DATA MANAGEMENT CLERK

(3 month Contract possibly leading to FT) Canada's leading independent energy and environmental management company seeks a proactive, analytical and results-oriented individual within the Data Management Group. Primary tasks include accurate and timely data input of client utility invoice information, quality control of input data, and general office duties as assigned. Applicants should have prior data entry experience and excellent communication and computer skills (excel etc.). Previous utility billing experience is a definite asset.

E-mail: job862@energyadvantage.com or fax to 905-319-7980 by November 5th.

MED WORKS ASSESSMENTS P/T Assistant D A C Coordinator

Mature, well organized individual, with excellent computer and typing skills, required to answer phones, book patients, edit drafts, complete typing, set up files and file documents. Minimum 1 to 2 years medical or insurance related experience preferred. Advancement to F/T position could be a consideration for right individual.

Please reply in confidence to:

admin@medworksassessments.com



ST ANDREW GOLDFIELDS LTD.

is currently seeking an Accounting/Office Assistant:

- The successful applicant will have: Strong accounting background in A/P and payroll
- Good written and oral communication skills
- · Familiarity with Quickbooks would be an asset Ability to perform general office duties
- Good computer skills: Word, Excel

St Andrew Goldfields Ltd. is a gold exploration and development company having its head office in Oakville. Interested parties should forward resumes to bramsden@standrewgoldfields.com Only candidates selected for an interview will be contacted

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CUSTOMER SERVICE We have an immediate opening for Inside Sales/ Customer Service Personnel in our oakville Plant. Responsibilities: Integrating communication between customer & production. Expediting shipments & maintaining shipping/sales reports. This is an administrative position reporting to the Sales Manager. Excellent knowledge in Microsoft Office 2000 required.

INSIDE SALES/

Send resume w/salary expectations to: admin@aspmaxcess.com or fax to: 905-847-0141

TIMELESS TREASURES Decor Sales Associate

Mature, Hardworking, Self-Motivated, Outgoing Individual with a finesse for traditional home decor. Must be flexible to include shifts amongst days, nights and weekends. Bring in resume Monday-Friday (10am-5pm). Ask for Store Manager.

LOCATION: 280 Guelph Street, Georgetown, ON 905-873-4736





2005 F150 4X4 Supercrew XLT 5.4L V8, auto, O/D, A/C, PW, PL, spd control & tilt, P. pedals, running boards, sliding rear

window, trailer tow r pkg., deluxe mirror pkg., alum, silver ext. ST#F5013.

\$2000 Down

24 Months



2005 F150 4X4 Supercrew Lariat King Ranch

5.4L V8, auto, O/D, every possible option available is

on this truck! Dark stone ext. ST#F5022

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5.4L V8, auto, O/D, A/C, PW, PL, spd control & tilt, LT 275 all terrain tires, P. pedals, trailer tow pkg.,

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