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Office Help

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Office Help

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**Administrator/Bookkeeper**

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This is initially a 14-month contract (from Feb. 05) that may grow into a full-time position. Applicants must have computer-based bookkeeping experience. Duties will include A/P, A/R, General Bookkeeping, Filing & various office duties. The candidate must possess excellent communication & organizational skills & be capable of working with minimal supervision. Transportation industry experience would be an asset.

If you are interested in joining our team, please forward your resume in confidence to:

**Gateway Freight Systems Inc.**  
1235 North Service Rd West, Suite 201  
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Fax: 905-842-5407  
Email: hr@gatewayfrt.com

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545  
Teaching

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Did you know that 90 per cent of apprenticeship training in Ontario goes on right in our public colleges, or that Job Connect places approximately 13,000 young unemployed people in jobs annually, or that Ontario Colleges provide more than 350 diploma, degree and certificate programs related to the operations functions of the automotive manufacturing industry? The wealth of opportunities offered in Ontario's colleges is exciting - especially knowing that they work to prepare students for real-world business and industry jobs. To highlight this breadth of education and training and the extensive business connections that enhance its effectiveness, in January, Metroland will introduce a brand new publication called Ontario's Colleges: Partners in Business.

The mandate of Ontario's Colleges of

Applied Arts and Technology is to provide accessible, quality career education and training to enhance social and economic development throughout Ontario and meet local, regional and global marketplace demands. This challenge is met at 24 Community Colleges in 200 locations across the province that serve thousands of full-time and part-time students. In Ontario's Colleges: Partners in Business, you will find information on current college-related topics such as apprenticeship, Job Connect and TOWES (Test of Workplace Essential Skills). Discover what is happening across the province in applied research, custom curriculum development, continuing education, multi-site training, E-learning and the dynamic automotive sector.

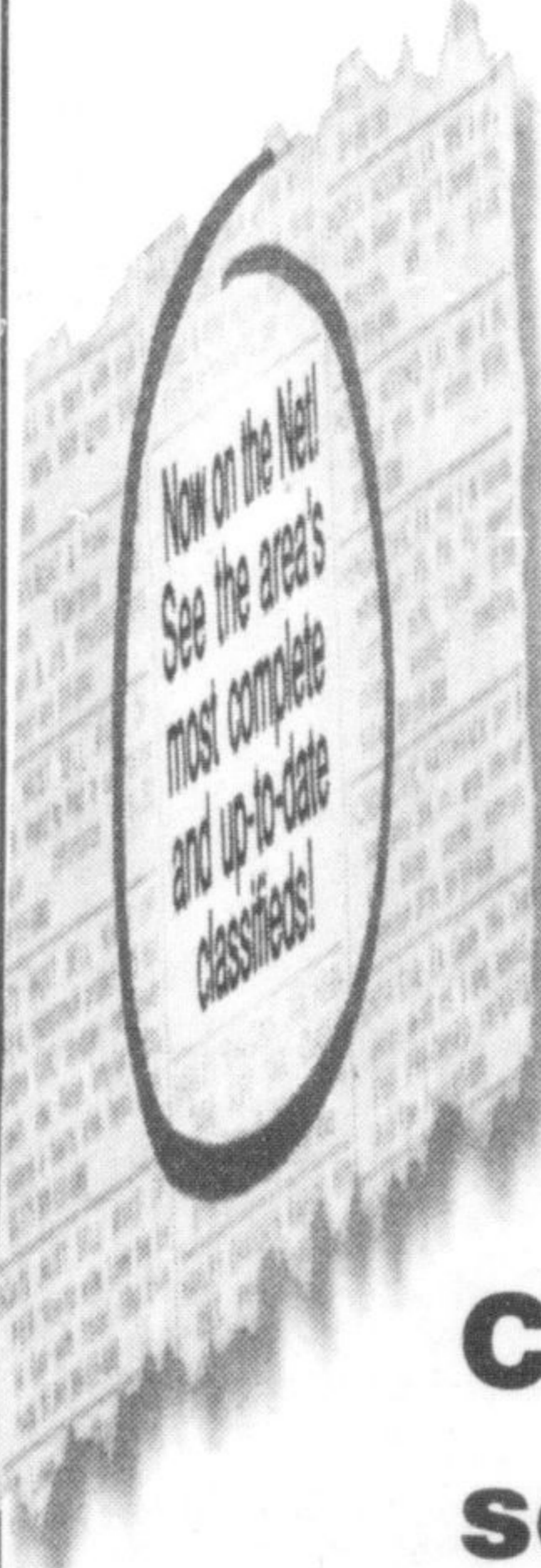
*This special section sponsored by The Colleges of Ontario Network for Education and Training (CON\*NECT) will be distributed in the January 2005 issue of Metroland Business Times Newspapers: Brampton, Cambridge/Guelph/Kitchener/Waterloo, Durham, Halton, London, Mississauga, Niagara, Northumberland, Toronto, Simcoe and York.*

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