

160 Office Help    160 Office Help    160 Office Help    160 Office Help

### MILTON CHAMBER OF COMMERCE

#### Job Opportunity

#### ADMINISTRATIVE ASSISTANT

- Reports to and works directly with the Executive Director
- Full time position responsible for co-ordination of all Chamber committees including scheduling, agenda preparation, recording secretary, distribution and follow-up.
- Individual must be proficient in Microsoft Office products, database management, and Internet software.
- Must be a self-starter, enjoy a fast paced environment and work to deadlines with limited supervision. Excellent oral and written communication skills and pleasant telephone manner.
- A salary position with flexible hours including early morning meetings and after hours events.
- Knowledge of the Milton business community and political process would be a definite asset.

#### Please send your resume to:

Sandy Martin, Executive Director,  
Milton Chamber of Commerce,  
251 Main Street, Milton, On. L9T 1P1

Deadline for resumes is April 4, 2000. Only individuals receiving an interview will be contacted. Thank you for your interest.

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#### BOOKKEEPER/TECHNICIAN

A National Accounting Firm in Oakville has a position available immediately for a fulltime Bookkeeper/Technician. This position requires previous bookkeeping experience and computer skills. Experience with Caseview/Caseware and preparation of year end financial statements would be a definite asset. Salary commensurate with experience. Resumes to:  
Box 6255, c/o Oakville Beaver  
467 Speers Rd., Oakville, ON L6K 3S4

165 Hosp., Medical, Dental etc.

165 Hosp., Medical, Dental etc.



Specializing in Supplemental Staffing

- General Duty    • Emergency
- Critical Care    • Paeds

Critical Care Up to \$35.00/hr  
General Duty Up to \$25.00/hr

You take care of the patients...  
Let us take care of you!

Please Call or Fax Resume to:  
Ph: (905) 544-8282 or 1-800-461-5586  
Fax: (905) 544-5855  
Attn: Manager, Nursing Services

200 Tutor

SEEKING MATH TUTOR for Gr. 9 advanced math student. References required. Please call Barb 877-6863.

210 Personal

LIFE Wasn't meant to be lived alone... don't you deserve someone special in your life? Misty River Introductions - Milton'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.

230 Vehicles For Sale

1985 Cadillac Fleetwood. \$2500 or best offer. 878-7358.

1990 Red Miata. 160 km. Hardtop, new soft top. Enjoy the summer sun. \$7000. 878-2301.

PLEASE RECYCLE THIS PAPER

166 Careers    166 Careers    166 Careers

#### SALES & MARKETING PLANNER (Contract Position)

Evenflo, an industry leader in the sales and marketing of juvenile products, is currently in search of a Sales & Marketing Planner (Contract Position). Primary responsibilities are as follows:

- > Sales force support
- > Preparation and management of presentation material
- > Sales report generation and analysis
- > Account profile set-up and maintenance
- > Trade spending maintenance and analysis

The ideal candidate will have a background in sales and marketing support, possess excellent computer skills and thrive in a fast-paced, dynamic environment. If you are a creative and confident team player who is highly organized and attentive to detail and would like to join the Evenflo team send your resume and salary expectations to.

Evenflo Company, Inc.  
1171 Invicta Drive  
Oakville, ON L6H 4M1  
Fax: (905) 337-1865



250 Business Opportunities

NEW MILLENNIUM BUSINESS OPPORTUNITY "EXPLODES". The fastest growing Residential Alarm Company with very "unique" aggressive "Marketing Program" now looking for Dealers. Investment 25K. Income: \$9,700-\$25,000/ month. Plus... Reoccurring residual income forever. Gary McDonnell, 1-800-964-8805 or 1-204-228-7466 (Evenings). E-mail: tskaren@auto-bahn.mb.ca

260 Income Tax

INCOME TAX PREPARED. PLEASE call Steve Wellwood, 876-4279.

Classifieds continued on Page 8



SEN Community Health Care Human Resources 698 King St. W. Hamilton, ON L8P 1C7 Tel 905-522-6887 Fax 905-522-5579

Service and Excellence in your Neighbourhood A member of St. Joseph's Health Care System

SEN-Community Health Care through the Halton CCAC will be providing on site nursing services to the senior citizens of a large Oakville senior's residence. Positions are now open for:

#### Full-Time and Part-Time R.P. N.'s & R.N.'s

#### WE OFFER:

- Superior benefit package for all full-time employees.
- Day/evening shifts available at the Supportive Housing Complex
- Competitive shift premiums paid
- 2 week paid orientation and training
- Financial assistance for continuing education & skill development
- Expand and enhance nursing skills through varied caseloads.

Current experience working with seniors in a Long Term Care or Supportive Housing setting is a must!

If interested in joining a dynamic team of professionals, please submit your resume in confidence to Human Resources by:

Wednesday, March 29, 2000

We thank all applicants in advance but only those selected for an interview will be contacted.

a new world at work.



#### Bilingual Order Desk, Perm, \$36K

- Oakville, Corporate office
- 2 years of solid order desk experience
- computerised environment
- excellent working environment

#### Accounting Clerks Perm, 27K+ bonuses

- Oakville locations, corporate office
- Large, friendly team environment
- Solid well rounded accounting experience a must
- A/R, A/P, G/L, Journal entries, CC Receivables
- Various other duties as required

#### Accounting Supervisor, Perm 40-45K+ incentives

- Oakville location
- Assisting the Controller and supervising acct. staff
- An accounting designation needed, or currently working towards one
- Solid Practical experience a must.

#### Payroll Administrator

- Oakville Head Office location
- 2-3 yrs exp. in a computerized payroll environment
- Bi-weekly payroll for 800 employees
- Experience with Ceridian software, also Excel/Word
- Salary negotiable

#### Receptionist(s)

- Oakville and Burlington Locations
- Intermediate MS Word skills
- Must be flexible, energetic and enthusiastic

#### General Labourers, Immediate Openings

- Burlington locations, \$9-\$10.
- Milton locations, \$10.50.

#### Data Entry Operators

- Experienced in Word and Excel
- Burlington and Oakville Locations

#### Office Clerks, Immediate Openings

- Filing, assembly, general office skills
- Burlington and Oakville Locations
- \$8.50 - \$9.

Call 905-634-4445 or Fax: 905-634-0011  
5000 New Str, (Appleby Ln), Burlington

Bot Construction Limited, a general contractor in road and bridge construction has an immediate opening for a

#### Job Site Administrator

In the Oakville area, applicants must possess multi-task abilities, clerical experience, computer literacy, excellent organizational, communication and math skills. Civil Engineering Technology education or equivalent experience is preferred.

Please forward resume to:



Grant Paraska  
Bot Construction Limited  
1224 Speers Road  
Oakville, ON L6L 2X4

Fax: (905) 827-0458 • Email: botcon2@netcom.ca

#### Senior Accountant (Milton Location)

A large distributor is looking for a senior accountant to manage high volume customer rebates and revenue accounts, analysis of miscellaneous income, prepare month end accruals, and balance of same. Good communication, organizational skills and computer knowledge a must. 2nd or 3rd level CGA or equivalent with a minimum of 3 years experience required. Send resume to:

Manager- Financial Accounting  
P.O. Box 70, Milton, Ontario L9T 2Y3  
or fax to: (905) 875-4744

#### HASTY MARKET

As a rapidly growing player in the convenience market, we are looking to fill the following position:

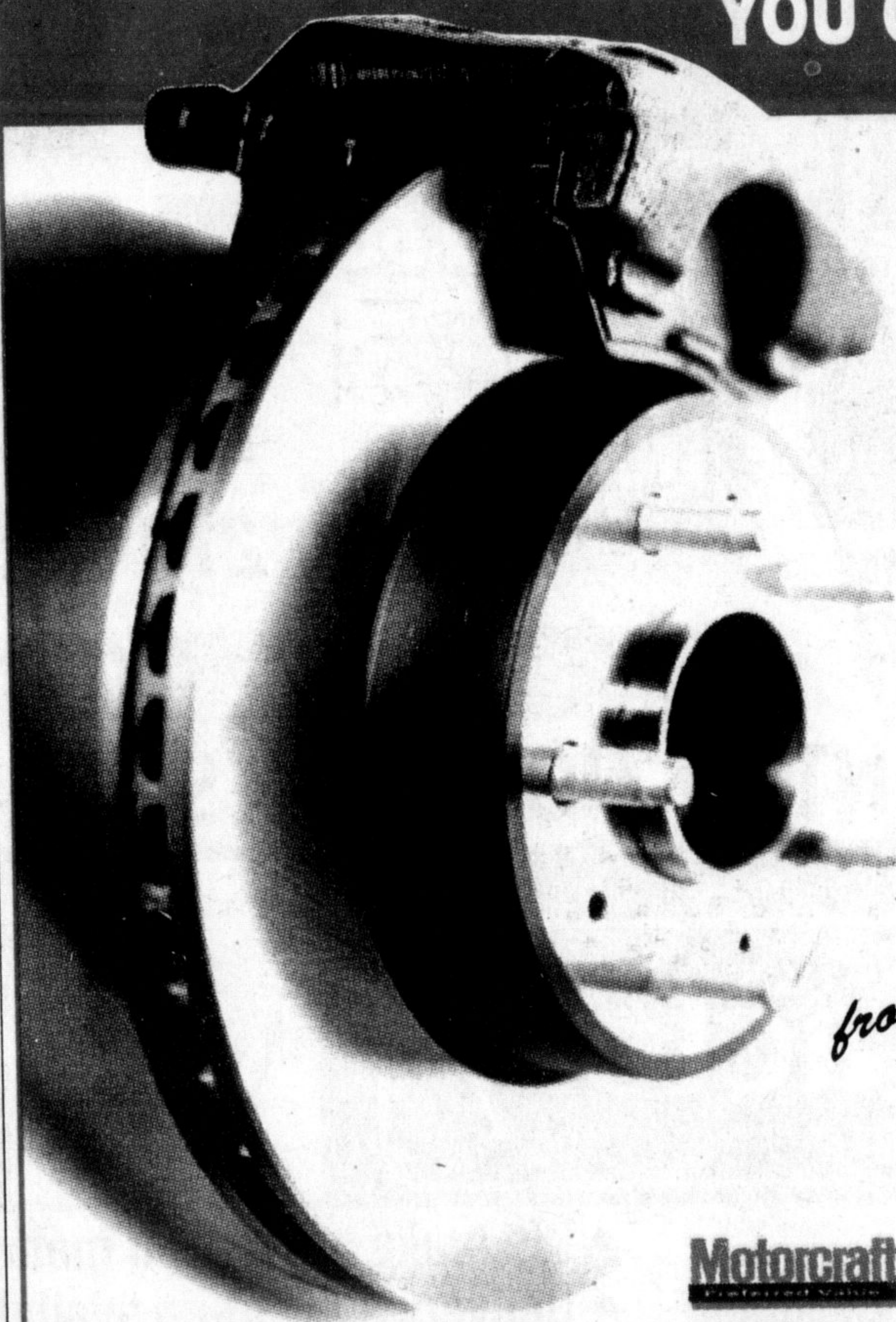
#### Junior Bookkeeper

Full-time position. Must be proficient in the use of ACCPAC, MYOB accounting, Excel, Quattro Pro, Lotus 123 and word processing. Must have good organizational skills and be familiar with general office administration.

Please submit resumes to: Fax (905) 847-7731 or mail to: Human Resources

Hasty Market Corp.  
879 Cranberry Court, Oakville, ON L6L 6J7  
Only candidates selected for interviews will be contacted.

Quality Care brake service.  
You get more than the right parts.  
YOU GET A CHOICE.



#### Our New Lifetime Parts Warranty (pads/linings)

For as long as you own the vehicle

#### Motorcraft Preferred Value (pads/linings)

Matches the Premium Brake Pads and Linings from National Brands

#### Install Front or Rear (pads/linings)

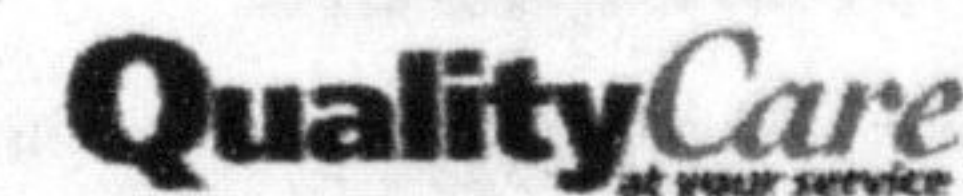
On Most Cars and Light Trucks, Parts and Labour

from \$99<sup>99</sup> tax extra

Offer ends May 30, 2000

Need help to decide? Please ask your Quality Care Service Advisor  
875-2714 - Peter

The choice is

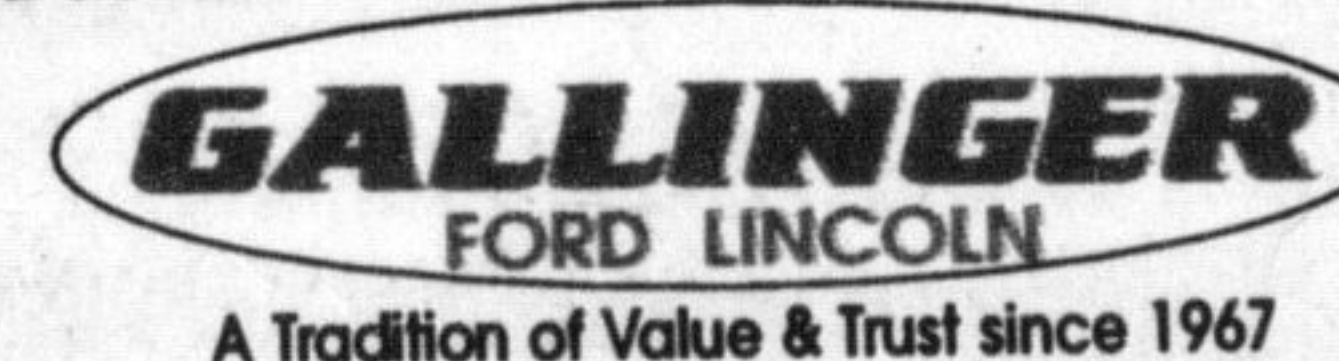


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