525 Office Help

Office Help

Office Help

Accounts Payable~ Expense Specialist

Milton area. Large distributor requires a self-motivated, resultsoriented individual to handle high volumes. Duties will include: Authorizations, codings, direct input into A/P system, maintenance of spreadsheet account analysis, month-end accruals and account reviews.

Excellent analytical and communication skills, minimum 3 years of A/P experience and working knowledge of Excel are a must.

Accounts Receivable Supervisor

Milton area. Large distributor requires an individual to lead our A/R team. This intermediate position is primarily responsible for a staff of 3 and will direct the daily receipts and funds applications. In addition, weekly and monthly reporting and reconciliations are required.

Excellent analytical and communication skills, a minimum 5 years experience in a supervisory capacity and a strong accounting background are a must.

Forward resume & salary expectations to: Controller P.O. Box 70, Milton ON, L9T 2Y3 or fax to (905) 875-4744

Hospital Medical

Hospital Medical

535 Hospital Medical

OAKVILLE RE-ENTRY HOMES INC. is a non-profit, charitable, supportive housing program for people with mental health issues. We currently offer multiple employment opportunities for ORE Homes Inc. & the new Halton Homelessness Initiative.

SUPPORT COORDINATORS- FULL TIME

Location: Halton Region (2) Qualifications: Degree/ diploma, 3-5 years experience in a related mental health field. Current First Aid/ CPR and Crisis Intervention. Computer literate. Knowledge of Halton Mental Health System. Valid driver's license, roadworthy vehicle, \$1,000,000 liability insurance. Knowledge of PSR an asset.

Responsibilities: Providing support & direct service provision to consumers in areas of: comprehensive assessment & planning, activities of daily living, motivation & skills training, support & monitoring, evaluation & advocacy. Must promote a strong team environment. Off-hours crisis response if necessary. Salary/ Benefits \$ 34,000.- \$37,000. per year, split benefits

#### **TEAM LEADER - FULL TIME**

**Location:** Halton Region Additional qualifications & responsibilities: Experience in management, program development & staff supervision. Report to Executive Director of O.R.E. Homes Inc. Work closely with lead & clinical agencies. Intake and case identification. Supervision of 2 Support Coordinators. Will handle small caseload. Salary/ Benefits \$39,000. - \$42,000. per year, split benefits

PART-TIME (weekends) & RELIEF STAFF (as required)

**Location:** Oakville

Qualifications:DSW, SSW or other related mental health education/ experience. Current First Aid/ CPR and Crisis Intervention. Able to work independently. Able to function in a smoke and pet-friendly environment.

Responsibilities: Support & maintain a home-like environment for 7 residents. Occasional evening coverage. Crisis intervention for off-site consumers. Office duties. Domestic duties & dinner prep. Maintain consumer & admin. records. Wage: \$10.50./ hr.

Please forward resumes to: email ore@ica.net or fax 905-844-4961 or mail: Executive Director, Oakville Re-Entry Homes Inc. 599 Chartwell Road, Oakville, ON L6J 4A9

Thank you for your interest. Only those selected for interview will be contacted.

Oakville Re-Entry Homes Inc. is an equal opportunity employer. \*\* ONLY THOSE WITH MENTAL HEALTH EXPERIENCE NEED APPLY \*\*

530 Sales Help

530 Sales Help

### MILTON TOYOTA

Milton Toyota is looking for experienced sales and leasing consultants to join our sales team. Successful candidates must have a proven record in both sales and customer satisfaction, and must have the motivation to set and achieve personal and business goals.

The opportunity promises competitive compensation, including benefits, a strong commitment to training and development and a management team committed to providing an enjoyable and supportive work environment.

Interested applicants are asked to forward their

resume to the attention of: Chris Gorman C/O Milton Toyota 400 Steeles Avenue Milton, Ontario L9T 1Y4 Phone: 905-875-1700 Fax: 905-875-1516 e-mail: chris@miltontoyota.com

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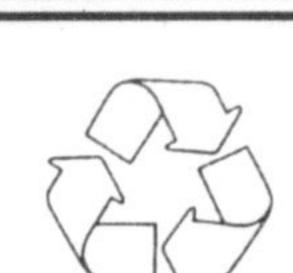
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efit plan is available. Fax resume to: Derek Swan: (905) 847-5991 Or call for interview: (905) 847-5990 ext.237 email: dswan@lasernetworks.com



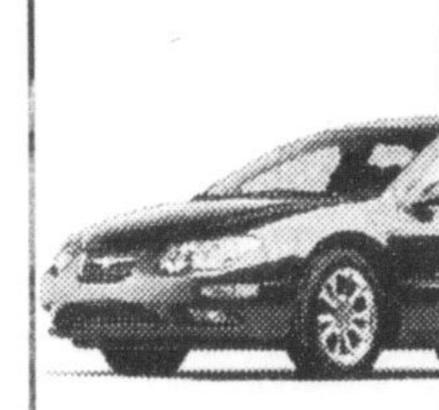
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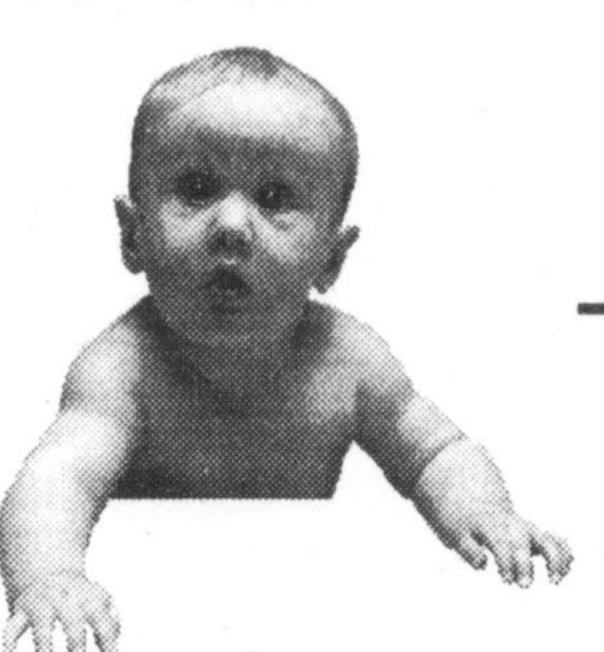
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