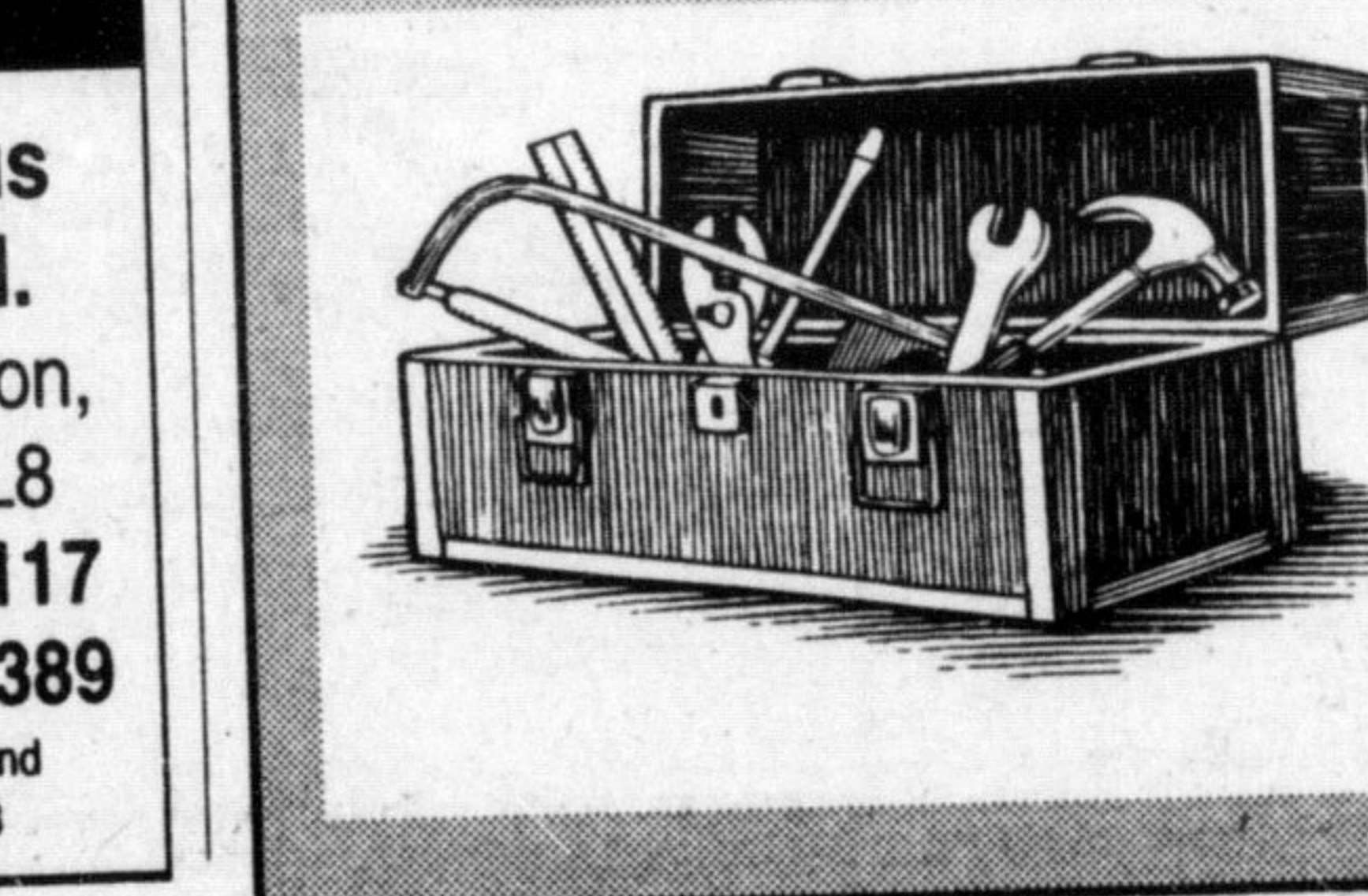
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