

525 Office Help **525 Office Help** **525 Office Help**

COMPUTER NETWORK TECHNICIAN

Due to expansion, Caledon Card Services, located in Georgetown, is looking for a Full-Time Computer and Network Support Technician.

The ideal candidate would have:

- Experience administering, troubleshooting, repairing Windows and Linux desktop systems as well as supporting end users
- Experience with networking and telephone systems
- Strong diagnostic and troubleshooting skills
- Minimum 2 years of related experience

Duties would include maintenance of end user desktops, operating system and application upgrades (both Windows and Linux), maintenance and planning of network and telephone systems, as well as emergency server and communications support. Strong communication and interpersonal skills are a must. Must be bondable.

Please respond via email to: employment@caledoncard.com

525 Office Help **525 Office Help**

CUSTOMER SERVICE EXPERT/OFFICE ADMINISTRATOR

Full Time 8:30am - 5:00pm

We are a 20 year old corporate citizen of Georgetown specializing in Financial Planning. We are a growing business with a need for an exceptional individual with an entrepreneurial spirit.

The successful candidate will be a team player with superior interpersonal skills, computer skills (Goldmine Contact Manager and Microsoft Office), be detailed oriented, have a pleasant telephone manner. Experience in the investment dealer, insurance or banking industries an asset.

The following designation or courses would be an asset: IFIC course, CFP or PFP, Branch Managers course, mutual funds license, Canadian Securities course, BA in Finance or Economics.

DUTIES INCLUDE: customer service, file management, financial planning assistant, office administration and some reception.

Salary + benefits based on experience.

Please send resume to:
MONEY CONCEPTS, Georgetown
 348 Guelph Street, Georgetown, ON L7G 4B5
 or Fax to: 905-873-1878

525 Office Help **525 Office Help**

CUSTOMER SERVICE REPRESENTATIVE

Our new Mississauga Corporate Office is recruiting a full time experienced Customer Service Representative, with excellent communication skills

Responsibilities include: Taking customer pick-ups and appointments, document tracing, billing, data entry, border and customs clearance documentation and exception management.

Qualifications:

- 2-5 years of relevant experience required; post secondary education an asset
- Proficient in Microsoft Office programs
- Strong problem solving and multi-tasking skills
- Bilingualism is an asset.

U.S. DISPATCHER

Our Mississauga Office is also recruiting a full time U.S. Dispatcher for our Day shift.

Responsibilities include: Dispatching Drivers to and from the United States, synchronizing activities with other terminals, answering internal and external customer requests, and managing various administrative tasks, such as data entry.

Qualifications:

- 1 year (minimum) dispatch experience required; post secondary education an asset
- Excellent geographical knowledge
- Bilingualism preferred (written and oral)
- Knowledge of U.S. Regulations
- Proficient in Microsoft Office programs
- Strong communication and organization skills

This is a great opportunity, which offers an attractive salary corresponding to years of experience, a competitive benefits package, and a brand new facility with opportunity to advance. Join our team and discover why Robert was voted one of Canada's 50 Best Employers and Best-Managed Companies

Please forward resumes to:
Cheryl Denny, Human Resources Dept.
 300 Statesman Dr., Mississauga, ON L5T 2A2
 905-564-9999 ext 1566, Fax 905-564-2338,
cdenny@robert.ca



domnick hunter

SERVICE COORDINATOR

Located in Mississauga, domnick hunter Canada has an immediate opening for a full time service coordinator. You will be responsible for scheduling of all service calls, processing of all warranty claims, and work orders, reporting directly to the Technical Service Manager. As an equal opportunity employer, we offer a very competitive wage for this position and an excellent benefits package.

Interested candidates can fax their resume to the attention of:
 Jeff Brettell 905-820-5463
 or email: jeff.brettell@domnickhunter.com

**INTERMEDIATE ACCOUNTANT/
FINANCIAL ANALYST**

We are actively seeking an accountant for our Milton office. This position is responsible for the preparation of the monthly reporting package including the reconciliation and analysis of accounts. Please fax or email your resume in confidence to:
Fresh Start Foods Inc.
 Human Resources
 Fax: 905-878-9010
 Email: ianpont@freshstartfoods.com
 No agencies or phone calls please.

**F/T ADMIN.
ASSISTANT**

Required for busy Eng. firm in Oakville. Skills required: Word, Excel, reception, courier & filing.
 Fax: 905-338-3521
 or email: zarpac@zarpac.com

525 Office Help **525 Office Help**

BUSY BURLINGTON SHEET FED PRINTER IS CURRENTLY LOOKING FOR AN

ACCOUNT COORDINATOR

to fill a 1 year contract. Candidate must have excellent organizational skills & the ability to determine & manage multiple priorities. A minimum of 2-5 years exp. in a production/printing house environment and knowledge of print technology an asset.

Please forward resume to
wedgley@battlefieldgraphics.com
 Only those qualified will be contacted.

525 Office Help **525 Office Help**

SITE CLERK

Various duties as requested to assist in the smooth operation of the job site. The candidate must be self-motivated, well organized individual with excellent communication and computer skills. Duties include general office duties, answering phones, filing and scheduling.

BROOKFIELD HOMES
 Fax your resume to Caroline at: 905-477-9001
 No phone calls please, while we sincerely appreciate the interest of all applicants, only those selected for an interview will be contacted.

525 Office Help **525 Office Help**

COLLECTION AGENTS

Call Centre located in Mississauga. F/T perm. Start immediately. Excellent wages + bonuses. Benefits. Applicants must be available for afternoon and evening shifts. Fax resumes to: 905-403-1617

530 Sales Help **530 Sales Help**

Transportation & Logistics Sales Agent

Check Your Options

Can you currently offer your customers this?

- On-line track and trace
- KPI performance reporting
- 99% overall service standards
- EDI Capability
- Dedicated Service Teams
- 24/7 Service

Lakeside has these options!

Do you currently get this support?

- Premium Compensation
- Benefits
- Customer Reports
- Dedicated Operations Team Support
- On-line Account Access

Lakeside has these options!

If you answered no to any of these questions, call us to discuss your options with Lakeside.

Contact Michael at 800-387-7108 or michael@lakesidelogistics.com



Lakeside Logistics Inc.
 1011 North Service Road, Oakville, ON
www.lakesidelogistics.com

2001 AUDIO VIDEO

Full Time Salespeople

High Base Salary, High Commissions
 Bonuses, Extensive Benefits, Management Training, Employment Stability
 Retail (commission) sales experience preferred.
 Hiring for both the Burlington and soon to be open Oakville locations.

For Burlington fax your resume to the attention of **Gabe at 905-637-5705** or visit the Fairview St. & Walkers Line location.
 For Oakville, fax your resume to the attention of **Dave at 905-629-8720**
hrdept@2001audiovideo.com

Sales Associates

Male or Female Sale Associates wanted for Large Retail Optical Showroom. Ideal candidates will have good communication skills and a flair for fashion. Training will be provided, retail sales experience an asset. Please drop off resume in person at **Hakim Optical 2335 Trafalgar Road Attn: Shineen**

Bell World Milton is seeking a real team player for an inside sales position that is available immediately. Retail experience would be an asset, however training will be provided. Competitive wage offered. Apply with resume and cover letter. Attn: Linda
 In person between 9:00 & 17:00:
 377 Main St. E.
 Milton, Ontario L9T 1P7
 By E-mail: sellit@wpcl.com

525 Office Help **525 Office Help**

Sales Opportunity Floor Covering

Canada's largest independent floor fashion retailer has a sales opportunity for enthusiastic women and men with or without experience for the new Burlington store.

We offer an excellent remuneration/benefit package and an opportunity for advancement.

Fax or email your resume:
 Fax 416 636-5161 to the attention of Brian DuVal or email bduval@giantcarpet.com



Giant Carpet & FLOORING

Chudleigh's

Inside Sales/ Marketing Representative (U.S.) Full-time

ARE YOU.....
 an effective communicator responsive to client's needs and concerns? Careful when working with details? Thorough and organized?

WE CAN OFFER.....
 A supportive team-oriented environment, stable and steady work, a family owned business which recognizes employee loyalty and commitment, opportunity for interaction with people.

IDEALLY, YOU'LL HAVE.....
 Knowledge in office productivity technology: Windows, Microsoft Office (Word, Excel, PowerPoint, Outlook), Internet/E-mail, experience in dealing with clients throughout the United States.

If this sounds like you, then we can provide you with an entry-level opportunity, where you will be rewarded for your ability to perform a variety of sales and marketing tasks and help look after the needs of major U.S. accounts. We are a growing exporter of high quality frozen desserts, located in Milton.

Please forward resumes to:
Human Resources, 624 McGeachie Drive, Milton, Ontario L9T 3Y5
 Thank you for your interest, only those selected for an interview will be contacted

INSIDE SALES REPRESENTATIVE


Leading Canadian Fastener Distributor is looking for an energetic, outgoing person for sales/customer service. Fastener and sales experience an asset. Must possess strong computer/communication skills. This is a career opportunity with an established company.

To start immediately
 Salary based on experience
 Send resume to:
 905-878-2299 or
charten@robertsonscREW.com

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

THE WATERFORD

The Waterford is a RegencyCare long-term care residence located in Oakville that is dedicated to resident centered quality care. We are currently recruiting for the following professionals to join our dedicated team...



Maintenance Coordinator

RNs • RPNs • PSWs

As an employer of choice and an industry leader, find out why you should join our team! Interested candidates are invited to send their resume stating their position of interest to:

Human Resources, Fax: (905) 827-9038 e-mail: hr@thewaterfordltd.ca

We thank all applicants; however, only those selected for interviews will be contacted.

To apply or to see all current employment opportunities, please visit:
www.regencycare.ca

Classifieds Continued on Page 12

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

- CDA, experienced surgical assistant for busy Oral Surgery Offices.
- RN, part time, for busy Oral Surgery Offices.
- Instrument/Asepsis Clinical Assistant required for busy Oral Surgery Offices.

fax resume:
 905-828-2358

DENTAL HYGIENIST

Required in Georgetown Practice for Monday evenings.
 Please fax resume to:
 905-877-4003

CARE-PLUS

Needed immediately for a unique children's care environment in the Halton area

REGISTERED NURSE and PSW /DSW

Must have access to transportation and a special interest in children with complex care needs.
 Contact: the Director of Client Services at 905-306-0202, ext. 343

RN/RPN PSW/HSW

Positions Available

VON HALTON

Positions available immediately in the Halton community for:

- Part-Time RNs and RPNs for Visiting Nursing and Shift Nursing
- Casual Part-Time PSWs/HSWs

Please visit our website at www.vonhalton.ca for details about these and other opportunities.
 please apply to: Human Resources, VON Halton Fax: 905-827-3390
 Email: humanresources@vonhalton.ca

ProHome Health Services

Positions Immediately Available For

RN's RPN's & PSW's

In Hospitals, Longterm Care Facilities and Private Duty Homecare in the Hamilton, Burlington & Oakville areas.

If you are interested, please call 905-631-2862 immediately, or Fax/ Email your resume to:
 Fax: 905-631-2842
 email: burlington@prohome.ca