

510 General Help

PARTS CLEANER for STEEL
Person needed to work nights 10:00pm-7:00am. Sunday Night to Thursday Night. Please apply with resume to:

OXYTECH INDUSTRIES
35 Sinclair Avenue (back entrance), Georgetown
Or call: 905-877-1225

FRAMER NEEDED
Minimum 2 - 3 years experience
Construction of houses
Must be willing to travel, own transportation not necessary. Competitive wages.
Phone: 519-853-8471 after 6:00 pm

THE CLEANING COMPANY
requires
FULL or PART-TIME CLEANERS
Please Call: 905-877-8883
or Fax Resume to: 905-877-5881

CABINET MAKER REQUIRED
For custom millwork shop in Georgetown.
Fax resume to:
905-495-4655
or Call
416-829-3929

HOMEWORKERS NEEDED!!
To Assemble Products, Stuffing Envelopes, Mailing/Processing Circulars, PC/Clerical Work Available. Up To \$1,500/Week. No Experience Needed! FREE information at:
www.CanadianWorkFromHome.com
Reference: 3-113

Looking for work? Call - Stevens Resource Group
905-878-7789

YOUTH / ADULT CARRIERS NEEDED
for delivery of the
Sunday Sun Newspaper on Sundays
in the Georgetown/Milton areas
For more information please call:
905-875-3642 or 905-878-0007

DUE to growth in region, Martin Building Maintenance, an ISO-registered cleaning company seeks full and part-time, Heavy and Light duty cleaners for the Milton Region. Experience an asset.
Please fax resume to:
519-650-5432 Attn: Carlos

514 Salon & Spa Help

FREEDOM SIGNATURE SPAS
Burlington's Most Prestigious Day Spa requires
**Full-time Senior Hair Specialists
Junior Hair Specialist &
Registered Aesthetician**
Please respond by email to:
liana.kennedy@freedomsignaturespas.ca
or call to arrange an interview
905-319-8267

515 Skilled & Technical Help

THOMSON Metals & Disposal Professionals in Metal Recycling, Waste Management and Demolition is looking for a
LICENSED TRUCK & HEAVY EQUIPMENT MECHANIC
• 5 Years Experience on Trucks & Heavy Equip.
• Availability to work shift-work; days & aft.
• Must be an Independent worker
Competitive wages & benefits
Please forward resume to
Maintenance Manager
961 Zeldo Dr, Burlington, ON, L7L 4Y2
Fax: 905-637-6267



515 Skilled & Technical Help

LaserNetworks
NETWORK PRINTING & IMAGING SOLUTIONS
LaserNetworks Inc. (www.lasernetworks.com) has a history of steady growth and is an industry leader in providing office equipment sales, supplies and service across Canada. *We are now seeking:*
Cartridge Technicians (7) & a Purchasing Assistant to join the LaserNetworks team @ Oakville head office.
Consideration will be given only to candidates who have a proven track record and a minimum of 2 years manufacturing or purchasing experience.
A very competitive salary, full benefits plan, 3 weeks vacation to start, profit sharing and on the job training are provided. If you are interested and wish to join a highly motivated and skilled team,
Please send your resume via email in very strict confidence to:
hrdepartment@lasernetworks.com

525 Office Help

ICE SCHEDULER/ ADMINISTRATOR
The Milton Minor Hockey Association (MMHA), a non-profit organization providing opportunities for Milton's Youth to enjoy the sport of hockey is looking for a full-time Ice Scheduler/Administrator.
Reporting to the MMHA President, the Ice Scheduler /Administrator is responsible for:
• Scheduling of all Rep exhibition, regular season and playoff games;
• Scheduling of House League ice allocations including games and development;
• Primary liaison with the Town of Milton with regards to ice requirements;
• Complete monthly reconciliation of requested ice with actual usage;
• Carding and rostering all Rep and House League players and bench personnel;
• Maintaining all necessary paperwork to ensure the smooth operation of the MMHA;
• Coordinating with the Tri-County and OMHA organizations to ensure the MMHA operates in compliance with all rules and regulation;
• Coordinating registration of new and returning players with the MMHA Registrar;
• Preparing growth projections & future ice requirements;
• Communicating with MMHA members and addressing questions in a timely and effective manner;
• Managing the MMHA office daily work flow.
The position requires an organized and detail oriented person with strong interpersonal skills. You must be a self-starter and able to work flexible hours based on the needs of the association and its membership.
Please forward resumes in confidence to:
MMHA Secretary
P.O. Box 37
Milton, ON L9T-2Y3

525 Office Help

The Ministry of Attorney General, Superior and Ontario Court of Justice seeks an individual to provide clerical, cashier and counter services for the efficient operation of a court office.
CLIENT SERVICES REPRESENTATIVE
You Will: receive/process/issue court documents at a public counter; respond to telephone/counter inquiries; provide information to clients, legal profession etc.; prepare, issue/sign court orders; receive/review/process court orders; compose routine correspondence; operate cash register; collect fees; input/update cases on Court Computerized Systems; maintain filing systems.
QUALIFICATIONS:
Ability to learn court procedures, rules, acts, statutes, legislation. Knowledge of office procedures/practices, cash control practices; ability to handle cash and operate cash register; mathematical, organizational, interpersonal, communication, analytical skills; ability to use PC and related software such as MS Word/Excel and computerized systems; ability to set priorities. Training provided.
Competition: Client Services Representative
Attn: Sandra Madeira
Fax: (905) 693-4201
e-mail: Sandra.Madeira@jus.gov.on.ca
APPLICATIONS MUST BE RECEIVED BY:
January 27, 2006 by 5:00 P.M.

525 Office Help

GROWING Burlington based company has an IMMEDIATE need for a PART-TIME
FINANCIAL CONTROLLER
The ideal candidate will have a min. of 5-10 years experience in a controller/accounting position with emphasis on payroll procedures, AR/AP, inventory control and general bookkeeping. Preference will be given to those applicants with experience in a manufacturing/contracting environment, as well as experience in QuickBooks accounting software and Human Resources management. Must be able to speak, read and write English fluently. Completion of High School and some College/University required. Certifications not required, but would be considered a definite asset. Estimated 20-30 hours per week, leading to full-time.
Please fax resumes to 905-632-6723 or email as an attachment in word to cjobs@hotmail.com
Only those applicants selected for an interview will be contacted.

525 Office Help

ADMINISTRATIVE ASSISTANT
Permanent Full-Time
At Antrim Glen we are building the area's finest community of adult lifestyle bungalows. We need an experienced person to handle a wide variety of clerical & administrative duties in a busy sales office. The ideal candidate will have telephone and reception experience, a friendly, outgoing personality and a positive attitude. Excellent written and verbal communication skills are essential. We offer a competitive hourly wage in a growing company with plenty of room for advancement. You will work in a pleasant, small office environment for a solid employer.
Please fax a resume to (905) 659-3516 or deliver in person to Antrim Glen, 1264 8th Concession West, Flamborough



525 Office Help

Call Centre Debt Collection Agents Needed
F/T perm.
Required to work Day/ Evening shifts. Must have excellent communication skills. Will train.
Competitive Wage + bonuses & Benefits
Call: 905-491-7373

525 Office Help

Call Centre Bilingual Telesales/ CSR Agents needed F/T perm.
Required to work day/ evening shifts. Must have excellent communication skills. Will train.
Competitive wage + bonuses & benefits.
Fax resume to: 905-855-0603

525 Office Help

RECEPTIONIST/DATA ENTRY
Job Description:
Full Time Reception/Data Entry Person required for a growing organization. This Milton based company is offering competitive remuneration in an open concept, dynamic, team environment.
Primary Responsibilities:
Reception duties include telephone and front desk administration, mail and courier coordination, faxing, filing. Data Entry duties include word processing, spreadsheets, database entry into Microsoft Office products.
Requirements:
Have the ability to type accurately and successfully multi-task in a fast paced environment. Must have experience using MS Word, MS Excel, and MS Outlook. Valid driver's license.
Email: jeff@twostage.com

525 Office Help

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: imaravic@hastymarketcorp.com
Only candidates selected for interviews will be contacted.

525 Office Help

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.

525 Office Help

RECEPTIONIST NEEDED
Milton based small trucking company is currently looking for office help. We will provide training. Computer skills, with good manners to communicate, some knowledge of transport industry preferred. Flexible Hours available.
Please fax resume to:
905-693-1225

525 Office Help

ACCOUNTS PAYABLE / ACCOUNTS RECEIVABLE
Clerical Position Available
Busy manufacturing firm has position available, full time. Candidates must be capable of all duties inclusive to trial balance in Accounts Receivable and Accounts Payable. Resumes only to:
P.O. Box #2563
280 Guelph Street, Unit #29
Georgetown, ON L7G 4B1

ACCOUNTS RECEIVABLE
Fast paced Milton office requires an experienced **A/R CLERK**
Responsibilities include Telephone Reception and other general office duties.
Applicant must be detail oriented and possess excellent communication skills.
Please submit resume to:
Box 21A c/o The Canadian Champion
875 Main St. E. Unit 2 Milton, Ont. L9T 3Z3

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

ACCOUNTANT
Growing IT company
Advanced skills in Simply Accounting including AR AP Inventory Payroll & Project Modules Proficiency in Excel. Strong oral & written communication skills Located in SW Mississauga close to Milton border. Salary + Benefits
Please apply by e-mail
hrfinance@elmtechnologies.com

REAL ESTATE LAW CLERK
Required for busy Milton law firm.
5+ years experience a benefit.
Fax resumes with salary expectations to:
905-876-3254.

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.

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.

WELCOME WAGON
SINCE 1930
• New in town?
• Getting married in 3 months or more?
• Having a baby?
• Establishing a new business?
Please call us
Community Welcome
Doris 905-332-4799
Magda 905-699-1248
Baby Welcome
Michel 905-332-8634
Bridal Welcome
Laurie 905-878-0126
Bus/Prof Welcome
Laurie 905-878-0126