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Careers

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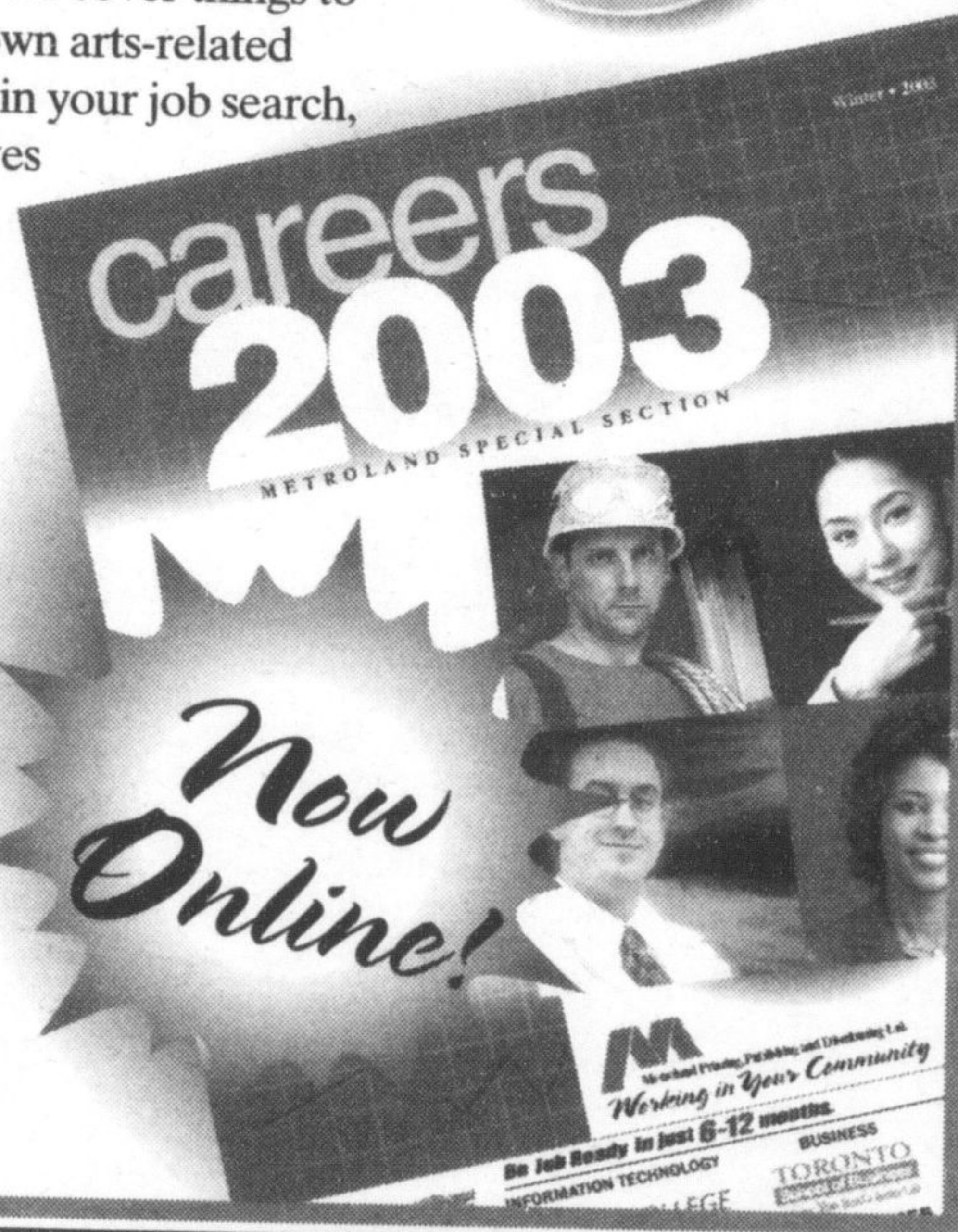
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Careers 2003 is packed with information on available jobs, plus advice on everything from making the most of a job fair experience to the breadth of careers in healthcare. We cover things to think about when starting your own arts-related business, how to use the internet in your job search, innovative educational alternatives and opportunities for women in skilled trades.

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ROYAL CANADIAN GOLF ASSOCIATION

The following positions are currently available with the RCGA:

Administrative Assistant, Golf Programs & Services:

Reporting directly to the Manager, Member Programs, this position is responsible for: maintaining records, correspondence, answer incoming inquiries, manage and maintain all internal databases, word processing needs of the department, maintaining an accurate and accessible filing system, arrange meetings, liaising with golf associations and golf clubs, and other duties as required. The annual salary for this full-time position is \$28,000.00. The successful candidate for this position will possess and demonstrate: the ability to multi-task and prioritize, exceptional communications & customer service skills, above average attention to detail, superior organizational skills, and have the ability to work in a team environment. The successful candidate will also have proficiency in the following applications: MS-Access, MS-Word, MS-Outlook, MS-Excel, Powerpoint and have working knowledge in desktop publishing applications.

Sales Centre Assistants:

Reporting directly to the Sales Center Manager, duties of the position include: order entry, order fulfillment, taking phone orders, general office duties, reception coverage and other duties as required. The ideal candidate will have exceptional communication, organizational and computer skills. Preference will be given to those candidates who are bilingual. There are openings in this hourly-rated position for **summer help** (May to August) and on **contract basis** (March-September)

Junior Accountant:

Reporting directly to the Accounting Supervisor, this position is primarily responsible for processing accounts payable and receivable, journal entries, petty cash, purchase order administration, administrative duties, assistance with fiscal year-end process and other duties as required. The annual salary for this full-time position is \$28,000.00 per year. The successful candidate will possess and demonstrate: the ability to multi-task and prioritize, strong organizational skills, above average attention to detail and solid customer service skills. In addition, the successful candidate will be proficient in the following applications: MS-Excel, MS-Word and ACCPAC.

The deadline for applications to all these positions is March 5, 2003. Please submit your resume to: RCGA, 2070 Hadwen Road, Unit 2, Mississauga, Ontario L5K 2T3 Attention Human Resources; or by email to gaskin@rcga.org

Information about all RCGA events and programs can be found on the Internet at www.rcga.org

The RCGA appreciated and thanks all applicants in advance; however only those selected for an interview will be contacted. No phone calls or faxes will be accepted

Are you a team player?

HJM Insurance & Financial Services is a progressive, general insurance and full financial services brokerage. We currently require a Customer Service Representative, minimum 2 years RIBO licensed. Experience on "TAM" is an asset. If you are outgoing and enjoy dealing with clients, then send your resume to: HJM Insurance & Financial Services Ltd. Attn: Aaron MacFarlane, 245 Commercial St. Milton, Ont. L9T 3T4 or Fax 905-876-1457 or email aaron.macfarlane@hjminsurance.com

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General
Help Wanted

Perks Perks Perks
Join Ontario's fastest growing Telus Mobility Dealership. Inside & Outside sales positions avail. Salary, benefits, commissions & the best perks program around. Fax 905-469-1212 Email: seamus@primeline.ca

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Drivers

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Drivers

PART TIME TOW TRUCK OPERATORS NEEDED.

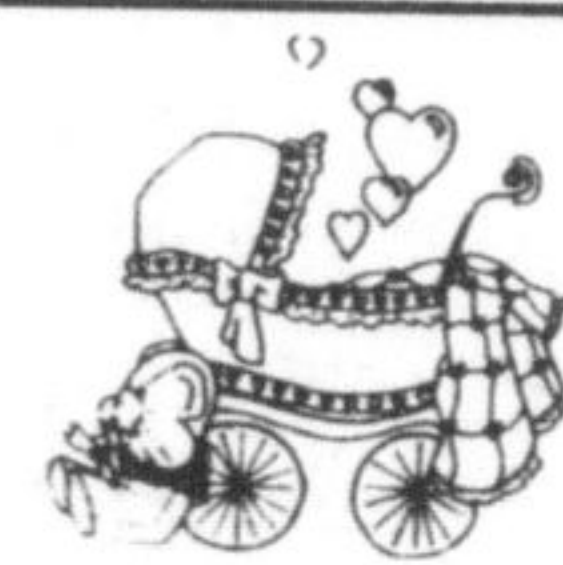
Good driver's abstract required.

Apply in person to:
Kevin's Towing
221 Nipissing Rd. Milton

Drivers / Owner
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OWNER OPERATORS ONLY
Needed Immediately!
.76¢/mi (US)
• 2200-3000 mi/week
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Help Wanted

General Labourer/Machine Operator

Required for Plastic Vacuum forming operation in Milton. Will Train.

Send Resume by fax to 905-878-8452. Attn: Human Resources

FREE TRAINING Drive 4 Us. School Bus Driver's Wanted

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Laidlaw is an equal opportunity Company

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NEED EXTRA INCOME?

Canada's leading food sampling company has immediate openings for **INSTORE DEMONSTRATORS**. Must be able to work flexible hours & days. 1-888-558-0907

Telemarketers

Needed For Permanent Day Shift 9:30-2:30pm Experience preferred but will train qualified applicant. Competitive starting wage plus excellent bonus pkgs. Fax 905-681-8300 or call 905-681-8103

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Call 905-878-2341

Fax 905-876-2364

or drop by 191 Main Street, Milton



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Help Wanted

JOBS AVAILABLE

Production work in the MILTON area. \$11-\$12/hr. All shifts available. Fax resume to: HCR 416-622-7258 or Tel: 1-888-411-1660



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Help Wanted



ENTHUSIASTIC? SELF MOTIVATED? Looking To Be Part Of A Customer Focused Sales Team?

We are looking for **MOTIVATED** and **ENERGETIC** Sales Representatives for our **BURLINGTON** location.

Must be capable of working **PART-TIME** Days, Evenings and Weekends as required.

Retail Experience An Asset Wine Knowledge An Asset, But Not Required Orientation and Training is Provided.

Please drop off your resume before the close of business **February 28, 2003** at: **Vineyards The Wine Shoppe** 5353 Lakeshore Road Lakeside Shopping Village, Burlington

While we thank all those who apply, we will only respond to those under consideration and ask that no response be made by phone.

St. Joseph's Homecare program

currently requires ...

Home Cleaners

You will provide residential cleaning in the Burlington area from Monday to Friday. Mileage compensation, training, and cleaning supplies are provided. A vehicle is required and relevant experience is an asset. Please forward your resume by fax to: (905) 525-8732 or apply by mail to: 318 Dundurn Street South, Hamilton, Ontario L8P 4L6

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Canada's leading women's fitness chain now hiring. If you have a strong interest in fitness, a desire to succeed and an enthusiastic personality, this may be the career for you! We offer the highest compensation packaged in the industry and provide a positive, challenging environment with continuous training. Positions available in the following areas: Supervisors, General Managers, Program Directors, Sales Consultants, Aerobics Instructors, Fitness Directors, Floor Instructors, Maintenance Handyman, Internal Carepr.

Forward resumes to:

Fax: 905-761-8542

e-mail: fitnessposting@yahoo.com

General Warehouse Duties

Food service distributor requires a person for general warehouse activities, shipping, receiving and inventory. Previous experience is not necessary but you must be in good physical condition. Location is Appleby Line, Burlington. Please forward resume:

ESSLINGER FOODS LTD.

Unit A-10, 5035 North Service Rd.

Burlington, ON L7L 5V2

E-mail: essfoodsbob@on.aibn.com



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RESIDENTIAL CONSTRUCTION ESTIMATOR

The Reid's Heritage Group of Companies is one of the largest homebuilding operations in South Western Ontario, with projects actively underway at a number of sites in Guelph, Cambridge, Kitchener, Waterloo, London, Collingwood and Huntsville.

We have a challenging and rewarding position available for an experienced Residential Estimator. The successful candidate will possess strong computer skills and home building experience. Exceptional organizational and communication abilities are a must.

To learn more about our companies you can locate us at www.reidsheritagegroup.com

Please fax a covering letter and resume by March 7, to 519-654-9746

Attention: Human Resources Supervisor

Please, no phone calls.

Only those applicants selected for an interview will be contacted.

ARCHITECTURAL TECHNOLOGIST

Residential Builder requires Architectural Technologist with the following:

- Auto Cad (3D design an asset) and OBC
- Microsoft Office
- Canadian residential construction exp.

Fax resume to: 905-829-3236



Oak-land Ford Lincoln

Requires immediately a person who is interested in the collision repair industry to be an

Assistant Manager

Your job description includes creating work orders and invoicing on the computer, reconciling insurance accounts, handling customers, insurance personnel and employees with a positive attitude, some shop supervisions well as learning to do collision estimates.

Your hours will be Monday to Friday 8:00am to 5:00pm and alternate Saturdays. 8:00am to 2:00pm Your salary will be 26,000 yearly plus bonus and company benefits.

Please fax your resume to: 905-844-2450

Only those resume chosen will be contacted

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