

525 Office Help
SPOTLESS DRY CLEANERS requires BOOKKEEPER/ADMINISTRATOR
 Must have computer skills with Simply Accounting, Excel, and Microsoft Office. Requirements: payables, receivables, and payroll as well as other administrative duties. Must be well organized and able to work in a fast paced environment. Looking for long term applicants. Fax resume to: Domenic 905-333-6374
 ALSO REQUIRED
CUSTOMER SERVICE REPS.
 Fax resume to: Kathy Vallincourt 905-333-6374

525 Office Help
SECRETARY
 A National Accounting Firm in Oakville has a position available immediately for a full-time secretary. You should have 3 to 5 years' experience in an office environment and be fully proficient in the use of MS Office (Word, Excel, Outlook). Transcription experience required. You will have strong organizational skills and the ability to prioritize with the flexibility to manage multiple tasks as required.
 Salary commensurate with experience.
Send resumes to:
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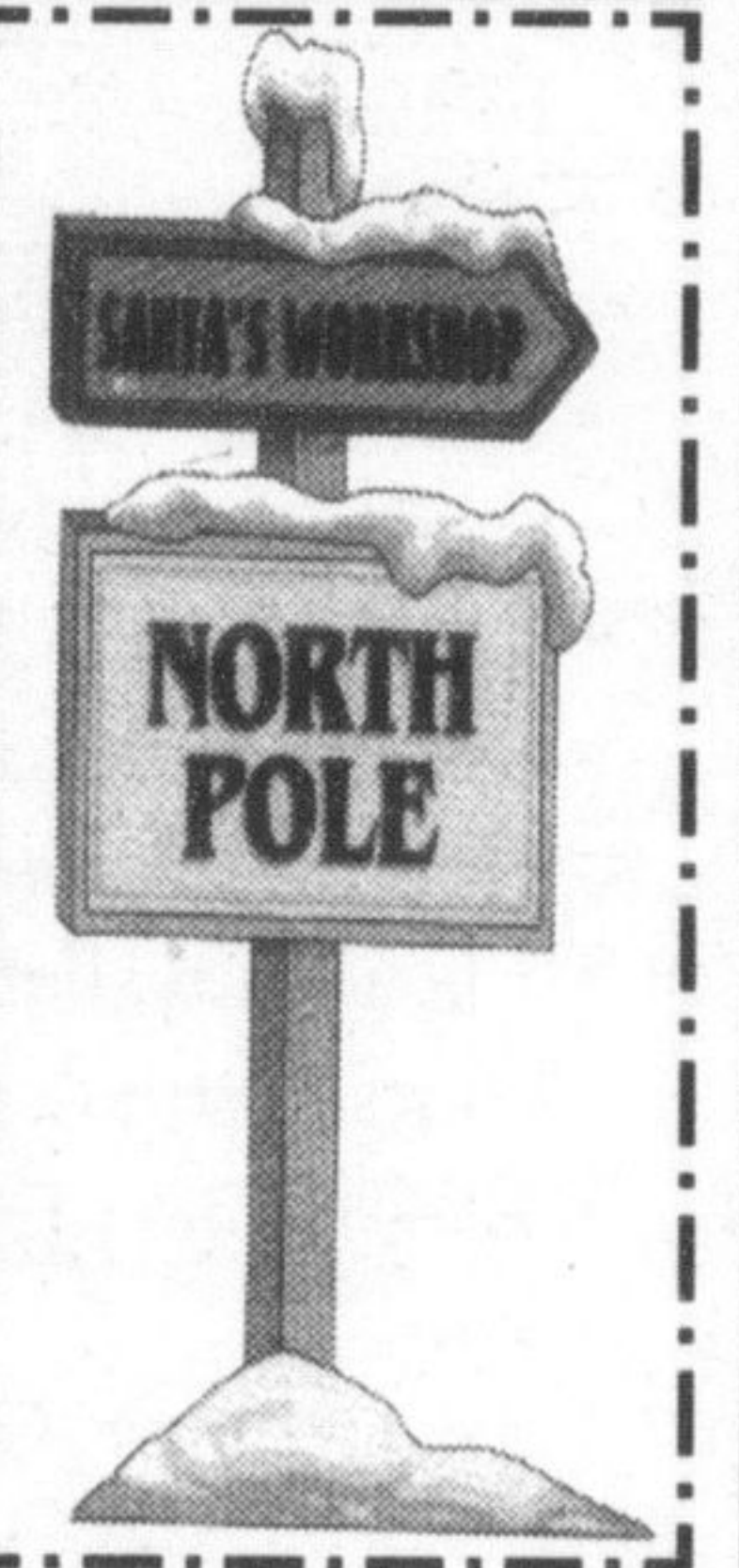
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525 Office Help
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Fall Into a Great Routine for Car Maintenance

Fall is already here and in only a short amount of time winter will be upon us. As you gear up for the colder temperatures, now is a good time to remember to take preventive measures in the care of your vehicle.
Retain Your Car's Value and Appearance
 According to the International Car Wash Association (ICA), regular professional washing and waxing will help protect your car's appearance as well as help retain the value of your car.
 "Most car owners understand the value of changing motor oil regularly to protect the engine," explains Mark Thorsby, Executive Director of ICA, "but if they forget and instead choose to replace the engine, the car could still be as good as new. However, a car with oxidized paint and a rusted-out body can never be economically restored. The best prevention is regular washing and waxing at a professional car wash."
 With more than 22,000 professional car washes around the world offering a wide range of services to protect a car's finish from deteriorating and the body from rust, there's no excuse not to keep your vehicle in great shape. Car washes offer basic to extensive operations to suit all of your car-care needs.
 For starters, try an exterior-only tunnel wash to automatically provide applied protective waxes and undercarriage treatment. Also consider detailing or custom polishing while at the wash for more extensive protection. By applying a premium polish and buffing you can restore shine to your car. On the detail side you can vacuum everything from under the rugs in the trunk to swabbing air conditioner vents.

A Quick Fix
 If you are running short on time, but need your car professionally cleaned, try a self-serve car wash. These washes provide a variety of effective, self-cleaning services to choose from. For best results, follow the step-by-step instructions posted in the self-serve bay that call for starting with a pre-soak to loosen road grime. Next comes the high pressure soap wash. For gentle scrubbing, use the foaming brush followed by the fresh water rinse. Also remember to take advantage of special tire and wheel cleaners that are available at the washes. For maximum protection and shine, the wax application is a must. Finally, many self-serve washes offer a spot-free rinse. All the solutions are specially formulated to clean off tough road dirt, protect and shine.
Protect Your Car from Winter's Hazards
 To get a jump-start on protecting your car from winter's blistering effects, be sure to remember that the most damaging thing you can do to your car during this time is nothing! Don't worry about your car freezing — washing the salt, slush and mud off your car in cold weather is necessary.
 The best thing you can do this winter is to wash your vehicle frequently at a professional car wash, even every few days if the temperature rises and falls from the freezing level and you've been driving on salted roads. Washing should also include an undercarriage rinse (an option available at most professional car washes) so salt can be removed from hard-to-reach areas which are likely to rust, like the bumpers and in the wheel wells.
 Now is the time to get your car in gear for the winter season with the preventive maintenance measure of having your car professionally washed, you — and your wallet — will be glad you did.

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