

515 Skilled Help **515 Skilled Help**

IMMEDIATE OPENING
for
LICENSED MECHANIC
For medium size trucking fleet. Wage negotiable. Paid benefits. Must have own tools, valid driver's license & own transportation. MIG welding an asset.
1-800-862-1470 ext. 5
after 2pm.
or fax resume to:
519-853-2816
Attn.: Bruce Williamson
Only those selected for interview will be contacted.

PLANT ELECTRICIAN
The incumbent will install, maintain, test, troubleshoot & repair electrical equipment & associated controls. You must have thorough knowledge of electrical systems. Five to ten years industrial electrical experience. You will need to possess Interprovincial Electrical License plus courses in mechanical, hydraulic and pneumatic systems would be an asset.
Interested candidates may send their resume to:
Human Resources
Hanson Brick Ltd.
P.O. Box 668, 2170 Torquay Mews
Streetsville, ON L5M 2C3
Fax: 905-821-2754

Mac based freelance graphic designer. Quark, Photoshop, Illustrator a must. Print, signage, ads, displays and web promotion. Able to work in studio in Georgetown.
graphics@lawlor.com
or Fax 905-873-9499
No phone calls please

525 Office Help **525 Office Help**

Accounting Clerk
Formula Publications
Required for our Oakville location.

Job Summary:

- Process and co-ordinate lineage & other statistical reports
- Accounts Payable/ Accounts Receivable experience
- Invoice processing, credit & collections experience
- Prepare and process cash receipts, disbursements and recaps
- Maintain miscellaneous accounting items

Competencies/ Skills and Experience:

- 2-5 years relevant experience preferred
- Strong interpersonal and communication skills
- Proficiency in Microsoft Excel and Word a must
- Good with figures
- Attention to detail
- Experience in the publishing/ newspaper industry an asset

If you are enthusiastic about accounting, please send your resume to Fax: **905-632-0308** or **cching@metroland.com**

Bilingual (English/ French) Order Administration
Canadian Subsidiary of a U.S. Company requires a detail-oriented bilingual O/A Clerk. The company has a history of growth and continued commitment to developing new, innovative products for chemical analysis. O/A Clerk will be responsible for processing, preparing and entering customer orders into AccPac & e-business database systems. Matching customer orders to order confirmations, handling of Returned Goods Program, handling of customer inquiries, which may include tracking/expediting and communications with Corporate office and affiliates in Europe. Maintain consumable inventory. 1 year college in business administration, or equivalent with 2-3 years exp. in customer service/order processing environment. Ability to type 45 wpm, be well organized and communicate well with others
Apply by e-mail: **Dionex.Canada@dionex.com**

Career-Minded Accountants~
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F/C BOOKKEEPER.....TO \$20/HR
STAFF ACCOUNTANT.....TO \$18/HR
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burlington@accountemps.com

525 Office Help **525 Office Help**

PART-TIME ADMINISTRATIVE
My growing real estate team requires an administrative person for Monday-Friday, half days. Duties will vary including:
- Bookkeeping
- Data Entry
- Scheduling
- Mailings
Please fax resume to:
Patrick Batty
Remax Blue Springs
905-693-0291

As a leader in temporary administrative staffing, OfficeTeam can offer a wide array of assignments. We are currently recruiting for:
Bilingual Customer Service Reps.
Receptionists
Data Entry Clerks
Must have: min. 1-yr experience; excellent Eng./French communication skills; basic Word and Excel.
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530 Sales Help **530 Sales Help**

National Advertising Account Manager Required
Premier Publications & Shows, a division of Metroland Printing Publishing & Distributing Ltd., requires a National Advertising Account Manager for monthly vertical publications & affiliated consumer shows.
The ideal candidate for this position is a print advertising sales professional with a proven track record with national, corporate and agency accounts.
Experience with health, pharmaceutical, package goods and finance categories an asset. Excellent written and verbal communication skills as well as refined presentation skills are required. A solid understanding of PMB is necessary.
This is a progressive position that will require a very motivated self-starter that can operate independently as well be a key player in a dynamic sales team.
Compensation is base salary and commission, automobile expenses and an aggressive incentive/ bonus package.
This position will be based in the Oakville office. Territory includes all of southern Ontario.
Interested applicants please forward resume and annual income expectations by May 7, 2004 to: **lunderwood@haltonsearch.com**

HONK! HONK!
That's opportunity honking! Ever thought you possess what it takes to make big money in car sales? Are you currently in the car business and sick of minimum commission and financial stress? Self-motivated, goal oriented, dynamic individuals read on. We can offer you a choice of pay plans, attractive benefits, extensive training and a fabulous, energetic work environment. If you are not willing to sacrifice hard work to achieve all you have ever wanted, move to the next ad. A post-secondary education and successful sales career are favorable assets. Ready to dedicate yourself to becoming the best? E-mail resume to **ncarter@saturnmississauga.com**

J. Michaels Inc.
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Currently looking to fill part-time & full-time sales associates positions in the area. Qualified individuals will possess prior experience in sales & have a passion for Ladies Fashion
THIS IS YOUR OPPORTUNITY TO GROW YOUR CAREER WITH A GREAT RETAILER.
Please fax your resume to Pat Kachur at 416-674-7779 or email: **pkachur@jmicahels.net**

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Demo plan/ benefit package
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Bob Tregunno
2016 Plains Rd. E., Burlington
Fax: 905-633-8815 • Tel: 905-633-8811

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

RECEPTIONIST/ASSISTANT
Required for busy optometric office. Exceptional phone skills, strong organizational ability, computer friendly. Appointment scheduling experience an asset. Team player essential. Includes evenings with seasonal flexibility.
Reply by fax only to:
Dr. Susan Janzy 905-876-3559

OAKWOOD RETIREMENT COMMUNITIES
The Village of Tansley Woods
RPNs
Oakwood is seeking energetic individuals for casual positions, working various shifts for our continuum-of-care complex (Long-Term Care Facility, Retirement Home and Seniors' Apartment) in Burlington
Oakwood is a dynamic and innovative organization committed to the highest standards of seniors' care in Ontario.
APPLY WITH RESUME AND COVER LETTER TO:
Human Resources Manager
460 Frederick Street * Kitchener, ON N2H 2P5
Fax: 519-571-0947
Although we thank all candidates, only those selected for interview will be contacted. No telephone inquiries please.

Resident Care Manager, Full-time
Ideal candidate is a Registered Nurse with valid CPR and a min. 5 years' management experience in a union environment, scheduling, staff development, quality control, knowledge of budget/cost control processes. Must possess strong clinical assessment skills and communicate well with seniors/families/community agencies. Computer proficiency is a must. You must be a team player with genuine empathy for seniors. If you feel this would be a rewarding career for you, please apply, in confidence, on or before 5:00pm, Friday, April 30, 2004 to:
Carole Huppenthal, General Manager
Churchill Place Retirement Residence
345 Church Street, Oakville, L6J 7G4
Fax: (905) 338-7117 or
Email: **CaroleHuppenthal@lrc.ca**

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FAX: 905-873-1403
careers@bennetthealthcarecentre.ca
www.bennetthealthcarecentre.ca

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Some experience required. Must be flexible.
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Located at corner of Appleby Line & Harvester Rd.,
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seeks
EXPERIENCED SERVERS
Contact Colleen at:
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Please call James
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CERTIFIED, EXPERIENCED TEACHER
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Call: **905-873-7073**
or **905-878-6914**

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Wedding Date _____
Fax _____ Email _____

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Send to: National Bridal Shows
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