

160 Office Help **160 Office Help**

ADMINISTRATIVE ASSISTANT
If you have a minimum of 12 months financial services/mutual funds administration experience, have an excellent professional style of communicating with clients and a working knowledge of word processing and spreadsheet applications, we would like to discuss your future with us.
This positions will provide administrative support for a Financial Planner and provide reception duties for our busy office. Accountabilities will include reception duties, timely, accurate processing of clients financial transactions as initiated by Financial Planner; excellent follow-up processes and scheduling of appointments.
Please reply, in writing with your resume, to:
Donaldson Financial Group
101 - 310 Main St. E.
Milton, ON, L9T 1P4
or Fax: (905)875-3574

We thank all applicants in advance for their interest, however only those applicants selected for an interview will be contacted.

Community Literacy Project Coordinator

We are a non-profit adult literacy program, based in Georgetown. We are looking for an individual to fulfill a 36 week contract position, based on 20 hours per week. The successful candidate will provide marketing and coordination skills and work to complete a community literacy project for Spring 2001. Ability to compile effective reports and develop marketing materials are key activities in this position. Some travel in Halton.

Essential skills:

- Third level education.
- Marketing background.
- Knowledge of adult literacy.
- Excellent presentation skills.
- Report writing using Microsoft Office, e-mail and Internet.

If you are a good team player, creative, able to work to deadlines, please respond to the following:

Hiring Committee
P.O. Box 218,
Georgetown, Ontario L7G 4Y5
Email: ddewar@aztec-net.com
Deadline: October 13, 2000.
Only those being called for an interview will be contacted. No phone calls please.

ATTENTION JOB-SEEKING OFFICE WORKERS, BOOKKEEPERS AND BUSINESS COLLEGE GRADUATES

On Wed., Sept. 27, 9am-5pm, the HALTON HIRING FAIR for Centrex Human Resource Centre will be held at the Design Centre 3425 Harvester Rd, Rm 208, Burlington

Centrex has found permanent and temporary placements for skilled administrative and clerical staff since 1987. Call (905) 333-6574 with questions. If unable to attend, send resumes to centrex@netcom.ca or Fax (905) 528-5147

166 Careers **166 Careers**

HALTON CREDIT UNION
Is a full service financial institution with 3 branches in Milton, Acton & Georgetown serving over 8,500 members. The Credit Union is currently accepting applications for:

FULL-TIME
ACCOUNTING CLERK
Direction and control of daily electronic posting and account payable processing.

Intermediate Accountant
Assist with month end financial statement preparation, account reconciliation and financial analysis.

PART-TIME
Office Assistant (2-5 M-F)
Production of member cheques and other miscellaneous clerical office functions.

Member Service Representative
Provide member service and transaction processing.

Applicants require a high level of commitment to quality service and the preservation and advancement of a team environment. Send resumes to:
Mike Shepherd, V.P. Finance
P.O. Box 40, Milton
Fax: 905-875-2465
e-mail: mshpherd@hcu-online.com

BONUS!
ALL Classified Ads appear at...
www.miltoncanadianchampion.com

166 Careers **166 Careers** **166 Careers**

McCORMICK RANKIN CORPORATION CONSULTING TRANSPORTATION ENGINEERS

Electrical Engineers - All Levels
Graduate Engineers with PEO registration (or eligibility for future registration) and experience in roadway lighting, traffic signals, and airport work are required for planning, design and construction administration.

Intelligent Transport System (ITS) Engineers - All Levels
Graduate Engineers with PEO registration (or eligibility for future registration) and experience in the ITS field are required. Knowledge in the specialized fields of ATMS, CVO, ITBCS, and RWIS an asset.

CAD Technician
This position requires 3-5 years experience in the preparation of electrical contracts for a variety of clients. Proficiency in AutoCAD is mandatory; knowledge of Microstation is a definite asset.

We are offering very competitive salary levels complemented with a comprehensive benefits package. All these positions create exciting opportunities to grow with the company.

Please send resumes in confidence to:
Mr. Gene Smallwood, P.Eng.
McCormick Rankin Corporation
2655 North Sheridan Way, Mississauga, ON. L5K 2P8
Fax: 905-823-8503 e-mail: gsmallwo@mrc.ca

CO-ORDINATOR ACTON BIA

This part-time contract position requires a person who has a proven ability to work independently, can multi-task and has a working knowledge of Microsoft Word and Excel. Your duties include event planning, secretarial functions and advertising and promotion. You will report to the volunteer Board of Managers of the Business Improvement Area. Please forward resumes to:
The Board of Managers, Acton BIA, Box 21, Acton, ON, L7J 2M2, Attention: Chairperson

The Co-operators
HIRING ACCOUNT/SALES REPRESENTATIVES
See us at the Halton Job & Career Fair on Sept. 28 In the Lobby Booth

280 Wanted To Rent
TWO bedroom apartment wanted. Two mature females with 2 very small dogs. Call 905-330-0513 anytime.

R E S P S

Launch an exciting career with one of Canada's RESP leaders

We're looking for self-motivated individuals dedicated to helping parents start Registered Education Savings Plans (RESPs) for their children. We need Enrollment Officers to help parents understand recent changes like the Federal Government initiative of maximizing RESP dollars with a 20% Savings Grant. Join the Heritage Team and you'll enhance your future as well as the future of children. Heritage offers flexible working arrangements and growth opportunities within out national, independent agency network

For more Information: J.F. Nehme, (905) 844-3571
(voice mail) or (905)678-2878 or fax (905)844-1699

Heritage
Scholarship Trust Plan

230 Vehicles For Sale **230 Vehicles For Sale**

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

GORRUD'S AUTO GROUP
SALES & LEASING NEW & USED
410 STEELES AVE.
A FAMILY BUSINESS WITH FAMILY VALUES
WE — BUY — SELL — LEASE
LARGEST SELECTION OF USED VEHICLES IN MILTON
875-2277

MiltonCanadianChampion.com
CLASSIFIEDS ON THE INTERNET

222 Automotive Services **222 Automotive Services**

BILL'S AUTO BODY SHOP
Working Harder to stay #1

Complete auto body and refinishing services
155 Nipissing Rd., Milton
(905) 878-2721

290 Apartment For Rent
WANTED 2 bedroom apartment or small house. Reasonable rent \$800-1000. Possible option to purchase in the future. Please leave message (905)796-7445

WANTED two bedroom apartment. Call 875-0765

285 For Rent
FOR Rent 3 bedroom bungalow on 4th Line, Acton. 1 acre, central air, new kitchen floor, fresh paint. \$1,500. Application before showing. Contact Mark Malalieu, 876-0633. Commonwealth Real Estate Services Corporation.

THREE bedroom house available, Dec. 1. Close to downtown Milton. \$1200/month plus utilities. First/last. For information call Tony, (905)858-8723

APT for rent in Milton. Nicely decorated 1-bdrm, quiet neighbourhood. Available Oct. 1. Call Conrad (day) 639-8777 Days \$800/m Incl. Utilities.

MILLSIDE TOWERS - 82 MILLSIDE DR., MILTON NOW LEASING
1 & 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. Available Oct. 1 and Nov. 1. Starting from \$935. Office Hours are 10am-5pm
905-876-1249
By appointment only

ROCKWOOD one bedroom main floor apt. Renovated, sunny, hardwood floors, high ceilings. Inclusive \$695. Commercial space also available. 519-856-4900

TWO bedroom apartment downtown Milton on top of store. Available Nov. 1. \$800 + utilities. For info. call Tony, 905-858-8723

300 Rooms Available **325 Real Estate**

FULLY furnished Campbellville farm house. No smoking, no pets. \$400 month. 854-0959

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

ROOM for rent. Must like pets. Phone 876-3168

BUNGALOW 342 Martin Street, 2 bedroom plus den, sun room, self contained basement apt. Heated garage, well maintained gardens, move in condition. \$254,900. Call 905-878-2789 anytime NO AGENTS please! Serious inquiries only.

315 Commercial, Indus. Properties
1000 Sq. Ft. Main St. store front. Great location. Call Yvonne Christie Broker, Christie & Woods Real Estate Ltd. 878-2095

IMMACULATE, completely upgraded 4 bedroom home. 16'x32' in-ground pool. large lot, 3 bathrooms, renovated kitchen, separate dining-room, lattice-covered deck, 2 fireplaces, tastefully finished basement. Call for appointment 875-3013 \$204,900.

HOME LIFE

OPEN HOUSE SUNDAY, SEPT. 24/00 1-3 PM
549 HAWTHORNE AVE MILTON
Beautiful backsplite - All levels finished. Great neighbourhood. Derry Rd., Bronte!
Only \$249,900!
Call Barbara Mauti at 905-896-1177 or 416-399-6499!

Job Fair
where the best

Halton Job & Career Fair

Thursday, September 28th, 2000
9:30am to 7:30 pm
Burlington Convention Centre
1120 Burloak Dr. (at QEW) Burlington
Free Admission to the Public • Free Parking

Directions: Take QEW to Burlington, exit on Burloak Drive cutoff, go north to 1120 Burloak Dr. Burlington. Burlington Convention Centre is located on west side of Burloak north of QEW.

Bring Your Resumes
Meet Interesting Exhibitors
Take Advantage of the SEMINARS Scheduled throughout the day

For more information about the Job Fair and a listing of exhibitors check our websites: haltonsearch.com, burlingtonpost.com, oakvillebeaver.com, miltoncanadianchampion.com or call (905) 632-4444 ext 243

Presented by Burlington Post, Oakville Beaver, Milton Champion, Massagway News, Flamborough Post and web sites - HaltonSearch.com, burlingtonpost.com, oakvillebeaver.com and miltonchampion.com