

515 Skilled & Technical Help

WANTED
Class A Mechanic and 3rd/4th Year Apprentice
For clean, modern, busy shop in North/West Brampton. Competitive rates and benefits. Own tools required.
Call: 905-873-5121

meineke car care centre
APPRENTICE MECHANIC
for Meineke of Georgetown
Duties will include Rust Check applications, car detailing, general help and clean-up.
Contact Ed Dreher at: 905-877-4065 or Fax Resume to: 905-877-4762

LAND SURVEYOR
Clipsham Limited, Consulting Engineer and Land Surveyors, currently has a vacancy for an Instrument Operator. Applicants must be physically fit, have mathematical and technical aptitude and enjoy working outdoors in all weather. Training will be provided.
Send resume to: info@clipsham.com
Fax: 905-877-1321 or Call: 905-877-2211

Oakville Heating Company requires experienced
INSTALLER HELPERS
Must have G2 licence
F/T, Excellent Wages
Fax resume: 905-845-3311 Email: steve.middleton@cogeco.net

TERRY ROWLEY MECHANICAL
requires an Installer/Service Technician
Some plumbing experience an asset.
Fax resume to: 905-878-5361

515 Skilled & Technical Help

MACHINIST MECHANIC ASSEMBLER
An experienced based position with CNC, Drilling, Fitting and Tool efficiency.
Assembly technician with an excellent working knowledge of tools and industrial resources. Email andrew@tsecanada.com

ALCOHOLICS ANONYMOUS
24 hr. answering service
Phone 1-800-891-4862
1-519-836-1522

520 Computer Data Processing

Computer Programmer
A large Canadian Company is looking for a self-motivated individual for a Computer programmer position. Knowledge of PICK, UNIVERSE, SQL 2000 Administration, Windows Server 2000 or 2003 Administration, Axapta would be an asset.
Forward resumes to: careers@maplelodgefarms.com

520 Computer Data Processing

Computer Programmer
A large Canadian Company is looking for a self-motivated individual for a Computer programmer position. Knowledge of PICK, UNIVERSE, SQL 2000 Administration, Windows Server 2000 or 2003 Administration, Axapta would be an asset.
Forward resumes to: careers@maplelodgefarms.com

525 Office Help

RECEPTIONIST
Hoskin Scientific Limited has an opportunity for a Receptionist in our Burlington office.
Duties Include: 8 Line Switchboard, Handling all Mail, Assisting with Order Tracing and Filing.
The individual should have familiarity with Microsoft Office software. The position requires effective communication with our present staff and an ability to work through detailed order entry. An aptitude for problem solving and the ability to multi-task is a key part of this opportunity.
The applicants should possess the following:
* Accounting education or equivalent background would be valuable
* Experience or keen interest in working in a fast paced small business environment
Interested applicants should forward their resume in confidence to:
Pat Wilson (Mrs.) HOSKIN SCIENTIFIC LIMITED
4210 Morris Drive Burlington, ON L7L 5L6
FAX: 905-333-4976 E-MAIL: pwilson@hoskin.ca

525 Office Help

RECEPTIONIST REQUIRED
We are looking for a qualified Executive Receptionist that honours her responsibility and enjoys her work performance. This candidate loves the opportunity of being in charge of standard office procedures, can handle telephone calls in a joyful manner that respectable corporations and clients appreciate. Call Reimer Construction LTD. The winner of many high class awards
Phone 905-336-8775 Fax 905-336-7936

EXECUTIVE ASSISTANT
The Bedford Consulting Group is one of Canada's leading executive search firms. Our office in downtown Oakville requires an exceptional individual to join the team in the role of Executive Assistant. You will be responsible for providing administrative support to the Managing Partner, managing office operations, and liaising with clients and candidates throughout the search process. This role requires outstanding computer, organization and communication skills together with a professional attitude and commitment to results. Please send your resume, in confidence, to Russ Buckland, Managing Partner, The Bedford Consulting Group. Email: russ@bedfordgroup.com; Fax: 905-338-0662

525 Office Help

Imperial Manufacturing Group
Customer Service Representative
Imperial Manufacturing Group - IMG, located in Oakville, Ontario, is a leader in galvanized duct-pipe & fittings, heat care products, steel studs & accessories, air filters and aluminum railing, with operations at various locations in North America. We are currently seeking a Customer Service Representative for our Oakville facility.
Primary duties include: As a key member of our Customer Service team, you will provide our clients with excellent service. Focused on results and being part of a dynamic customer service team, this position will offer many challenges and opportunity for development. Reporting to the Team Manager, your main responsibilities will include the receipt and comprehension of orders, data entry, providing accurate information to clients as well as working closely with contractors, consumers, vendors and agents. You will be required to receive and assess orders in terms of specifications and construction plans, and place them into the order entry system for production and delivery.
Qualifications & Education: The successful candidate will possess 2 - 3 years related experience in a customer service role along with basic computer skills, pricing knowledge, and strong interpersonal, organizational and communication skills. Experience in the HVAC & Building Material Industry would also be considered an asset.
We offer strong compensation and benefits package that include competitive wages, shared RRSP contributions, good vacation and holiday benefits.
Please forward your application before October 28, 2005 quoting the appropriate position and references in strict confidence to:
Human Resources - IMG
careers@imperialgroup.ca
We thank all candidates for their interest. Only those selected for an interview will be contacted.
IMG is an equal opportunity employer.

525 Office Help

ACCOUNTING MANAGER
required for a Mid-sized company with an accounting designation or working towards same and over 3yrs. of management exp. Other qualifications: strong leadership & organizational skills; ability to prepare internal monthly statements; solid understanding of job costing, A/R, A/P, Payroll, reconciliation of accounts, GST and PST. Knowledge of US state & federal tax laws an asset.
Please apply to: Jack A. Bolzan, C.A., 206-2321 Fairview Street, Burlington Ont. L7R 2E3.
Only those persons selected for an interview will be contacted.

525 Office Help

FULL-TIME: Milton Company requires an **ACCOUNTS RECEIVABLE CLERK.** Duties: Invoicing, bank deposits, inputting payments, credit card transactions, processing adjusting entries, collections, bank reconciliations and performing other duties as assigned. The ideal candidate will have a solid understanding of accounting and be a punctual, self starter who takes initiative. Experience required.
Send resumes to:
Attn: Tricia Bailey
Box 246 Stn. Main, Milton ON L9T 4N9
tricia.bailey@steritech.com

530 Sales Help & Agents

Ford
Tired of Your Current Career?
or are you an experienced sales agent looking to make a move? We want you to join our team as a top performer.
We offer you:
* Strong Pay Plan * RRSP Fund
* Benefits * Demonstrator/
* Car Allowance
* Supportive Management Team
Established Customer Base
Contact us to see what the future holds!
Submit your resume to: David Nourse
KENNEDY FORD
Fax: 905-845-9588

530 Sales Help & Agents

SPONSORSHIP/ SALES CO-ORDINATOR
required for non-profit industry association on a three day per week basis in Burlington to help maximize new revenue sources, including event and program sponsorships, fundraising opportunities, and membership development. Looking for individual with a proven track record of sponsorship/sales success with excellent communication and presentation skills.
Send resumes to recruit@ocna.org or fax 905-639-6962 by November 2nd and state position in subject line.
All submissions are appreciated, but only those selected for interviews will be contacted.

530 Sales Help & Agents

KERR PONTIAC BUICK CADILLAC GMC OAKVILLE
requires
F/T Salespeople & F/T/P/T Business Manager
New facility, benefits, car allowance, demo plan, training, management support. Salary, training allowance.
Retail experience essential.
Please E-mail/Fax resume to: grahamkerr02@yahoo.ca or 905-845-4394

530 Sales Help & Agents

SHOWROOM MANAGER
Centennial Windows/New showroom in Burlington. Responsibilities: assisting customers, organizing & managing appt. schedules for sales agents, general office admin, data input. F/T, salary + BIG bonuses. Great income for an organized, enthusiastic individual. MS Office knowledge. Retail, telemarketing experience & results/goal oriented an asset.
Call Don Midwood Sales & Marketing Manager
Cell (519) 671-2347 or 1-800-265-1913
email don.midwood@centennialwindows.com
www.centennialwindows.com

GENERAL OFFICE HELP FULL OR PART-TIME
Required by Promotion Fulfillment Organization. Bilingual individual with proficiency in typing and computer skills in Word & Excel, for consumer telephone inquiries, mail sorting, Coupon/ Contest report management and increasingly challenging endeavours to meet the candidates qualifications.
Location: Royal Windsor Dr., Mississauga
Send application with brief work experience to: Human Resources, P.O.Box 36, Port Credit CSC, Mississauga, ON. L5G 4L5

Downtown Milton office requires a full time employee, to also work late shift one evening, possibility of Saturday morning in the future. Computer knowledge an asset. Must be comfortable dealing with the public.
Please forward resume to: Box #22A C/O Milton Canadian Champion 875 Main St. E Milton, ON., L9T-3Z3



SALES POSITION
available for
Outgoing, Compassionate Individual
Competent computer skills
Flexible to work days, evenings, split shift & Saturdays
e-mail resume to: karenflowershop@yahoo.ca

SANDTRON AUTOMATION
is looking for people who are up to the challenge of sales to join our **Inside Sales Team**
Must enjoy talking on the phone with a friendly, cheerful voice. MS Word experience is required. Permanent full-time days 8:30am-5pm. \$12/hr plus commission.
To apply call Christina at 905-827-8230

530 Sales Help & Agents

THE OLDE HIDE HOUSE
Has opportunities for enthusiastic, courteous, fashion oriented, part-time sales staff in our fashion and furniture departments.
Candidates must be able to work flexible hours including a weekend shift. Students must be able to work both weekend days.
Please complete an application, available at the:
Customer Service Desk at 49 Eastern Avenue, Acton
Or fax your resume Attention Susan: 519-853-3232

530 Sales Help & Agents

ENTRY LEVEL SALES
Sales experience an asset. Good attitude, good work ethic a requirement. Guaranteed \$30 K salary and benefits.
Fax resume to: Mr. Carter 905-607-6611

530 Sales Help & Agents

ONCE UPON A CHILD
Requires experienced and flexible sales staff for Oakville location.
2423 Trafalgar Rd. Includes: Evening/weekend & day shifts
Fax or drop off Resume by Oct.28 to: 905-607-4113 Not seasonal position

CELLCOM WIRELESS
Canada's Largest Rogers Wireless Dealer Is Now Hiring
F/T SALES CONSULTANTS
for our Burlington Mall Location.
The successful Candidate must have a proven track record in Sales and possess a strong "Team Player" attitude.
Please email resume's to steve@cellcomwireless.com, Fax 416-645-1023

535 Hospital, Medical, Dental

PARAMED HOME HEALTH CARE
Home Support Workers & Personal Support Workers
As an employer of choice we offer:
• Travel time allowance
• Competitive wage rates
• Paid education opportunities
• 24/7 support to all staff
ParaMed is looking for:
• HSW's and PSW's
• In Burlington and Georgetown Area
• Urgent need for early mornings in Burlington area.
Please fax or mail your resume to: Pat Deevy 1515 Rebecca St. Ste. 301 Oakville, ON L6L 5G8 Fax: 905-847-1038 Email: pbs_oakville@extendicare.com No phone calls please

535 Hospital, Medical, Dental

RECEPTIONIST
Required Full-Time in Georgetown Dental Practice
Please fax resume to: 905-877-4003

REQUIRED Cleaning Supervisor
To coordinate the work of specialized window cleaners. Duties include: hiring and training of cleaning staff, preparation of work schedule, inspection of sites for safety and cleanliness standards and preparation of budget for staff supervised. The successful applicant will have a High School Diploma, good driving record, as well as previous experience as a window cleaning supervisor. Please call 519-853-5456.

CANADA'S ENERGY STAR Retailer of the Year
Requires
A Local Area Sales Person
Celebrating 25 Years in business, we have a proven track record in helping our sales people succeed in the booming home renovation market. Centennial manufactures and installs some of Canada's most energy efficient windows and doors and has been recognized across Canada for its exclusive products and its extensive marketing programs. Our unique training and support systems will provide you with the knowledge to sell our products with confidence. You will join some of Canada's most professional and successful sales people earning an executive income from a steady flow of quality referrals and new customer appointments.
This is a career opportunity where experience in selling products or a service directly to the consumer will be a distinct advantage. But with our in depth training program specific window industry experience is not necessary.
Call Don Midwood Sales Manager
Cell (519) 671-2347 or 1-800-265-1913 or email don.midwood@centennialwindows.com
Centennial Windows
Canada's Most Trusted Name In Windows...

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Phone 905-336-8775 Fax 905-336-7936

LA WEIGHT LOSS CENTERS
Is on the GROW
We have 60 Centres coming SOON and we are looking for enthusiastic, career focused, sales minded team players, LIKE YOU to add to our team of counselors!
Management opportunities available
Full training provided, VARIOUS locations across Mississauga, BRAMPTON, Oakville and Burlington available.
Apply Today
Email stephanie@lawlontario.com or fax 705-727-0400

BUSY NORTH HALTON LAW FIRM
Requires an experienced Legal Assistant to assume duties in a Real Estate, Estates and General Litigation practice. Computer skills and E-Reg. expertise required.
Reply in confidence to:
P.O. Box #2556 - 280 Guelph Street, Unit 29
Georgetown, ON L7G 4B1

Classified Hours
Monday to Friday
9 am to 5 pm