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

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

or Fax: (905)875-3574

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.

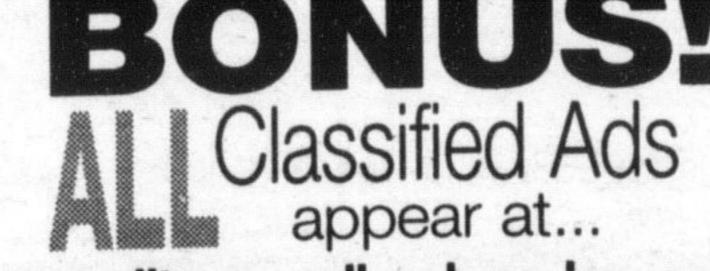
Member Service Representative

Provide member service and transaction process-

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: mshepherd@hcu-online.com



www.miltoncanadianchampion.com

Careers Careers

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 e-mail: gsmallwo@mrc.ca Fax: 905-823-8503

CO-ORDINATOR ACTON BIA

This part-time contract position requires a person who has a proven ability to work independently, can multitask 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

Launch an exciting Career with

one of Canada's RESP leaders

We're looking for self-motivated individuals dedicat-

ed 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 max-

imizing 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 with-

Heritage

Scholarship trust Plan

230

Make it

RICHARDSON

CHEVROLET OLDSMOBILE

To lease or purchase

your car or truck

Hwy 25 S. at Derry Rd.

878-2393

AUIO

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

Milton Canadian Champion.com

CLASSIFIEDS ON THE INTERNET

GORRUD'S

Vehicles

For Sale

in out national, independent agency network

(voice mail) or (905)678-2878 or fax (905)844-1699

Vehicles

For Sale

For more Information: J.F. Nehme, (905) 844-3571

The

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

Wanted To Rent

small dogs. Call 905-330-0513 anytime.

Co-operators

TWO bedroom apartment wanted. Two mature females with 2 very

Automotive Services

Services

BILL'S AUTO BODY SHOP

155 Nipissing Rd., Milton (905) 878-2721

290 Apartment For Rent

526.A. 1.

Ries Boers

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

WANTED two bedroom

Services Corporation.

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

Automotive

Working Harder to stay #1

Complete auto body and refinishing services

MILLSIDE TOWERS - 82 MILLSIDE DR.,

rated, 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 bed-

room main floor apt.

hardwood floors, high

ceilings. Inclusive \$695.

Commercial space also

TWO bedroom apart-

ment downtown Milton

on top of store. Avail-

able Nov. 1. \$800 + util-

ities. For info. call Tony,

905-858-8723

519-856-

Renovated,

available.

4900

MILTON . **NOW LEASING** 1 & 2 Bedrooms available on bus route, freshly deco-

apartment. Call 875-

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 Mallalieu, 876-0633. Commonwealth Real Estate

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

Rooms Available

furnished **FULLY** Campbellville 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

315 Commercial,

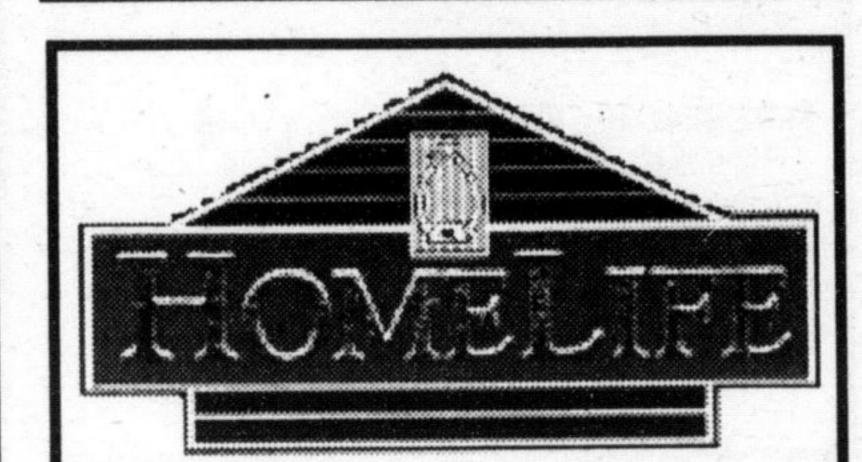
Indus. Properties 1000 Sq. Ft. Main St. store front. Great location. Call Yvonne Christie Broker, Christie & Woods Real Estate Ltd. 878-2095

Estate BUNGALOW Martin Street, 2 bed-

Real

room 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.

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



OPEN HOUSE SUNDAY, SEPT. 24/00 1-3 PM **549 HAWTHORNE AVE** MILTON

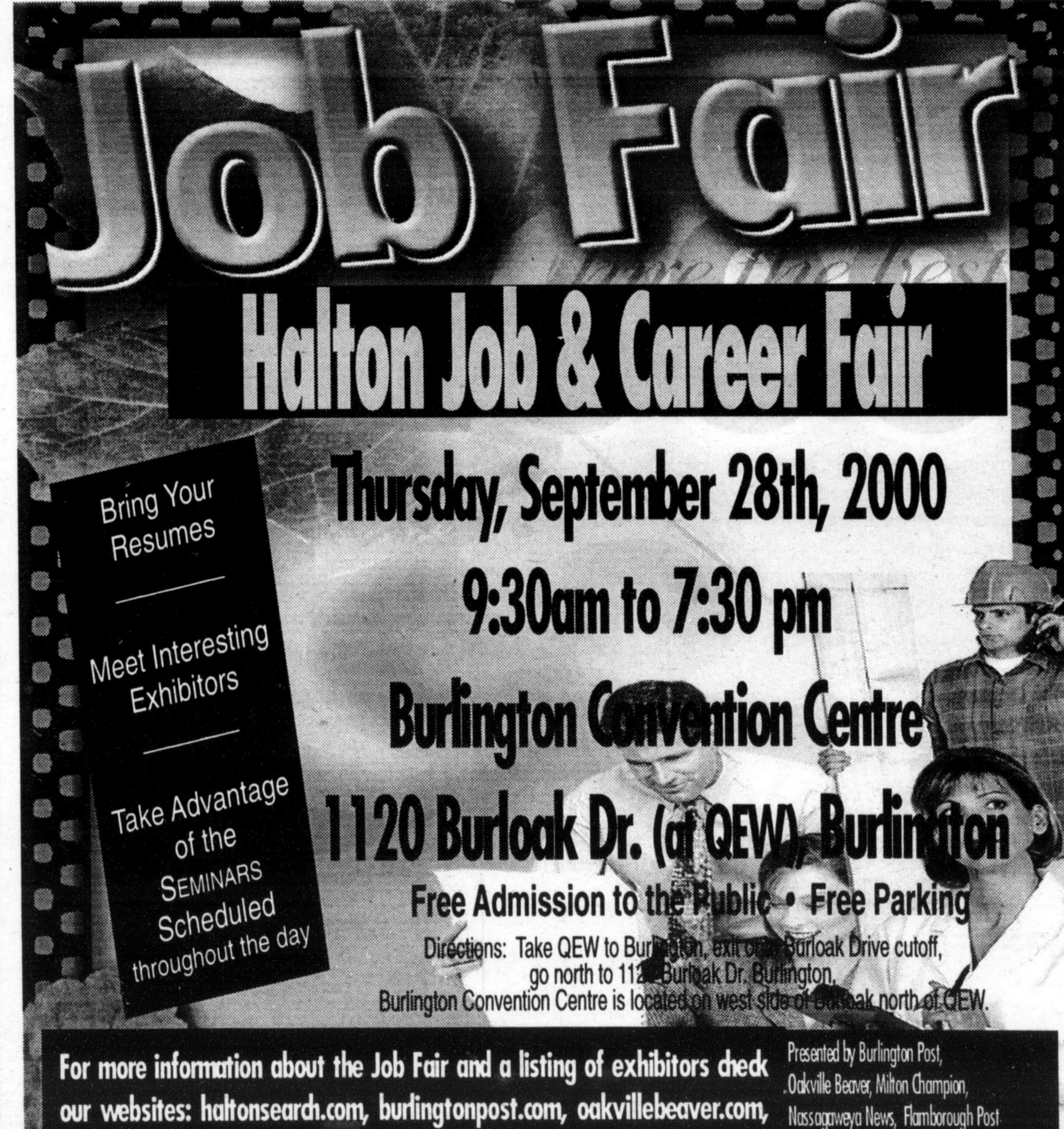
Beautiful backsplit - All levels finished. Great

neighbourhood. Derry Rd., Bronte! Only \$249,900!

Call Barbara Mauti at 905-896-1177 or 416-399-6499!

and web sites - HaltonSearch.com, burlingtonpost.com,

oakvillebeaver.com and miltondiampion.com



miltoncanadianchampion.com or call (905) 632-4444 ext 243