

525 Office Help


**OFFICE ADMINISTRATION F/T-P/T**  
Office admin experience with min. 2 years working experience. Duties include H&S training/meetings, minimal Shipping/Receiving, PO's, Sourcing, Operations support. Small fast paced Burlington office. Individual should be self motivated, quick learner w/strong computer skills; Excel, Word, Powerpoint & MS Outlook, etc. When applying quote #ADM-06

**BOOKKEEPER P/T-CONTRACT**  
Experienced with Quickbooks in multi-user environment. When applying quote #BOK-06  
Email resume with cover letter & wage expectations to:  
marsh@marshinst.com  
www.marshinst.com

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**RECEPTIONIST**  
The successful candidate must be pleasant and people oriented with excellent communication skills and a understanding of the importance of great customer service. Position involves a variety of duties and multitasking in a busy practice.  
Send resume to: Mainview Animal Hospital  
1-17 Wilson Dr., Milton, Ontario, L9T 3J7

  
Join the Crowd! What is 93% of your community doing?  
Reading **Champion** every Tues & Fri

525 Office Help

**RESEARCHER**  
Small professional SE Oakville firm seeking part-time researcher. Strong computer skills (PC), research, business writing. Well organized, independent worker. \$13 per hour. Fax resume to: 905-845-4358 or email: nnix@cogeco.ca

530 Sales Help & Agents

**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/ Data Sharing  
• 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

535 Hospital, Medical, Dental

  
**Come be part of a winning team!! Due to Increased Demand**  
**VON HALTON**  
**Personal Support Worker positions**  
available immediately Burlington & Oakville  
**We offer:**  
• Paid orientation  
• Competitive wages  
• Travel reimbursement  
• Day, evening and weekend shifts  
Please apply to: Human Resources, VON Halton.  
Fax (905) 827-5476  
E-mail: humanresources@vonhalton.ca  
Only those candidates selected for an interview will be contacted.

**Hasty Market Corp. requires**  
**BOOKKEEPER**  
F/T position. Must be proficient in the use of Accpac for Windows, MYOB, Excel & MS Word. Must be computer literate, have good organizational skills & familiar with general office administration. Must have working knowledge of month-end procedures such as GST and PST returns, WCB and bank reconciliations. Must be proficient in the use of Accpac for Windows, excel, MS Word and have office administration.  
Please submit resumes to fax: 905-847-7731 email: lmaravic@hastymarketcorp.com  
Only candidates selected for interviews will be contacted.

530 Sales Help & Agents

  
**HALTON MEDIA GROUP**  
CITY Parent, a division of Metroland's Halton Media Group, has an immediate opening for a:  
**Jr. Advertising Sales Representative**  
The qualified candidate will be a motivated, independent, self-starter driven by achievement. You will possess excellent written and verbal communication skills and be familiar with Microsoft computer applications. In this role, you will be customer focused and will build strong relationships with new and existing clients by ensuring that their advertising needs are met. You will be goal-oriented and capable of meeting regular monthly budgets. If you would like to work for a leader in the media industry this opportunity may be the right one for you. We offer a competitive compensation and benefit package as well as opportunities for future career growth. A reliable vehicle is required.  
If interested please forward your resume, with salary expectations by January 25, 2006 to:  
jroshko@cityparent.com  
We appreciate the interest of all applicants however only those selected for an interview will be contacted. No phone calls or agencies please.

530 Sales Help & Agents

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**PART-TIME ADMINISTRATION ASSISTANT**  
A small and growing agricultural export company located in Georgetown required an Administrative Assistance for approximately 20 hours per week to handle general office duties. The successful applicant will have a positive attitude and possess a professional, friendly manner with excellent communication skills. Proficiency in Microsoft Office is required. French language skills and a livestock background would be definite assets.  
Please fax resume with salary expectations to: 905-877-3983  
Application deadline: January 31st

  
**SUNRISE SENIOR LIVING**  
**OF BURLINGTON NOW HIRING**  
**F/T COOK, P/T DISHWASHER**  
**P/T RN'S / RPN'S & P/T CARE MANAGERS**  
Please fax resume to: 905-333-3199  
burlington.aa@sunriseseniorliving.com

**BILINGUAL RN'S**  
in Burlington Area  
Who are interested in business aspects as well as healthcare aspects of the pharmaceutical and biotechnology industries; very strong written & oral communication skills a must.  
Forward Resume to  
jcarvish@innomar-strategies.com  
Contact Judy Carvish directly  
at 613-836-0646

**Wika Instruments Ltd** has an immediate opening for a full-time **Accounts Receivable Clerk**. Duties include researching and handling customer account inquiries, collection calls, cash receipt posting, setting up new accounts and maintaining files. Applicants must have excellent written communication skills and be self-motivated. Previous collection experience is required.  
Please submit resumes to Human Resources  
P. Charbonneau@wika.ca  
Fax 905-337-2716  
Only Eligible candidates will be contacted.  
Wika offers a competitive salary and benefit package

  
**Metroland West Printing Group**  
Metroland West Printing Group, a division of Metroland Printing, Publishing, Distributing Ltd. one of Ontario's premier printing and distribution companies has an immediate opening for a:  
**Sr. Printing Sales Representative**  
Metroland West Printing Group is a full service premium quality printer with a five colour press, two colour press and full bindery. The qualified candidate will be customer focused and will build strong relationships with new and existing clients in the Hamilton/Niagara Region. You will have a minimum of five years experience in commercial printing. A reliable vehicle is required. If you would like to work for a leader in the media industry this opportunity may be the right one for you. Please forward your resume with salary expectations, indicating Metroland West in the subject line, no later than that January 20th, 2006, to:  
careers@haltonsearch.com  
Fax (905) 845-2013  
We appreciate the interest of all applicants however only those selected for an interview will be contacted. No phone calls or agencies please.

Bell World in Milton is seeking a career minded individual for an  
**OUTBOUND SALES POSITION**  
**Responsibilities included:**  
Offering communication solutions to business clientele by conducting presentations and preparing RFQ's when necessary. Prospecting, qualifying, managing and closing sales of Bell World products and services to corporate clients and senior management. Principal objective is to generate revenue through sales to new and existing clients.  
**Qualifications:**  
Post secondary education is preferred  
Sales experience would be an asset  
We offer a competitive compensation package, ongoing support and training. Responses should be sent by email to: cwallace@wpcl.com  
  
Wireless Personal Communications Inc.

IMMEDIATE positions available for rapidly growing Multi-Disciplinary Clinic in Milton.  
•Registered Physiotherapist  
•Registered Massage Therapist  
•Certified Kinesiologist  
•Naturopathic Doctor  
Good remuneration! Great environment!  
P/T or F/T hours available!  
Please fax or email CV to: 905-693-0069 or icrchealth@hotmail.com

**ACCOUNTS RECEIVABLE W/ RECEPTION RELIEF**  
Dealership experience preferred.  
Please fax or drop off resume with handwritten cover letter to: Burlington Toyota, 1249 Guelph Line, Burlington.  
Attention: L.Neville, Fax: 905-335-3639  
Only successful candidates will be contacted for an interview.

  
Authorized Dealer  
**Now Hiring**  
Full-Time  
"Wireless" Retail/Inside Sales Rep's.  
in Oakville & Burlington  
Some evenings & weekends required. Experience an asset. Benefits & perks galore.  
Please e-mail resume to:

**FULL TIME POSITION**  
available at  
**PARKSIDE REST HOME**  
Afternoons  
Fax: 519-853-0372  
Attention: Manager

**Full Time in Milton area**  
Position requirement minimum 10 years of accounting experience, including accounts receivable, accounts payable, bank reconciliation and Accpac experience.  
Submit salary expectation and resume to: positionzz@yahoo.com or attention Theresa 905-693-0155.

  
The Business Card Finder™  
Recipient of a Business Achievement Award for Entrepreneurial Initiative is coming to Oakville!  
**SALES REPRESENTATIVES For Oakville and Area**  
You'll be selling our revolutionary, new service that every single business needs. Exciting & challenging job for high energy people who require \$40-\$50,000 income.  
**If you have these attributes:**  
• 2 years minimum business-to-business experience  
• Strong closing skills • Professional appearance  
• Ambitious • Self-motivated  
Please call: 905-631-1389

535 Hospital, Medical, Dental

  
**RED CROSS COMMUNITY HEALTH SERVICES**  
has an immediate opening for:  
**Administrative Support Corporate Office**  
Red Cross Community Health Services is one of the largest health care service providers in Ontario. we deliver innovative services that address the changing needs of each client. we offer our employees competitive wages and benefits package. THE JOB: providers reception coverage and administrative, produces monthly reports, ensures that files are accurately maintained, ensures inventory of office and worker's supplies.  
THE PERSON: competent computer skills, in Microsoft Word and excel, post secondary school education and 1-2 years of job related experience, effective verbal and written communication and interpersonal skills.  
Applications accepted until: **January 27, 2006**  
Attention: **Deb Komatsu**  
**Red Cross Community Health Services**  
3210 Harvester Rd., Burlington, ON L7N 3T1  
Fax: 905-637-4800  
We thank you for your interest. Only candidates being considered will be contacted.  
Red Cross Community Health Services is an equal opportunity employer.

535 Hospital, Medical, Dental

**HEARTHSTONE Burlington**  
seeking **RPNs**  
Fax 905-333-9646 or E-mail: lwallace@hearthstone.ca  


536 Veterinary Help

**RECEPTIONIST**  
Needed for Animal Hospital in Georgetown. Full-time afternoon/early evening and occasional Saturday shifts. Mature individual wanted with strong telephone and customer service skills. Candidate with reception or clinic experience will be given preference.  
Fax resume to: 905-873-7422  
Or drop off at:  
Terra Glen Animal Hospital 11555-10th Line, Georgetown

536 Veterinary Help

**CUSTOMER SERVICE REP 31K**  
Local Milton Logistics company Seeks Customer Service Rep 2-3 years related experience required. Computer experience an asset. Must have own transportation.  
Send Resume to:  
Box#20A Milton Canadian Champion  
875 Main St. E, Milton, ON L9T-3Z3

**Sales Associate**  
If you have a passion for fashion and would like an upbeat fast-paced working environment this is for you. Mainstream is looking for full and part time sales associates for the Oakville and Burlington locations.  
**Assistant Receiver**  
If you are detail oriented and interested in a part time position in the fashion industry in Burlington, please fax your resumé to  
905-681-5545  
Attn: Jayn for either position  


**Retail Sales Help**  
required for established Downtown Oakville Furniture Store  
Apply in person at:  
**Swiss Interiors Ltd.**  
217 Lakeshore Rd. E  
Oakville

**LEGAL SECRETARY**  
Required by Georgetown Law Office. Recent real estate experience necessary.  
Reply in confidence to:  
**CLINTON BANBURY**  
211 Guelph Street, Suite #2  
Georgetown, ON L7G 5B5

**NOW HIRING....HEAD CHEF**  
Royal Ontario Golf Course is looking for a self starter with a minimum experience of 5yrs. operating a kitchen facility to assume the position of Head Chef. The successful candidate will be responsible for managing all Kitchen Operations at a successful golf course, including, but not limited to, hiring & administering to staff, scheduling, ordering, cost of food & menu preparation. Good communications skills are a necessity as the position will require working closely with the Food and Beverage Manager as well as meeting with customers.  
All resumes should be email, in confidence to:  
bdecunha@royalontario.com  
Only successful candidates will be contacted.