

160 Office Help

MODULAR Telephone Interface Limited, is one of the largest authorized distributors of NORTEL Networks systems to medium and large businesses. We currently have an immediate opening for an:

ACCOUNTS PAYABLE CLERK

The successful candidate will be responsible for all aspects of accounts payable management including Purchase Orders, returns (RMA's), invoices, credits, tax, etc. Negotiation skills and ability to work with deadlines while coordinating with others in the Financial department are essential. Experience in Business Vision and Microsoft office skills are an asset.

To apply, send or fax a resume and covering letter to the attention of Sandra Beatty at:

Modular Telephone Interface Ltd.,
1 - 333 Wycroft Road, Oakville, On, L6K 2H2
fax 905-338-5446

We thank all interested in MTI. Only those candidates who qualify for interviews will be contacted.

160 Office Help

BURLINGTON BASED COMPANY HAS AN IMMEDIATE OPENING FOR

General Office Staff

Candidates should possess basic knowledge of various Windows programs, good telephone manners and the ability to multi-task. A working knowledge of the French language is a definite asset. Duties will include:

- Order desk entries
- Accounts receivable
- Product sourcing
- Marketing
- Customer service

Please forward resume via Email only to:
larry.beddis@ictpower.com

166 Careers

The Town of Oakville, with a population of 140,000, is a high-profile, fast-growing community in the Greater Toronto Area.



RECREATION ASSISTANT

Enthusiastic and driven to succeed, you have what it takes to assist the Recreation Supervisor in preparing, organizing and administering operating camp and March break programs. Among your responsibilities are preparing brochures, schedules and registration information, ordering necessary supplies, and organizing facility requirements to ensure the smooth operation of the programs. Your minimum of 2 years of experience in supervising children's programs or summer camp administration is backed by a post-secondary degree/diploma in Recreation or a related discipline. High Five training is preferred.

To be considered for this 6-month temporary position, applicants must include a point-form attachment with their resumes, demonstrating how their skills and experience correspond to each of the qualifications and accountabilities of the job. We invite you to forward your resume, by March 8, 2000, to the **Human Resources Department, The Corporation of the Town of Oakville, 1225 Trafalgar Road, P.O. Box 310, Oakville, Ontario, L6J 5A6. Fax: (905) 338-4425.** No agencies, please.

Personal information for this application is collected under the authority of the Municipal Act, R.S.O. 1990, Chapter M45 (as amended). We thank all candidates for their interest, however, only those applicants selected for an interview will be contacted. The Town is an Equal Opportunity Employer.



166 Careers

166 Careers

166 Careers

170 Daycare

EXPERIENCED caregiver required for March to look after 3 children in our home. Monday to Friday 8:00am - 4:30pm. Call 876-4174, after 5:00pm.

EXPERIENCED DAY-CARE. Nutritious snacks, structured & free play activities, weekly outings, loving care. Carol, 876-0620.

RAINBOW Village Day-care Centre has a few spaces available. Quality childcare for children 18 months to 5 years. Music, computers, crafts. 878-7552.

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

205 Career Training

COMPUTER Training. Don't know what you should take? The Centre offers many courses and certification programs. Find out what is new at our Free February info. sessions. Call (905)333-3499, Ext.101 to register!

205 Career Training

WE know where the jobs are! Trades and Computer Technology! Industrial Electrician/Mechanic; Women in Trades; Construction or Computer Technical; Software Specialist; Network Administrator...! Courses start in February/March. Call The Centre, (905)333-3499 to join a free info session!

210 Personal

SUCCESSFUL? Accomplished? Attractive? Is that special someone the only thing missing? Misty River Introductions, TO's traditional matchmaker - 416-777-6302.

226 Vehicles Wanted

\$3,000-\$35, Cars Wanted, 905-457-5713. Stop car theft! Sell to licensed recycler. 905-457-5713.

PLEASE RECYCLE THIS PAPER

222 Auto Services

BILL'S AUTO BODY SHOP



Ries Boers
Working Harder to stay #1
Complete auto body and refinishing services
155 Nipissing Rd., Milton
(905) 878-2721

230 Vehicles For Sale

1988 GMC Sierra 4X4, 305 V8, all power, custom cap, liner, visor, running boards, remote, orig. red and silver. Great cond. 173,000K. \$1900 O.B.O. Bus: 905-823-9060 ext. 6070 / 6091.

Make it RICHARDSON CHEVROLET OLDSMOBILE
To lease or purchase your car or truck Hwy 25 S. at Derry Rd. 878-2393

ADMINISTRATIVE ASSISTANT

An established, Toronto based, executive search firm is opening a branch office in a newly renovated building in downtown Oakville. As an Admin. Assistant, you will provide computer-based office management & research to support 3-4 professionals on national & international assignments across a variety of industry sectors.

- Must have Internet, Microsoft Word, Excel and Email skills;
- Must be able to work independently on multiple and varied projects;
- Must have excellent interpersonal skills;
- Should have research experience using the Internet, Directories and Databases.

This is a fulltime position offering a competitive compensation package.

Please submit a full resume by fax or email to:
The Bedford Consulting Group Inc.
132 Reynolds St., Oakville, ON L6J 3K5
Fax: (905) 338-0662; Email: allison@bedfordgroup.com

166 Careers

166 Careers

166 Careers



THE COMMUNITY CARE ACCESS CENTRE (CCAC) OF HALTON

The Community Care Access Centre (CCAC) of Halton seeks a number of skilled, motivated and client oriented individuals to join their team. Brief descriptions of the various positions available follow. For the more detailed job postings, visit our web site: <http://www.ccac-halton.on.ca/>

Program Manager (Full-time): You must be licensed to practice in the Province of Ontario, and possess a Bachelor of Science in a health-related discipline plus have 3 to 5 years' management experience, or the equivalent in education and experience. You will lead a team of Case Managers and Team Assistants providing leadership and administration within the mandate of the CCAC. You will perform other duties and projects as assigned.

Quality and Standards Development Manager (Full-time): You must have a Bachelor of Science in a health-related discipline along with 5 years experience in Quality/Risk Management programs, program development, program planning and evaluation in the health sector. An equivalent combination of experience and education is acceptable. Proficiency in statistics preparation/ analysis and in the use of computer based statistical reporting systems is required. Experience with the Accreditation process is a definite asset.

Case Managers (Casual Relief/Regular Part-time Weekends/Term Positions): You must be licensed to work in the Province of Ontario, and possess a Bachelor of Science in a health-related discipline plus have 1 to 3 years' community experience, or the equivalent in education and experience. Reporting to a Program Manager you will work with clients to determine eligibility, assess needs, arrange service delivery, and follow up.

Team Assistants (Casual Relief): You must have a post secondary school diploma in a related secretarial/administrative field, with additional training in medical terminology. An equivalent combination of education and experience will be considered. You must have a sound knowledge of computers and software programs. You will provide assistance to the Case Managers with client service requirements (filing, faxing, photocopying, and other duties as required).

To be considered for any of the above opportunities, please forward your resume by March 6, 2000, quoting the position you are interested in, to:

CCAC of Halton, Attention: Human Resources
440 Elizabeth Street, 4th Floor, Burlington, Ontario L7R 2M1
Fax: (905) 639-5320 • E-mail: hr@ccac-halton.on.ca

Note: Although your response is appreciated, only those applicants under consideration will be contacted.

165 Hospital Medical

165 Hospital Medical

FULLTIME Dental Assistant required in Campbellville office for Monday - Thursday. HARP Cert. No experience necessary. Call Wendy 854-2247.

H.C.A./R.P.N. needed for private home care. 30-35+ hours a week. \$12.00/hour. Call 878-4195.

Fax us your Classifieds
876-2364

165 Hospital Medical

165 Hospital Medical



Formerly Olsten Health Services

RNs/RPNs

Exciting Opportunities

- RN's private duty for child at school and night shifts - Brampton
- RPNs for private duty case Halton Hills
- Visiting Nursing Woodbridge area
- Visiting Nursing Halton Region
- Other opportunities available!

Candidates will enjoy stable hours, benefits, educational opportunities. Ask about our retention bonuses!

Fax resumes to Susan Ash - 905-896-8353

205 Career Training

205 Career Training

Personal Support Workers are needed by the health care professions--NOW!

The Centre has 38% more training time and a work placement for real experience!

Full Time Program:
Starts March 20.

Register for an info session! Call Isabel Webb at 333-3499/878-1240 ext. 121.



BE IN DEMAND! Personal Support Worker Program

In response to an increased demand for graduates, Sheridan offers the **Personal Support Worker Program** which prepares graduates to help clients enjoy the best quality of life possible, whether in their own homes or long term care facilities.

Cost: \$1,249.25 (EI recipients may be eligible for funding)
Location: Sheridan College Skills Training Centre 407 Iroquois Shore Road., Oakville
Start/End: May 8 th to Sept. 1st, 2000
Contact: 905-845-9430 ext 8052



Sheridan

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Fax: (905) 331-9334
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SEPTIC TANK PUMPING Robert Noble Ltd.

• 180 ft. of hose for crossing lawns, • 3 radio dispatched trucks to serve you. Don't wait for trouble - Pump before it's too late! (Should pump at least every 3 years) Never use coloured or double ply toilet paper. (519) 853-0500 Acton Answering Service 878-6869 OVER 20 YEARS EXPERIENCE!