

510 General Help

SERVICE DEPARTMENT APPOINTMENT & FOLLOW UP COORDINATOR

Send Resume To
Natalie Martin, Service Manager
Unique Chrysler Dodge Jeep
915 Walkers Line, Burlington, L7N 3V8
nmartin@uniquechrysler.com
Fax 905-631-8271

Car Washers/ Lot Attendants
FULL-TIME
 Valid Drivers license required.
Fax resume to: (905) 825-8802
Attn: Service Mgr

515 Skilled Help

REM EQUIPMENT

Vacuum Pump, Blowers, Filters, Airknife drying Systems

Requires
JUNIOR INDUSTRIAL MECHANIC

- Experience with shop tools
- Valid drivers license

Resumes accepted in person only:
 Drop off to: **Amy Preston**
3615 Laird Road, Unit 21
Mississauga, Ontario

515 Skilled Help

Network Administrator

Money's Mushrooms Ltd. is a food producer, primarily growing and processing fresh mushrooms across Canada. We are currently looking for a Network Administrator for the Canadian and smaller U.S. business.

Initial Requirements:

- Computer information system diploma (College level or higher)
- MCSE certification, or MCP with min. of 3yrs. exp. in multi-domain/ subnets networks
- CompTia A+ Certified Technician

This position is located in Campbellville, (Guelph Line and Hwy.401)

Interested candidates, please inquire via email to:
IT_JOB_INFO@moneys.com
 for an information package.

525 Office Help

Full Time Position

Energetic Data Entry Person required immediately in a customized computer environment. Must have data entry experience with a pleasant disposition.

Please email resume to:
careers@maplelodgefarms.com

OFFICE HELP

Part-time Receptionist required immediately for Acton Real Estate Office.

Responsibilities include: answering telephones and typing in a busy environment. Must be computer literate. Real Estate experience preferred.
Hours as follows: Monday to Friday 4:00 - 6:30 pm.
 Ability to fill in for sick days and/or holidays (week-days)

Please fax resume to : **905.877.5154**
 Attention: Lisa Rafuse-Culp
 or Email: **lrafuse-culp@remaxcentre.ca**

525 Office Help

Service Advisor /Scheduler

for Oak. automotive repair shop. We req. an outgoing personable professional for work order preparation, estimating, sales, scheduling, appt. confirmation. The candidate will be avail. FT spring/fall, PT summer/winter including weekends. we offer excellent wages, benefits, bonus, training in fun work enviro.

Fax: 905-842-5269
Attn: Personnel Manager

ROBERT INDUSTRIES

Our new Mississauga facility is hiring:

TRUCK & COACH MECHANICS/REGISTERED APPRENTICES
Full time positions - Day, Afternoon, Night & Weekend Shifts available

Qualifications: Working knowledge of ministry regulations, Strong problem solving skills, Professional service attitude, Bilingualism is considered an asset, Apprentices must be registered with an accredited college

Duties: Include regular maintenance of company trucks and trailers, and owner-operators' tractors, includes PM's, MTO inspections, repairs and breakdowns.

We offer: An attractive salary - corresponding to years of experience
 - Apprentice Mechanics \$15.75 to \$19.25/hour
 - Licensed Mechanics \$20.00 to \$25.00/hour

Competitive benefits package, Productivity premium, Shift premium for the afternoon, night and weekend shifts, Annual tool allowance of \$600, Safety boot allowance, and we supply coveralls.

Our garage is a brand new 17,000 sq.ft. heated facility, equipped with new tools, including a hydraulic lift and two service pits.

Join our team and discover why Robert was voted one of Canada's 50 Best Employers and Best-Managed Companies.

To apply please contact: **Cheryl Denny, Human Resources Department**
905-564-9999 ext. 1566, Email: cdenny@robert.ca,
Fax 905-564-2338

525 Office Help

Canadian Cancer Society / Société canadienne du cancer

Let's Make Cancer History

Secretary

Together, we can make cancer history. Our Oakville Unit has a contract opportunity, ending January 31, 2006, for an organized, customer service-oriented communicator to provide reception, word-processing and clerical services. You will respond to inquiries, provide information about the Society and its services, process mail, and prepare correspondence, reports, notices of meetings and agendas. Additionally, you will help orient office volunteers, prepare receipts, and maintain inventory as well as accurate donation records and bookkeeping. You are a high-school graduate with some secretarial experience, excellent typing and word-processing skills, and proficiency in MS Office 2000 and, ideally, databases. An accounting or bookkeeping background and an understanding of the fundamentals of fundraising are assets. Some evening and weekend work will be required.

We offer an opportunity to contribute to our mission in a great working environment. This position will be of interest to those currently earning in the high 20K range. Qualified non-smokers are invited to send their resumes, by **March 8, 2005**, to: **Unit Manager, Oakville Unit, Canadian Cancer Society, 51 - 635 Fourth Line, Oakville, ON L6L 5W4. Fax: 905-845-0092. E-mail: mfrederick@ontario.cancer.ca.** We thank all applicants for their interest and advise that only those selected for an interview will be contacted. No phone calls, please.

The Canadian Cancer Society provides equal opportunity in employment and encourages applications from all qualified persons.

www.cancer.ca

525 Office Help

Reimer Construction is privileged to be very occupied in its commercial developing and leasing. We are seeking a qualified

Executive Secretary

with leasing and real estate experience. An individual who has the ability to accomplish and finalize business matters. Full knowledge of MS Word, MS Excel. Accounting skills are an asset. If interested, forward qualifications to:

REIMER CONSTRUCTION
Fax: 905-332-6066

A GEOTECHNICAL CONSTRUCTION COMPANY
 located in Acton requires a full-time RECEPTIONIST/OFFICE CLERK

DUTIES WILL INCLUDE:
 (but are not limited to)
 Telephone Reception, Document Control
 Computer Data Entry, Maintaining of Reports and Spreadsheets and General Correspondence

The successful individual must have strong computer skills, with knowledge of Windows based programs (Word, Excel, etc.), good communication skills and be well organized. Experience with Jonas Accounting software an asset.

Hours are from: 8:00am - 5:30pm
 Please fax resume and wage expectations to:
 Office Manager at **519-853-5847**
 or Email: **alavallee@geo-foundations.com**

525 Office Help

Receptionist Office Admin

Mature enthusiastic receptionist required for busy insurance brokerage in Oakville. Must be computer literate and well organized. Please fax resume to **905-849-8289**

530 Sales Help

Transport & Freight Brokerage business requires a

SALES PERSON

with their own customer base. Mississauga-Oakville-Burlington area. Generous commission paid weekly.
Fax 905-337-8669

GERRIE

The Automation Group of Gerrie Electric, Ontario's largest independent electrical distributor has an opening for a motivated individual to join our growing team. This position is based out of our Burlington Head Office.

INDUSTRIAL CONTROL SPECIALIST

The main duties of this position are: developing and implementing strategies to grow market penetration ensuring achievement of sales goals. You will also act as a technical resource for the Customer and Distribution personnel, as well as having the ability to launch new Industrial Control products including training of personnel, competency in using equipment and the ability to identify target accounts with sales staff. You will have past experience and success in executing business plans and managing inventory to satisfy the current market conditions. The ideal candidate will possess strong presentation skills giving you the ability to motivate and support outside sales while also being able to close major account opportunities.

If you consider yourself to be a motivated team player with sales, marketing and technical skills, including a 3 year technical certificate or appropriate experience then please send your resume to:

HR@gerrie.com or fax to 905-681-1774, or mail to: GERRIE ELECTRIC WHOLESALE LIMITED
4104 South Service Road Burlington, ON L7L 4X5
Attn: Human Resources Manager
 Please note, only those considered for an interview will be contacted.

525 Office Help

Leading Ford dealership is currently seeking applicants for the following position:

PART-TIME RECEPTIONIST

Duties include: Switchboard operation and some minor office duties. Able to work the following hours:

- Monday to Thursday from 4pm until 9pm
- Saturday from 8:30am until 6pm

This position is year round & students are preferred.

Submit resume by fax: **Cathy Sanci, Office Manager**
 570 Trafalgar Road
 Oakville, ON L6J 3J2
 FAX: 905-844-4472
 or e-mail: **csanci@oaklandfordlincoln.ca**

OFFICE MANAGER

Min 5 years exp. book-keeping, word processing and strong communication skills. Salary \$45K. Franchising or leasing exp. preferred but not necessary
 Location Burlington.
Reply Box 2042, The Burlington Post, #1- 5040 Mainway, Burlington L7L 7G5

525 Office Help

COMPLIANCE

Financial Services organization requires individual for Compliance Department. Individual will conduct compliance audits of existing operational and agency procedures and will act as the company Compliance Office.

Applicants should possess the following:

- University Degree with a minimum of 2 years supervisory experience in financial services
- Strong interpersonal and analytical skills
- high service orientation
- Computer literate

Reply to:

Box # 2041
C/O Burlington Post
5040 Mainway Dr., Unit #1,
Burlington L7L 7G5

540 Restaurant Help

The "Original" Chaps requires

QUALIFIED

- LINE COOKS
- KITCHEN SUPERVISOR
- SERVERS
- DAYTIME WINGER

Top \$\$\$ Paid to qualified applicants
 Apply in person:
 3315 Fairview St., Burl

LAZBOY FURNITURE GALLERIES

INTERIOR DESIGN/SALES AT LAZBOY

We are expanding our 'In Home Design Service' in our stores in Burlington, Brampton, Mississauga and soon in Oakville and we are looking for some talented people to join our 'Designer Development Program'.

If you are a graduate of an accredited Interior Design course who is looking for a unique opportunity to use your skills and talents then this may be the job for you! Our Development Program teaches you Sales Skills and helps you to master those skills on the sales floor prior to becoming a member of our professional Design Team.

The Design Team's duties include assisting clients with projects both in our showrooms and in our clients' homes. You will need excellent communication skills, a flexible schedule including weekends, reliable transportation and a desire to learn.

We are now taking applications by phone - call Charlie at 905-568-2211 - when prompted to 'enter an extension' - dial 150, then #6-151 to respond to several questions..

525 Office Help

As a leader in temporary administrative staffing, OfficeTeam can offer a wide array of assignments. We are currently recruiting for:

Executive Assistants
Senior Administrative Assistant
Sales Administrator

Must have minimum 3 years experience and intermediate Word and Excel.

OFFICETEAM

"Specialized Administrative Staffing"

Ph: **905-331-0456** • Fx: **905-319-2095**
 burlington@officeteam.com Visit us: officeteam.com

BOOKKEEPER FULL-TIME

Must be exp'd in all aspects of acctg.; A/R, A/P, G/L & financial statements. Must have a strong acctg. background, exc. computer skills & able to multi-task. Some reception duties.

Fax resume: 905-827-5445

525 Office Help

RICHARDSON CHEVROLET OLDSMOBILE

Part Time Receptionist, Cashier & Customer Relations Representative

Must have excellent communication skills and be available Monday through Thursday evenings 6-9 PM and Saturdays 9 AM - 5 PM

Please fax resume attention to:
Morley or Brent Richardson
 @ 905-878-4443

Milton Based Company

Seeks **book-keeper** for approx. 8 hours per week, wages negotiable.

Please call (905) 702-1362

525 Office Help

Customer Service Representative

For a small trucking company in Milton. Responsibilities include: computerized order entry, booking orders, & customer inquires. Candidates must be able to work effectively with other members of the team; be highly motivated, good computer skills have excellent English communication skills, a strong telephone manner and organizational skills. A minimum of a high school diploma and a proven work history is essential.

If you are interested in becoming a valuable member of our team, please fax your resume to:
905-875-9068 Attn: Barbara

Full Time Customer Service/Telemarketing (Entry Level)

Telephone experience and a pleasant outgoing personality required. Excellent interpersonal skills and some computer experience required.
Fax resume to Linda Mitchell @ 905-875-4532

HaltonSearch.com

CLASSIFIEDS

CONTINUED

ON PAGE 10