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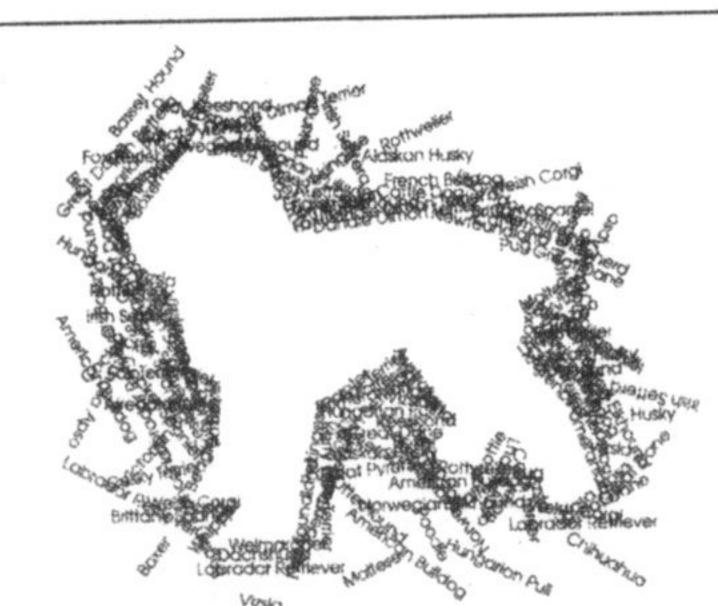
Phone: 905-632-4335, Fax: 905-333-4454 fairview@fairviewchrysler.com

Innovus Research Inc., a leading Canadian research organization, currently has an opening for . . .

# Administrative Assistant

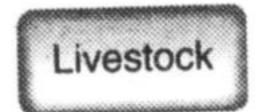
A confident communicator with demonstrated organizational, computer, and keyboarding skills, you will conduct a wide range of tasks as an integral member of several project teams. Activities will include preparing and editing WORD and PowerPoint documents and conducting spreadsheet functions in Excel. As well, you will deal with correspondence/files and provide relief for the receptionist. You have a minimum of 1 - 2 years of administrative experience in a professional environment, a high school diploma (a degree is preferred), and, ideally, fluency in French and a background in the healthcare industry. Please apply in writing, to: Human Resources, Innovus Research Inc., 1016-A Sutton Drive, Burlington, Ontario L7L 6B8 Fax: (905) 331-9912 e-mail: jobs@innovus.com Web-site: www.innovus.com We thank all applicants; however, only those selected for an interview will be contacted.

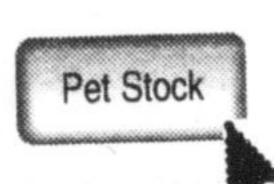
# INNOVUS

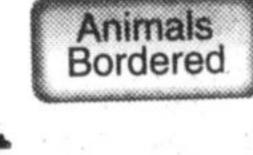


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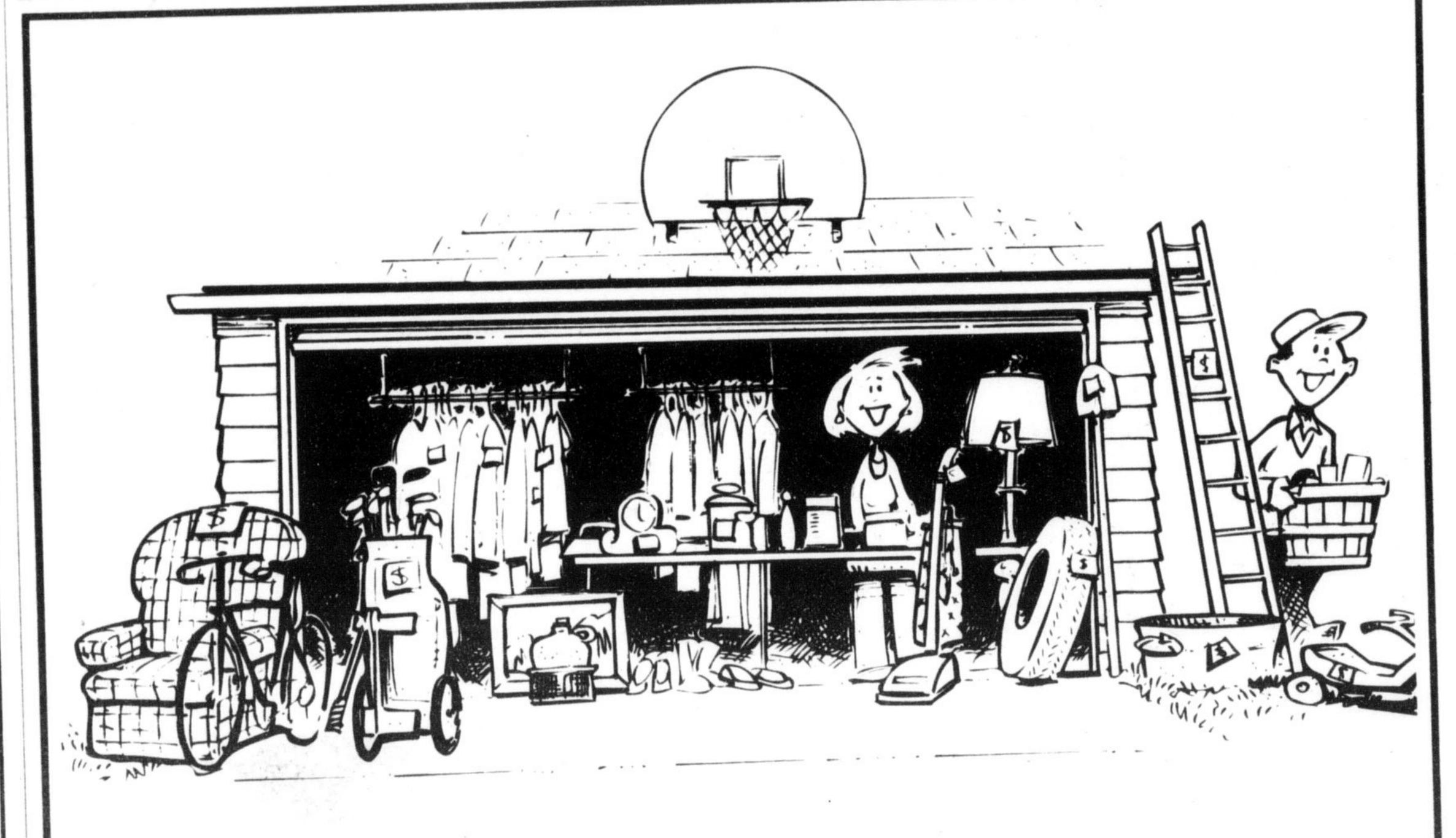
P/T Nights

Forward resume to: 5314 Lakeshore Rd Burlington L7L 6L8, Fax: 905-333-3103

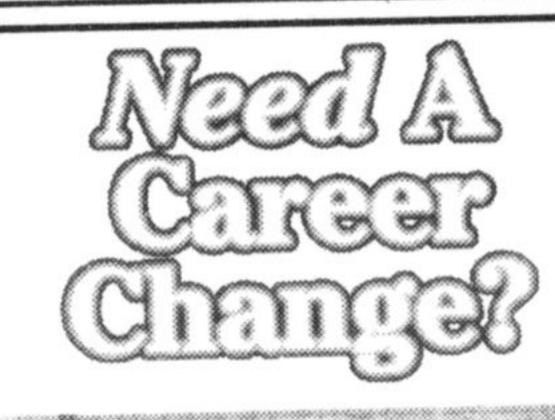
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