

525 Office Help 525 Office Help 525 Office Help 525 Office Help

FULL-TIME ADMINISTRATOR
 Growing Milton area environmental operations company specializing in water supply and sewage treatment business requires highly motivated person capable of multitasking to participate in administrative duties. This individual will share responsibilities including reporting to government agencies, preparing regulatory reports and dealing with telephone inquiries. Individual must have strong knowledge of general accounting principles with experience in invoicing, A/R, A/P, biweekly payroll and financial report preparation. Excellent verbal and written communications skills with proficiency in Microsoft computer applications and good working knowledge of accounting software required. Position involves working directly with senior management. Company has benefit plan including medical coverage. Work hours are flexible. Salary commensurate with experience. No telephone inquiries. Only applicants chosen for interviews will be contacted.
 Please reply in writing to:
Envirosearch Operations Inc.
 Fax: 905-854-9811

535 Hosp/Medical 535 Hosp/Medical 535 Hosp/Medical 535 Hosp/Medical 535 Hosp/Medical

Jobs Careerfair + Health Care
Wed., March 10, 10 a.m. - 6 p.m.,
Oakville Conference Centre, 2515 Wycroft Rd

Registered Exhibitors include: **FREE ADMISSION**

<p>Employment & Careers Accountemps Blockbuster Burlington Post Circulation Canadian Armed Forces Carmen's Catering Christian Horizons Creative Memories Exit Realty Negotiators Goodlife Fitness Clubs HCR (Recruiting) Halton Catholic District School Board Home & Gift Collection Investors Group Little Caesars Restaurant Mercury Oakville Beaver Circulation The Oakville Club Primerica</p>	<p>Today's Staffing Towne Chev Olds Trillium School for the Deaf Vineyards</p> <p>Employment & Careers Sheridan College YMCA of Oakville YMCA of Burlington</p> <p>Medical Field Bayshore Healthcare Brampton Caledon Community Carecor Health Services Ltd. Central Park Lodges Delmanor Glen Abbey HomeWell Senior Care Sunrise Senior Living</p>	<p>Schools/Training Facilities Canadian Law Enforcement Training College Canadian Arts and Trade School High Performance Human Resources Senka Academy of Aesthetics Inc. Trios College</p>
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Employers hiring in all fields
Schools
Training Facilities

DON'T MISS THIS JOB FAIR!

Home hardware

BOOKKEEPER
 Full time position available in a busy retail location. Responsibilities include daily bank and cash reconciliation, A/R, computerized payroll, benefit administration, general ledger, all Gov't remittances and monthly financials. Familiarity with "AccPac" an asset. Position requires organizational and communication skills, ability to multi-task and be able to work independently.
 Please fax or e-mail resume by Mar 21, 2004
Milton Home Hardware Building Centre
 Fax: 905-878-4049
 E-mail: miltonhhepathcom.com
 Only applicants chosen for an interview will be contacted.

Administrative Multi-task Position
 Available in local packaging company. Customer service, order entry, invoicing, purchasing. Intermediate/advanced computer skills, AS400 and French an asset. Reply by mail to:
Maureen Oldfield
Gerrard-Ovalstrapping,
735 Oval Court
Burlington, ON L7L 6A9
Maureen_oldfield@goval.com

The Classifieds: It's All There!

530 Sales Help 530 Sales Help 530 Sales Help 540 Hotel/Restaurant

CAREER OPPORTUNITY ADVERTISING SALES REPRESENTATIVE
 THE SHOPPING NEWS IS INCREASING ITS SALES FORCE TO SERVE THE MULTIPLYING NUMBER OF RETAILERS IN THE COMMUNITIES OF OAKVILLE, BURLINGTON, MILTON & WEST MISSISSAUGA

YOU BRING US:

- HIGH ENERGY AND EFFORT PROFILE
- STRONG PRESENTATION SKILLS IN ENGLISH - a second language may be helpful
- UNQUESTIONED INTEGRITY
- DESIRE TO BE SUCCESSFUL AND OVERCOME OBSTACLES
- WELCOMING APPEARANCE
- SMILES
- RELIABLE VEHICLE

WE ARE COMMITTED TO:

- TRAINING TO ACHIEVE DEMANDING RESULTS AND HIGH INCOME
- EXPERIENCED MANAGEMENT TO COACH YOU FOR CAREER GROWTH
- A TEAM THAT PLACES THE CUSTOMER FIRST
- IMMEDIATE GUARANTEED INCOME BASE WITH CAR ALLOWANCE (COMBINATION OF SALARY AND COMMISSION)
- EMPLOYEE BENEFITS AFTER COMPLETION OF 1ST YEAR PROBATION PERIOD
- ADVANCEMENT OPPORTUNITIES

RECENT COLLEGE/UNIVERSITY GRADUATES ARE WELCOME TO APPLY.

IF YOU ARE, OR KNOW OF SOMEONE WHO IS THE KIND OF INDIVIDUAL WE ARE LOOKING FOR, EMAIL OR FAX RESUME TO:
 cfinch@haltonsearch.com
905-827-9950
 TO SEE IF YOU QUALIFY FOR A PERSONAL INTERVIEW

VISTAMERE
 Retirement Residence requires mature **WAIT STAFF**
 Previous experience necessary.
 Please Apply at:
380 Sherin Dr., Oakville

550 Domestic
RESIDENTIAL cleaning services available. Please call for a free estimate. One time clean also welcome. Receipts available. Call Kim at 905-299-1321.

700 Home Improvement
CLEANPRO Use Organic Solution, Dries in 1-2hours, Sanitize, No Bacteria Growth! Deluxe Cleaning. 905-568-0091, 416-219-5111.

752 Instruction
CERTIFIED teacher with 10+ years of experience, available for tutoring in language and math. Specialize in Grade 9 & 10 math and Strategies for struggling readers. Call 905-873-7073 or 905-878-6914.

EBAY TRAINING COURSES
 Introductory buying/selling course offered March 11th. Advanced selling course March 23rd. Visit www.lighthousemarketing.ca or phone 905-702-0488.

Classified Hours
 Monday to Friday
 9 am to 5 pm

540 Hotel/Restaurant 540 Hotel/Restaurant

Charley FitzWhiskey's TAP & EATERY
Now Hiring Full-Time Line Cooks & Dishwashers
 Apply Within
 55 Ontario St. N, Milton, Ont.

Our private established club requires an
ASSISTANT FOOD & BEVERAGE MANAGER

- Minimum 3 yrs. banquet, casual &/or fine dining experience at the Supervisory level or higher
- POS systems knowledge (bonus: familiarity with JONAS)
- Good working knowledge of Microsoft Word/Excel
- Excellent customer service, organization and administrative skills
- Training & superior staff relations skills
- A quality image
- Preferably a related college diploma

Salary plus quarterly bonus & benefits
Lisa Brown, Food & Beverage Manager
The Oakville Club
 56 Water St., Oakville, On. L6J 2Y3
 lbrown@oakvilleclub.com F: 905-845-3186
 Ph: 905-845-0231 ext. 303

545 Teaching Opportunities 545 Teaching Opportunities

MACLACHLAN COLLEGE Requires
 experienced child care worker for our after school programme 3:00 to 6:00 Mon-Fri. Send resume & references to the school
Attention Mrs. Diane Finlay,
Head of Lower School
 337 Trafalgar Rd. Oakville, L6J 3H3
 Ph. 905-844-0372 ext 231 fax 905-844-9369

YOU
 Need Some Extra Cash?
 Then sell some of your unwanted goods!
 Call **The Champion Classifieds** today to place your ad! 905-878-2341

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NEW AND USED SALES AND LEASING REPRESENTATIVE
 Unique opportunity for the right individual Well-established FORD-LINCOLN Dealer Located in one of the fastest growing communities in Ontario

Requirements:
 -Automotive sales experience and OMVIC Lic.
 -Willingness to exceed industry standards in Customer Satisfaction.

We Offer:
 -Huge Inventory.
 -Excellent location and traffic.
 -Competitive pay plan plus monthly and yearly bonus.
 -Demo or allowance.
 -Opportunity to grow with us and the surrounding area.

Apply in Confidence:
 Fax Resume 905-875-3676 or
 rwinterle@gallingerford.com

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GET your ad NOTICED

It pays to advertise in our classified section and get a bonus ad on our website.
 Call today and see how easy it is to make your ad work harder for less.

The Canadian Champion
 191 Main Street East 905-878-2341
haltonsearch.com