


**525 Office Help**  
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 FULL Time Customer Service/Data Entry Position available immediately. Applicant must have excellent oral and written communication skills. Knowledge in Windows applications a must. Please no telephone inquiries. Fax or deliver resume to R.A.M. Lighting-300 Bronte Street S., Milton L9T 2X6. Fax (905)878-3642

**RECEPTIONIST/BOOKKEEPER** required for Accountants office. Must have computer experience. Please respond to Box # 3009 c/o The Canadian Champion, 191 Main Street, Milton, Ontario, L9T 4N9

**Accounting Assistant**  
 Assisting the Accounting Manager with tax remittances, journal entries and financial statement preparation along with specific internal auditing projects. Good experience in the above, along with strong analytical skills and solid Excel knowledge. Detail oriented and able to work independently in a fast-paced small company environment.  
 Please forward resume to [jbrown@peellumber.com](mailto:jbrown@peellumber.com) or fax (905) 693-9475, Attn Jim Brown

**FIFTH WHEEL TRUCK STOPS**  
 Fifth Wheel Corporation, a well-established operator of a chain of Truck Stops, has an immediate opening for a full time experienced **Accounts Payable clerk**. The successful applicant will be responsible for a variety of duties, which require an accounting background, proficient in Excel 2000, well organized, accurate and be able to handle a fast paced environment. A sense of humour and the ability to work well with others is a strong asset. Knowledge of Solomon accounting would be an asset. This position also requires skills in bank reconciliations, analyzing accounts and inventories. **Please fax your complete resume along with references, salary expectation, to Helen Deline (905)878-6161 by January 29, 2002.**  
 Only applicants meeting the qualifications will be contacted for an interview.

Importer & Distributor of Skin Care Products has the following positions available:  
**ADMINISTRATIVE ASSISTANT**  
 You have a min. of 5 years experience in the field, are proficient with all major software & internet applications, are a self starter, highly motivated and possess excellent communication skills. Languages (French & German) are an asset.  
**WAREHOUSE SUPERVISOR**  
 Min. 3 years of previous experience in warehousing and with forklift is required. If you're hardworking, motivated and dependable individual.  
**GLYSOMED, FAX: (905) 876-3729**

**Administrative Assistants Ltd.**  
  
 The Administrative Assistants Ltd. (AAL) specializes in administration software solutions for the K-12 education field. During the past 2 years, our organization has experienced phenomenal growth in our market and client base. As a result, we are further expanding our support in the following area:

**Client Support/ Training Representative**

- Minimum of 3 years experience in hot line, on-line and on-site client support.
- Training experiences both classroom and one-on-one required.
- Excellent communication skills.
- Experience in system testing and problem resolution.
- Willing to travel.
- Prior experience in K-12 education environment a definite asset.
- Experience in Sales Support (i.e. Demos) a definite asset.
- Willing to work 8:30-4:30 and 12-8 shifts.

Please forward resume to:  
**Email: [sisinfo@adminassist.com](mailto:sisinfo@adminassist.com)**  
**Fax: (905) 632-2605**

**Administrative Assistant Required**  
 Burlington trucking company has an opening for an intermediate person. In this position, you will provide support to various office functions within the general office and dispatch. The successful candidate must be highly organized with excellent communication skills, French and English spoken and a strong knowledge of P.C. Windows, Microsoft, Excel, at least (2) years experience in the transportation industry would be an asset.  
 Please forward your resume with covering memo to **905-639-4456** or **E-mail: [priest@drive-star.com](mailto:priest@drive-star.com)**

**525 Office Help**  
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**Administrative Assistant**  
 required for executive office. Must be computer literate, ability to multi-task, design and/or accounting experience an asset.  
 If interested, fax resume to:  
**Reimer Construction Limited**  
**905-332-6066 or e-mail: [treimer@sympatico.ca](mailto:treimer@sympatico.ca)**

**CUSTOMER SERVICE REPRESENTATIVES**  
 required for our expanding call centre. We are looking for 10 experienced CSR's who have... a friendly & outgoing personality; a great phone manner, computer & keyboarding skills and the ability to solve customer problems, fluency in French an asset.  
 Day/Evening/night shift available.  
 Please send resume to:  
**(905)639-7073, Attn: CSR Dept.**

**530 Sales Help**  
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**ATTENTION: SALES REPS**  
 If you are licensed in Real Estate or currently enrolled in Phase 1, 2 or 3 of the pre-licensing program, Royal LePage offers

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For More Information contact:  
**Charlotte Forget, Manager**  
**(905) 878-8101**  
**ROYAL LEPAGE**

**INSIDE SALES COORDINATOR**  
 We are seeking an **Inside Sales Coordinator** to handle day-to-day quotations, sales inquiries and order entry functions.  
**Sure Flow Equipment Inc.** is one of Canada's largest suppliers of industrial valves and strainers. We are a continuously growing, international corporation. Remuneration and benefits commensurate with experience. Please forward your resume to:  
  
**Sure Flow Equipment Inc.**  
 3179 Mainway  
 Burlington, On L7M 1A6  
 or fax: 905-335-2991  
**No phone calls please!**

**Inside Machinery Sales**  
 We are a leading distributor of Woodworking Machinery and have an interesting position in our Inside Machinery Sales Department. Responsibilities include assisting walk-in customers, phone inquiries, lead follow-up, preparing machinery quotations, supervising machine inventory and working with suppliers from around the world. If you are sales/customer service oriented, technically inclined and have excellent communication, organizational skills and are computer literate, please fax us your resume.  
**Akhurst Machinery Limited**  
 Mississauga • Fax: (905) 564-8604  
*Only those who qualify for an interview will be contacted.*

**535 Hospital Medical**  
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**EDEN** House Care Facility requires Health Care Aide for permanent night shift and one casual. Please mail resumes to Eden House Care Facility, R.R.#2, Guelph, ON N1H 6H8, before January 31st. (No Phone Calls Please). Only selected applicants will be notified.

**FULL-Time** experienced Dental Assistant, PDA Level-II an asset. Dr. Paula Cassin. #1-106 Wakefield Rd., Milton, L9T 2L8, Fax: 905-878-0057

**PART Time** Assistant/ Receptionist required immediately for Acton area. Must have experience and be HARP certified. Fax resume to 519-856-2601 or call 519-856-4831

**PART Time** Hygienist required for Milton Dental Office. 20 to 24 hrs per week. Tuesday to Thursday. Fax resume to 905-878-0664 or call 905-878-6482 for more information.

**ORTHODONTIC TREATMENT COORDINATOR**  
 (Oakville)  
 F/T for maternity leave, must have Ortho experience.  
 Fax resume to:  
**905-845-2418**

**Classifieds**  
 Phone: 905-875-3300  
 Fax: 905-876-2364

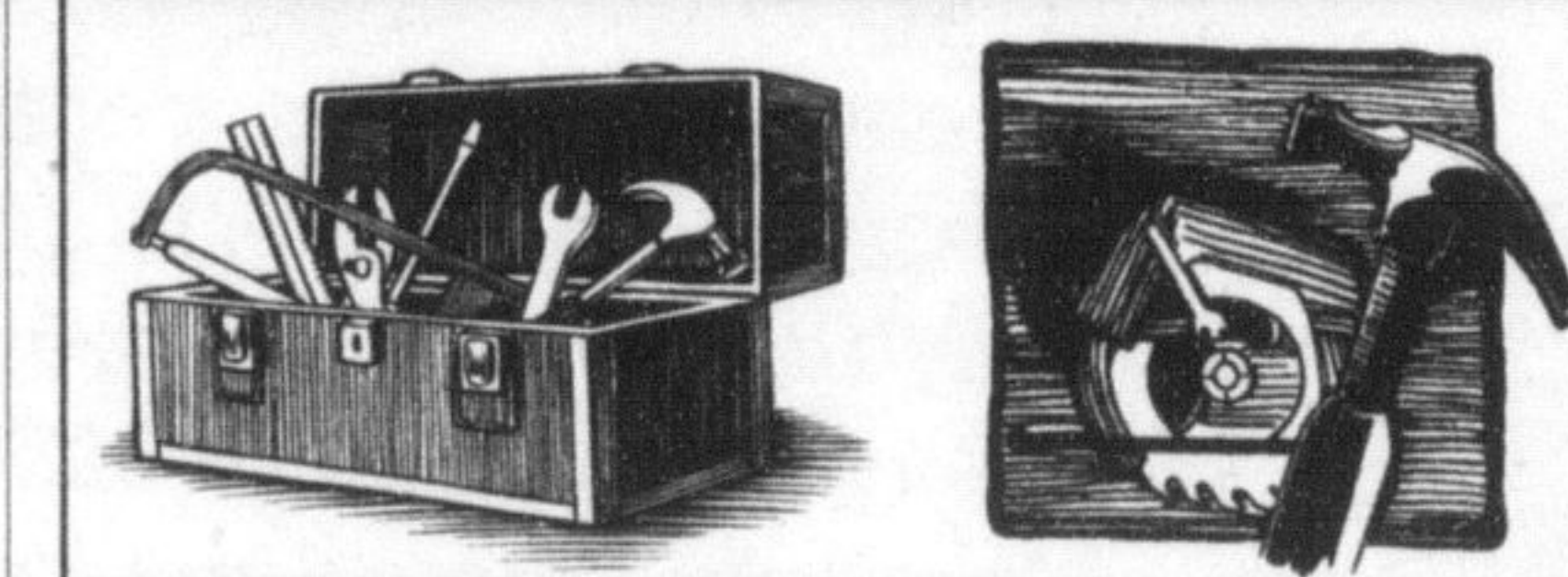
**535 Hospital Medical**  
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**Resident Care Manager**  
 Required at Beechwood Place/ Court, a luxury retirement residence in Mississauga catering predominantly to the well elderly.  
 Must be an R.N. with current registration with the College of Nurses of Ontario. Three (3) years management experience combined with a background in geriatric assessment, scheduling staff development, working with community placement services as well as strong interpersonal, communication and organizational skills. Sound leadership and computer literacy essential.  
 Fax or email resume to:  
**(905) 238-4926**  
**jane.blake@lrc.ca**  
**LIFE STYLE Retirement Communities**  
 We appreciate all applicants, however, only those chosen for an interview will be contacted.

**545 Teaching**  
**545 Teaching**  
  
**MUSIC for YOUNG CHILDREN™**  
**TEACHING OPPORTUNITIES**  
 This acclaimed Canadian music programme for children ages 3 & up is training new teachers for the Burlington/ Flamborough/ Milton areas.  
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**Sandra Poolton**  
**(Southern Ontario Coordinator)**  
 call 1-866-884-3080

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**550 Domestic**  
  
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 Sat. & Sun. 2:00 p.m.

3 **MOTHMAN PROPHECIES** AA  
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 (Not Recommended for Children)

3 **MONSTERS INC.** F  
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