

155  
Skilled Help

155  
Skilled Help

160  
Office Help

160  
Office Help

160  
Office Help

160  
Office Help

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Office Help

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Office Help

160  
Office Help

**REQUIRED**

**LICENSED MILLWRIGHT/  
MAINTENANCE MECHANIC**

with min. 5 yrs exp with the ability to run machine shop equipment, welding, fabrication, press set up experience, die changes experience, good troubleshooting skills, PLC exp.

**2ND OR 3RD YEAR  
APPRENTICE MILLWRIGHT**

in the second or third year of a recognized apprenticeship program, with a min. of 2 years experience.

Both positions require a strong team player. Both these positions are required for steady afternoons or midnights.

Please fax resumes to 905-858-7316

**CABLE INSTALLERS/  
TECHNICIANS**

Looking for Cable TV Installers with computer experience and Light-Duty Cable TV Technicians for immediate openings in Burlington, Oakville, Hamilton and surrounding areas. Must be a self-starter, willing to work outdoors with limited supervision and have a clean driving record. Excellent remuneration package available to the right candidates. All submissions will be reviewed in confidence with preference being awarded to applicants with previous experience in the Cable TV industry. Training is provided.

Please mail, fax, or e-mail resume to:

**Technical Operations Manager  
Integrated Market Solutions Inc.**

99 Bronte Rd, Suite 530, Oakville, ON L6L 3B7

Fax: (905) 825-8371

E-Mail: [integratedmarketsolutions@home.com](mailto:integratedmarketsolutions@home.com)

Only those selected for an interview will be contacted. No phone calls please.

**Midas Auto Service Experts  
CLASS "A" or "E" MECHANICS**

Required energetic, self-motivated and experienced person to join our "NEW MIDAS" team. We offer excellent starting salaries, group benefit package, on-going training and more. Successful candidates meeting these qualifications drop off or mail your resume to:

**Midas Auto Service Experts  
178 Guelph St., Georgetown,  
ON, L7G 4A1 Attn.: Billy**

**Maintenance Lubricator**

One of Canada's largest food processing plants requires an equipment lubricator. Applicants must possess a basic mechanical understanding of machinery. This position requires working from Sunday night to Thursday night from 8:30pm to 5:00am. Please send resume to:

**Human Resource Officer  
Maple Lodge Farms Ltd.  
R.R. 2  
Norval, ON L0P 1K0**

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**Administrative Assistant**

Unilock Ltd., the largest Interlocking Paving Stone and Retaining Wall Manufacturing in North America requires an administrative assistant working out of our Georgetown facility. The successful candidate must be well organized and have solid computer skills in Microsoft Word and Excel. The candidate would report to the Sales Manager providing support in project tracking while also meeting the administrative needs of the VP Finance and the Senior General Manager. Unilock Ltd. offers a benefits package and a competitive salary.

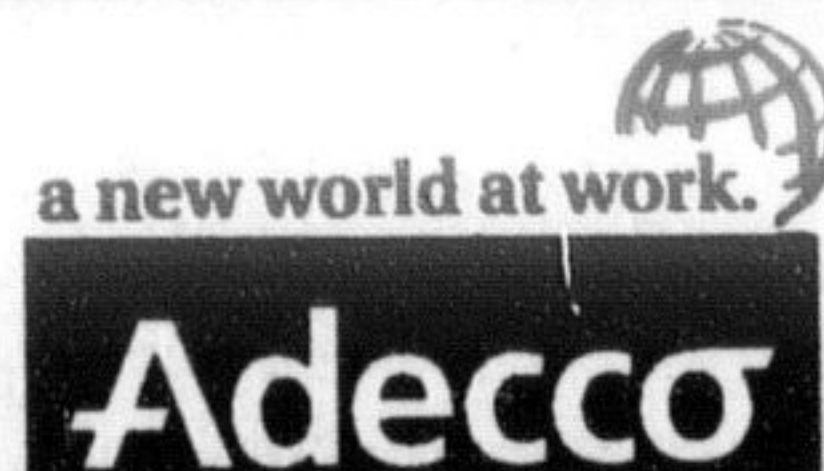
Send your resume in confidence with salary expectations to:

**UNILOCK Ltd.  
Attn: Sales Manager  
287 Armstrong Ave.  
Georgetown, ON, L7G 4X6  
Fax: 905-874-3034**

**Receptionist/Bookkeeping**

The area's leading carpet & Oriental rug cleaning company is looking for an energetic, detailed oriented individual. Strong customer service, bookkeeping and personal computer experience is a must. Responsibilities include bookkeeping, helping customers on the phone, scheduling work, and managing the daily administrative functions of our office. We offer generous pay, benefit program, professional work environment and 35 hours per week.

**Call Paul to schedule an interview,  
Omni Carpet Care Inc. (905)465-2337**



**GREAT CAREER OPPORTUNITIES**

We have the following **PERMANENT** positions available:

**ACCOUNTS PAYABLE CLERKS** - Invoicing, cheque runs, answering billing inquiries, data entry, customer service, backup reception and general clerical duties. Must know Word, Excel and AS400. Minimum 6 months experience. 25K-28K

**UNDERWRITER** - Responsibilities include adjusting claims, underwriting policies, and speaking with clients regarding their policies. Must be familiar with medical terminology and have good organizational skills. If you have 2-3 years experience this is an excellent company to work for. Being bilingual is asset. 30K-32K

**EXECUTIVE ADMIN ASSISTANT** - This person must have 5-10 years experience with excellent Microsoft skills. This person will report to the President for whom you will schedule and maintain appointments, make travel arrangements, correspondence, internet research and preparing reports. This person must be very organized, professional and a real "people person". 35K-40K

**MARKETING ASSISTANT** - This person is responsible for assisting and coordinating creative and production activities of designated projects. This advertising company is looking for a creative thinker who is very computer literate, excellent interpersonal skills and has 2-3 yrs. print production experience. Desired programs are QuarkXpress, Excel, Dreamweaver, HTML & Photoshop. 28K-32K.

**BILINGUAL CUSTOMER SERVICE REP'S** - This person must have customer service experience dealing with customer inquiries and problems. Data entry will also be required. 50-\$14.50/hr.

**JUNIOR IT PROFESSIONAL** - This person will be responsible for maintaining and upgrading the current web-site and developing new web pages, programming, troubleshooting, and increasing internet presence. The ideal candidate must have a degree in computer marketing ideas and will have 1-3 years experience. College or University degree in Computer Science. 35K-40K

**ALL INTERESTED APPLICANTS MUST FAX THEIR RESUME TO  
ADECCO IN OAKVILLE!**

Tel: (905) 842-5173

Fax: (905) 842-6468

E-Mail: [adecco.oakville@interramp.com](mailto:adecco.oakville@interramp.com)

**PERMANENT PART-TIME**

Positions available for a large Milton Company.  
Tuesday Days & Thursday Nites.  
Please fax resume to:  
**1(905)875-3522  
ATTN: KATHY**  
No full time positions available.

**Receptionist/Bookkeeping**

The area's leading carpet & Oriental rug cleaning company is looking for an energetic, detailed oriented individual. Strong customer service, bookkeeping and personal computer experience is a must. Responsibilities include bookkeeping, helping customers on the phone, scheduling work, and managing the daily administrative functions of our office. We offer generous pay, benefit program, professional work environment and 35 hours per week.

**Call Paul to schedule an interview,  
Omni Carpet Care Inc. (905)465-2337**

**ACCOUNTANT**

Required for small business located near Milton, Ontario. Primarily responsible for overall administration of office functions. Good accounting knowledge required. Prefer CMA or CGA senior student. Computer experience is a must and knowledge of MYOB software is an asset. Reply to:

**Young, Bairstow & Smart**

Chartered Accountants  
5 Douglas Street, Guelph, Ontario N1H 2S8  
Ph. 519-822-7670 Fx: 519-822-6997  
Attention: Ross Bairstow

**MATTHEWS CANADA LTD.**

Currently has an opening for **RECEPTIONIST** - An individual with excellent communication skills & personality. Must be capable of working in a fast paced office & handling different tasks simultaneously.

Please fax resume to **905-876-1344** or drop off at **550 McGeachie Drive, Milton, Ont.**  
Attn: Human Resources Dept.

**Accounts Receivable  
Clerk- Bilingual**

Wholesale pharmaceutical co. seeks an exp. Bilingual A/R clerk. Ability to work in a computerized environment, must have collection experience, communication & customer services skills. This entry level position offers a competitive compensation package.

**Fax resume in confidence:  
(905) 560-7013**

**290  
Apartment  
For Rent**

1-2 Bedroom apt. available Sept. 1, 2000. Downtown Milton. Call after 6:00 pm. (905)878-8007

**BASEMENT** Apartment, 1 bedroom, separate entrance, 3 piece bath, no pets, non-smoker. Utilities included, scenic property in country. 1 year old. Air conditioning & fireplace. Pine kitchen. References required. \$800 per month. 854-2575

**CAMPBELLVILLE** country living 2 bedroom basement apartment, very clean, no pets. (905)854-9865

**RECENTLY** renovated 2 bedroom in heritage 4-plex. Minutes from downtown Milton. No pets. Appliances included. \$875 per month plus utilities. Available October 1. Call 905-459-1592 after 6:00 p.m.

**TWO** bedroom condo at east Cambridge/401. Five appliances, outdoor pool. \$950 + hydro. Glenn (519)741-1400

**295  
Shared  
Accommodation**

**CAMPBELLVILLE** Century farmhouse to share, fully modernized, fully furnished, no smoking, no pets \$750 per month. 854-0959

**300  
Rooms Available**

**FURNISHED** room for rent, stove and fridge. Phone after 5:00 pm. 878-0225

**ONE** bedroom available Sept. 1 in Milton in 4 bedroom home. Access to all living space. \$450/month. Walk to Go-train. 693-1110

**320  
Office  
Business Space**

**OFFICE** Space - 4000sq. ft. \$3600/month. All inclusive. Campbellville. Avail. Oct. 1. Phone for appt. 905-691-4673.

**325  
Real  
Estate**

**CARLISLE.** Half acre lot, 4+1 - bdrm sidesplit, 2-1/2 baths. Updated. Fireplaces, Hardwood, ceramics, deck, hot tub \$319,000. (905)690-2425

**PRIVATE SALE.** 715 Woodward. Detached 3-bedroom home. Immaculate move-in condition. Great location near schools, parkland and GO. Professionally painted throughout. New floor coverings. New 4-inch colonial baseboards. Two washrooms. Cozy den with fireplace. Finished rec room. Garage, double driveway. Private yard with deck. \$194,900 Call 878-5019 **Open House Sunday 1-4 pm.**

**PRIVATE SALE**

**Village Parc  
Condo - Milton**  
2 bedroom, 2 bathroom, 5 appliances.  
Freshly painted & carpeted.  
Indoor parking, pool, sauna, party room and guest suite.  
\$179,000.  
Call  
**(519)794-3556**



**LEGAL SECRETARY / LAW CLERK**

An opportunity exists in our Office of General Counsel located in Oakville, Ontario for a legal secretary/ law clerk. Although the position is being offered on a temporary basis it may exist for up to two years.

The successful candidate must possess the following qualifications:

- Legal Administration Diploma and/or several years work experience at a law firm or company;
- Good typing speed and proficiency in PC applications. (Windows 95, WordPerfect, MS Word 7.0, Excel, PowerPoint, etc);
- Experience in legal file management.

The position requirements include:

- Assisting several lawyers with minimum supervision in a team environment;
- The ability to organize and prioritize a varied workload and to demonstrate initiative and eagerness to learn;
- Strong interpersonal and communications skills;
- Commitment to high quality standards.

Qualified candidates should submit their resume, transcripts and references at the address below. Only those candidates who are invited for an interview will be contacted by the company. Candidates will be required to demonstrate their proficiency in PC applications.

**Ford Motor Company of Canada, Limited  
Organization & Personnel Planning Department  
P.O. BOX 2000, Oakville, Ontario L6J 5E4  
Fax: (905) 845-7016  
FORD OF CANADA IS AN EMPLOYMENT EQUITY  
EMPLOYER**

**WHO DOES IT**

**DECKS & FENCING**

**R.C. DECKS AND FENCING LTD.**

**MARK GALSWORTHY  
SALES/MARKETING**

**FENCING / CUSTOM DECKS / DECK REFINISHING**

**Tel: (905) 876-2326**

**FENCING**

*Invisible Fencing of Burlington*  
5006 Tremaine Road, RR#1  
Milton, ON L9T 2X5

**Invisible Fence**  
Your dog safe@home.™

*Pam McCleary*  
(905) 876-1288  
Email: [pammc@globalserve.net](mailto:pammc@globalserve.net)  
Web Site: [www.invisiblefence.com](http://www.invisiblefence.com)



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**Paul Loader**

**(905) 876-1731**



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