515 Skilled & Technical Help

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



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 Must have G2 licence

HELPERS 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

520 Computer Data Processing

ALCOHOLICS ANONYMOUS

MACHINIST

An experienced

based position with

and Tool efficiency.

MECHANIC

ASSEMBLER

Assembly technician

with an excellent

working knowledge of

tools and industrial

resources. Email

andrew@

tsecanada.com

CNC, Drilling, Fitting

24 hr. answering service Phone 1-800-891-4862

520 Computer Data Processing

1-519-836-1522

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

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 multitask 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

#### **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

Oakville facility.

sidered an asset.

mperial

Manufacturing Group®

**Customer Service Representative** 

into the order entry system for production and delivery.

ate position and references in strict confidence to:

ACCOUNTING MANAGER

required for a Mid-sized company with an ac-

counting designation or working towards same

and over 3yrs. of management exp. Other qualifi-

cations: strong leadership & organizational skills;

ability to prepare internal monthly statements; sol-

id understanding of job costing, A/R, A/P, Payroll,

reconciliation of accounts, GST and PST. Knowl-

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.

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 ac-

counting and be a punctual, self starter who

Send resumes to:

Attn:Tricia Bailey

Box 246 Stn. Main, Milton ON L9T 4N9

tricia.bailey@steritech.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 tele-

phone inquiries, mail sorting, Coupon/ Contest re-

port management and increasingly challenging en-

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

REQUIRED

Cleaning Supervisor

o coordinate the work of specialized window clean-

ers. Duties include: hiring and training of cleaning

staff, preparation of work schedule, inspection of

sites for safety and cleanliness standards and prepar-

ation of budget for staff supervised. The successfu

applicant will have a High School Diploma, good driv-

ing record, as well as previous experience as a

window cleaning supervisor. Please call 519-853-

We are looking for a qualified Executive

and enjoys her work performance. This candidate

loves the opportunity of being in charge of stan-

dard 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

**BUSY NORTH HALTON LAW FIRM** 

Requires an experienced Legal Assistant to as-

sume duties in a Real Estate, Estates and General

Litigation practice. Computer skills and E-Reg. ex-

Reply in confidence to:

P.O. Box #2556 - 280 Guelph Street, Unit 29

Georgetown, ON L7G 4B1

pertise required.

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

Receptionist that honours her responsibility

RECEPTIONIST

REQUIRED

deavours to meet the candidates qualifications.

takes initiative. Experience required.

edge of US state & federal tax laws an asset.

525 Office Help

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

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 re-

sponsibilities will include the receipt and comprehension of orders, data entry,

providing accurate information to clients as well as working closely with contrac-

tors, consumers, vendors and agents. You will be required to receive and as-

sess orders in terms of specifications and construction plans, and place them

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 con-

We offer strong compensation and benefits package that include competitive

Please forward your application before October 28, 2005 quoting the appropri-

Human Resources - IMG

careers@imperialgroup.ca

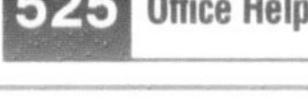
We thank all candidates for their interest.

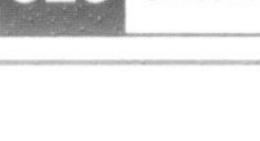
Only those selected for an interview will be contacted.

IMG is an equal opportunity employer.

wages, shared RRSP contributions, good vacation and holiday benefits.









#### Tired

530 Sales Help & Agents

#### of Your Current Career?

530 Sales Help & Agents

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

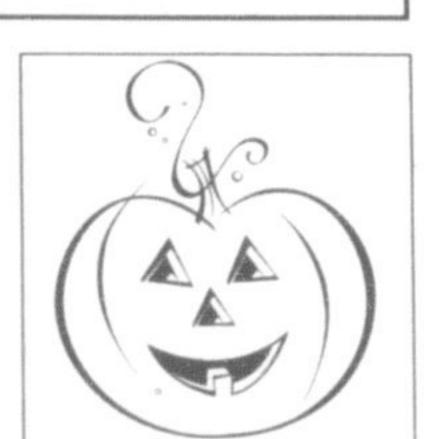
## KENNEDY FORD

Fax: 905-845-9588

#### 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

530 Sales Help & Agents

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

### CANADA'S

**ENERGY STAR Retailer of the Year** 

Downtown Milton office requires a full time

employee, to also work late shift one eve-

ning, possibility of Saturday morning in the

future. Computer knowledge an asset. Must

Please forward resume to: Box #22A

C/O Milton Canadian Champion

875 Main St. E Milton, ON., L9T-3Z3

be comfortable dealing with the public.

## 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 appoint-

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.



### 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

#### **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

### **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

Classified Hours Monday to Friday 9 am to 5 pm



## KERR PONTIAC BUICK CADILLAC GMC OAKVILLE

530 Sales Help & Agents

requires

530 Sales Help & Agents

## 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

#### 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



## SALES POSITION

available for Outgoing, Compassionate Individual Competent computer skills Flexible to work days, evenings, split shift & Saturdays e-mail resume to: karensflowershop@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

## **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

535 Hospital, Medical, Dental



### 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 Deevey 1515 Rebecca St. Ste. 301 Oakville, ON L6L 5G8

Fax: 905-847-1038 Email: phs\_oakville@extendicare.com No phone calls please

# RECEPTIONIST

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