

Haltontsearch.com

525
Office Help

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Office Help



PAYROLL AND BENEFITS ADMINISTRATOR (PART TIME)

The Payroll and Benefits Administrator processes computerized ADP payroll for all hourly and salaried employees and administers group benefits plans.

Please forward a detailed resume with salary expectations, by Aug. 4th 2003 to Human Resources Etratech, 1047 Cooke Blvd. Burlington ON L7T 4A8 Fax 905-681-7601 E-mail: careers@etrtech.com

FUND ADMINISTRATION SERVICES Career Position

Well-established private Oakville based financial services firm is expanding. An entry-level opportunity for you to learn and grow with this highly successful company. You are comfortable with numbers and pride yourself on attention to detail in your work. Ideally your recent post-secondary education is either in math or the sciences. Starting compensation in the \$35,000 range.

Upward mobility, outstanding working conditions and great personal potential are offered. Interested applicants should email their resume to info@newsourc.ca

NewSource Management
1-1075 North Service Road West
Oakville, Ontario L6M 2G2
www.newsourc.ca

Self-motivated? A team player? Interested in tax? Then you may be the person we are looking for.

STAFF ACCOUNTANT required by dynamic, professional public accounting firm. We specialize in complex tax issues. Financial statements and T2 preparation experience essential. SRED and Caseware/Caseview experience an asset. Minimum educational requirement: enrollment in recognized accounting program. Must be flexible, personable, a team player and prepared to do what is necessary to get the job done.

Reply with salary expectations to:

Bateman MacKay Chartered Accountants
Attn: Kim Synder • Fax 905-639-2285

HEATING, AIR CONDITIONING AND BARBECUE

Georgetown retail store seeking full-time Administrative Clerk to join small, busy office. Versatile candidate will handle a wide range of duties, including closing/balancing cash, retail, service scheduling, data entry, provide product information/service.
Fax resume 1-905-825-2094.

530
Sales Help

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Monarch
A Taylor Woodrow Company

Monarch Construction Limited has an opening for an AFTER SALES SERVICE REPRESENTATIVE in the Burlington/ Oakville area

The applicant is required to carry out warranty repairs in newly occupied homes. Should be proficient in minor repairs of drywall, plumbing carpentry, electrical, painting, etc. Must have own tools & should be familiar with requirements of the Ontario New Home Warranty program.

We offer a competitive compensation package, which include a company vehicle. We thank all applicants for their interest, however only candidates selected for interview will be contacted.

Please send your resume and salary expectations in full confidence to:
Monarch Construction Limited
2025 Sheppard Avenue East, Suite 1201
Toronto, Ontario, M2J 1V7
Attention: Human Resources ~ Fax: 416-642-0115

Andrew Murray Motors Ltd.
General Motors Dealer requires:



EXPERIENCED SALES/LEASING PROFESSIONALS

Interested in selling/leasing General Motors Cars and trucks?
Time for a change?

We would like to meet you.

- We offer:**
- Salary plus commission
 - Monthly bonus levels
 - Health & Dental Plans
 - Group Retirement plan
 - Company supplied demo
 - Strong management support
 - Fast growing market area & a great location

Please fax resume to:
Steve Mathews
905-453-8694

Andrew Murray Chev/Olds
33 Mountview Road North, Georgetown
For Over 40 years

535
Hospital Medical

RN

Required part-time, for 8-10 evening shifts per month including every other weekend
Mount Nemo Christian Nursing Home

Please fax resume to: 905-385-3699

545
Teaching

Willowglen Montessori School

Requires a part-time French teacher.

Fax resumes to:
905-338-0646
or inquiries
905-338-7207

715
Moving & Storage

1A 2 men & truck. \$19+/hr, travel included. "No minimum" available! Reliable, Insured.
(905) 793-7565



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Hospital Medical

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www.gojobs.gov.on.ca

NURSES

Explore these 14 challenging opportunities with the **Ministry of Public Safety and Security**, to practise a wide range of nursing skills at adult male/female-offender correctional/treatment centres and young-offender facilities in the Greater Toronto Area. You will: provide front-line care to offenders, including psychiatric, emergency intervention; conduct assessments (psychosocial, clinical); participate in multidisciplinary-team health-care planning; conduct evaluations; patient advocate. **Locations:** Ontario Correctional Institute, 109 McLaughlin Rd., Brampton; Invictus Youth Centre, 205 McLaughlin Rd., Brampton; Vanier Centre for Women, 655 Martin St., Milton; Maplehurst Correctional Centre, 661 Martin St., Milton; Toronto Youth Assessment Centre, 130 Horner Ave., Toronto.

Qualifications: current registration as registered nurse in Ontario, Ontario certificate of competence, CPR certification; thorough knowledge of/ability to apply nursing principles to adult/young offenders who may exhibit unpredictable behaviour; proven ability to deal with emergencies, perform routines with minimal supervision; significant clinical-nursing experience; sound knowledge of nursing procedures in medical/psychiatric nursing; knowledge of infectious/communicable diseases; ability to work rotational shifts (days/afternoons/nights), including weekends.

Salary range: \$997 - \$1,194 per week

Resume and covering letter must be received by Aug. 18, 2003. Quoting file CS/NS-03, send to: Human Resources Consultant, Ministry of Public Safety and Security, 171 Judson St., Building C, Etobicoke, ON M8Z 1A4. Fax: 416-314-9540.



An equal opportunity employer

GARAGE SALES This Weekend

COUNTRY GARAGE SALE

Sat, Aug 9, & Sun. Aug 10, 8am- 3:30pm

3053 & 3041 Derry Rd

(Neighbours)

Tools, household items, kitchen table - must see!

GARAGE SALE

Sat, Aug 9, 8am

654 Elliot Cres

(Wilson & Joyce)

Bikes, x-c skis, household & kitchen items, books, clothes & much more.

MOVING SALE

Sat, Aug 9, 8:00am- 3:00pm

No Early Callers Please!

11311 Regional Road 25

Highway #25 - between Milton and Acton
Furniture, bunk beds frames, gazebo, 16hp wheel horse tractor incl. snowblower, tiller, grader blade and 48" mower, garden tools, tents, ladders, toys & things too numerous to mention!

FISHING FOR A GREAT DEAL??!



Visit these great garage sales this weekend

GARAGE SALE



Advertise your Garage Sale with us!

Call the Champion Classifieds and place an ad your Garage Sale for only \$20!

A FREE GARAGE SALE KIT is included to help make your sale a huge success!

C/S REP. 1 yr. Contract

Min. 2 yrs exp. in manufacturing

Functions:
Ord. entry w/comp sk.
Invoicing
Shipping documents
Other clerical duties

Email to:
christine.bank@adecco.ca