

160 Office Help



RICHARDSON CHEVROLET-OLDSMOBILE
RECEPTIONIST-CASHIER
 Hours Monday - Thursday 6 p.m. - 9 p.m.
 Saturday 9 a.m. - 5 p.m.
 Applicant must have good telephone and communication skills.
 Reply to **Morley Richardson**
 Richardson Chevrolet-Oldsmobile
 Hwy 25 S. @ Derry Rd., Milton
 (905)878-2398

OFFICE "WIZARD" NEEDED
 Full-time accounting & reception for busy warehouse. Organized, self motivated and dependable applicants wanting interesting & rewarding work, please fax resume to:
Kaleido Stained Glass, Georgetown 873-7388

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

166 Careers

National Advertising Coordinator (Newspapers)
 A national advertising sales rep house is looking for an Advertising Coordinator for inside sales, managing communications about ad campaigns with advertisers and member newspapers and efficiently coordinating the entire business process from quote to insertion order, ad transfer to tearsheets toward ensuring that advertising is placed in a timely fashion. The Advertising Coordinator works closely with outside sales personnel, advertisers and technical and accounting staff. The successful candidate must be able to work out of the association offices in Burlington and in Toronto.
Qualifications include:
 • Knowledge of the mechanics of print advertising sales preferred.
 • Administrative proficiency - ability to work under pressure, handle several campaigns simultaneously and meet deadlines
 • Exceptional communication and customer service skills
 • Highly computer literate, e.g., fluent with Windows operating systems, spreadsheet software, word processing etc.

Communications Coordinator
 Industry association located in Burlington seeks individual with knowledge of the newspaper industry to manage monthly newsletter, web publishing initiatives and to disseminate best practice information, etc. Candidates for this new position should:
 • Have experience in newspaper editorial, production and web based publishing
 • Understand newspapers as a business
 • Demonstrate initiative and have strong research and analytical skills
 • Have excellent written and oral communication skills
 Kindly forward resumes by Jan. 19, 2001 by email: anne.lannan@ocna.org
 or send to:
Ontario Community Newspaper Association
3050 Harvester Road, Suite 103
Burlington, ON L7N 3J1
 We thank all applicants however, only those selected for interviews will be contacted

cancable.
Corporate Recruiter
 We are currently seeking a fulltime Technical Recruiter to join our team at our head office in Burlington. Responsibilities include: employment advertising, recruiting, attending job fairs, orientating and training new hires and assisting the Human Resources department as needed. Candidates should have excellent communication and networking abilities and a working knowledge of technical language and processes.
Email resume & references: resume@cancable.com
 Sorry, no faxes or phone calls

Classified Telephone ... 875-3300
 Classified Fax ... 876-2364

166 Careers

Halton Mobile Crisis Services Is Seeking Applicants For Part Time on-Call Crisis Counsellors On-Call Pay Plus \$20.81/hr For Time Worked
 This new Children's Mental Health initiative will deliver a Mobile Crisis Response to children and youth in their homes, schools and communities within the Halton Region. This service will operate 24 hours a day and 365 days per year. The approach will be strength based and solution focused. Duties include on-call every 4th weekend and every Wednesday 4:30p.m. - 9a.m. Part time counsellors are expected to attend 1 team meeting per month.
Qualifications:
 Degree in social services (BSW preferred) or diploma in CYW with 3 year's experience. Crisis intervention skills and experience with the client group to be served preferred. A valid drivers license and a road worthy vehicle is essential.
 Interested persons are asked to forward resume by Friday, January 19, 2001 to Program Director, Intake/Crisis Services, c/o Halton Adolescent Support Services, 720 Guelph Line, Suite 301, Burlington, ON L7R 4E2. Fax: (905)-333-9849.
 We thank all applicants, however, only those under consideration will be contacted.

HUMAN RESOURCES / RECRUITING MANAGER
PERFOREX is a consulting firm that has an excellent reputation with our forest and paper products clients for increasing their profits by implementing operating systems, practices and disciplines that drive results and create sustainable performance improvement.
 Achieving these results and our growth to date has been achieved by building a strong team - individuals that inherently lead, push the boundaries, are very bright analytically and have strong interpersonal skills.
 We need a Human Resources and Recruiting Manager that will find more outstanding individuals to meet our growth requirements, and will build and execute a top notch human resources function. Recruitment is a critically important activity that starts with developing and executing a strategic recruitment plan for North America, and includes recruiting both experienced individuals and new university graduates.
 We offer an environment where there is no bureaucracy, and the latitude to do what needs to be done. Experience with consulting would be an asset.
 Visit our website at www.perforex.com, or contact us as follows:
277 Lakeshore Road East, Suite 403, Oakville, ON L6J 1H9
Ph: 905-339-3222, ext. 25
Fax: 905-339-3223
Email: khannan@perforex.com



IMMEDIATE OPENING INSIDE SALES - PART TIME
 The Burlington Post has an immediate opening(s) for Inside Sales Representatives. This is an excellent opportunity for a motivated self-starter looking toward earning some additional income, or an individual looking to start a career in advertising sales. This position offers an opportunity to converse with a wide variety of local business people on a daily basis. Creativity, attention to detail, and excellent communication ad telephone skills are definite prerequisites for this position. Flexible hours (between 9 am- 6pm) hourly rate plus commissions and bonuses. Send or fax your resume to:
Retail Advertising Manager c/o The Burlington Post
2321 Fairview Str, Burlington L7R 2E3
Fax: 905-632-9162
 No telephone calls please
 We thank all applicants for applying but only those selected for an interview will be contacted.

160 Office Help
SMALL Business requires bookkeeper, secretary - part time hours computer skills necessary. Responsibilities to include paying bills, small payroll, GST calculations, invoicing, etc. Please fax resume to (905)878-0420 or phone (905)878-7839

166 Careers
ESTABLISHED Milton Brokerage seeking CSR. RIBO license and 5+ years experience required. Reply to: Sandy Gibbons Fax# 905-878-7863. Email: mccuaiginsurance@interhop.net

235 Recreation Vehicles
FOUR snowmobiles, Artic Cat, Skidoo and Husky. (905)878-4208.

230 Vehicles For Sale

GORRUD'S AUTO
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

Call 875-3300 to list your Classified

285 For Rent
 DETACHED three bedroom family home available immediately. \$1100/month + utilities. Quiet neighbourhood in Milton, fenced yard. Call (905)275-2821 after 7 p.m.

EXECUTIVE 3-bedroom fully furnished house in downtown Guelph. Grounds maintained, parking. Available now. \$1600/month + utilities. Call (519)822-9356.

THREE bedroom bungalow, main floor. Utilities included. \$1150/month. Call Joe (905)691-3189

286 Townhouses For Rent
 FOR Rent 3 bedroom townhouse in Milton. 3 bathrooms. Fireplace. \$1,200. Application before showing. Contact Mark Mallalieu, 876-0633. Commonwealth Real Estate Services Corporation.

FOR Rent: Three bedroom townhouse. Fridge, stove, dishwasher included. \$1275/mo. Month to month availability. Call (905)878-5048.

290 Apartment For Rent

MILLSIDE TOWERS - 82 MILLSIDE DR., MILTON NOW LEASING
 1 Bedrooms available on bus route, freshly decorated, 2 appliances, on-site laundry, includes all utilities (except phone & cable.) No pets. References required. Available Feb. 1. Starting from \$940. Office Hours are 9am-5pm
905-876-1249
 By appointment only

ONE and two bedroom apartment. All inclusive. No pets. Call 875-4989.

ONE bedroom apartment available for rent. 15. Main St. Quiet building. \$550 + hydro. Call 878-2326.

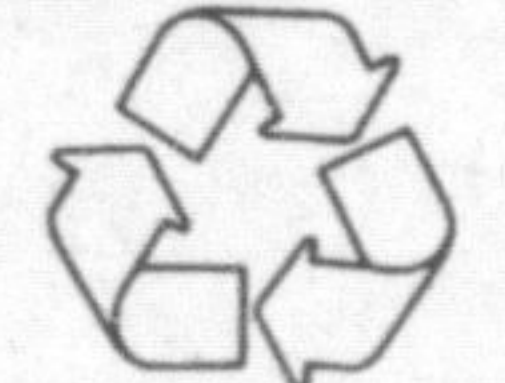
ONE bedroom basement available now. \$750 all inclusive, First/last, stove & fridge, no pets/no smoking. Guelph Line close to 401. 854-0504.

SPACIOUS one bedroom apartment. Guelph Line, north of 401. Fridge & stove, parking, garden. No pets. References. \$625 +. Call (416)787-1125, evenings (416)781-9410.

300 Rooms Available

FURNISHED. Access to laundry/kitchen/ bathroom. Close to bus/mall. Quiet street, parking, female preferred. Non-smoking. \$100/week, first/last. Gina, 878-9610.

EXCELLENT opportunity to buy established mobile service business. Home-based, low overhead, high margins. Serving Oakville, Burlington, Milton areas with huge customer potential. Financing available as well as full training & business support. For more information call Gary Franklin (905)629-0201.


PLEASE RECYCLE THIS PAPER

315 Commercial, Indus. Properties
BETWEEN Rockwood & Acton on Hwy. 7 a Garage potential for 2 shops approx. 2,400 sq.ft. 3 new overhead doors, 12x12 ft. with heat, parking. (519)896-0660 or 888-213-5504.

REASONABLE Industrial Units for rent. 1,600 - 3,200 sq. ft. Loading docks & drive-in. 1-905-277-9347 or 1-905-275-6834.

320 Office Business Space
OFFICE SPACE for lease, 50-52 Steeles Ave, W. Call 905-272-0648.

325 Real Estate
FOR SALE three bedroom bungalow on Highside Drive, large pie-shaped fenced yard. Hardwood floors. New: Furnace 1995, Central Air 1995, Roof 1997. Viewing by appointment only (905)878-0737.

PRIVATE, \$192,500. 3 bedroom detached on quiet court, all the extras. Gardeners delight. Acton (519)853-2978. No agents.

TIMBERLEA Cape Cod, 3 plus bedrooms, neutral décor, unique open concept, quiet street, finished basement, very private. Pool size lot. 905-875-2477.

Celebrating a
 Birthday
 Wedding
 Anniversary?
 Did you have
 A Baby
 A Graduation?

Are you
 looking
 for a new job?
 wanting to hire?

Do you have
 Something
 To Buy?
 To Sell?
 To Trade?

Are you
 looking
 For a New
 Home?
 an apartment?
 a townhouse?

Need
 a new car?
 truck?
 boat?
 trailer?

Fax the
 Classifieds
 876-2364

145 General Help Wanted

Start off the New year with a New Position
HALTON RECYCLING LIMITED requires 10 drivers
YOU
 • provide a DZ licence
 • provide a clean, recent abstract
 • are energetic and physically fit
 • enjoy fast paced work outdoors
 • want daily local work
WE
 offer full time employment
 • have a four day week
 • provide uniforms
 • have competitive wages
 • offer a benefits package
 Please fax resume with abstract and covering letter to:
(905) - 336-3034

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 been
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 for 300
 years,
 because
 newspaper
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