

510 General Help 510 General Help 510 General Help 510 General Help

YOUR FIRST STEP TO EMPLOYMENT

vpi offers a **NO COST** Employment Service to help you find the right job.

Services include:

- One-on-One Employment Sessions
- Assistance with identifying Skills Training needs
- Information on various Community Resources
- Ongoing support to help you reach employment

There are now **7 new locations** to serve you better:
 Burlington • Caledon • Georgetown
 Milton • Oakville • Orangeville



Call us today to book an appointment:
1-888-336-9550

This project is funded by the Government of Canada



CLEANER-WATER DAMAGE TECHNICIAN
 Restoration contractor hiring Technicians with **Cleaning, Water or Fire Damage Restoration** experience. An excellent opportunity for someone with good communication skills and organizational abilities. Experience preferred but willing to train a person with the right attitude. Clean driver abstract required. Looking for someone who likes working on a quality oriented winning team.
 Email resume to jobs@pds.ca or fax 905-333-9461

Hornby Glen Golf Course is accepting resumes for the following positions: •Servers •Grounds crew •Starters & Marshals. We also require a qualified full time individual to assume all responsibilities in our kitchen, this position is salaried. **All those interested in any of the above positions should e-mail their resumes to: roger@hornbyglen.com or fax: 905-878-0847**

FREE TRAINING
 Laidlaw is looking for **RETIRES** and **HOMEMAKERS** To join our **GREAT TEAM** of School Bus Drivers
 905-877-2251 or 905-877-4448

PART TIME CASHIER
 Required to work 2 evenings per week 5-9pm & rotating weekend shifts. Will Train
 Fax resume to: 905-878-4049
 Milton Home Hardware Building Centre
 385 Steeles Ave. Milton

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

Eden House Requires PSW/Health Care Aid for permanent part-time position. Please mail, fax or email application to:
 Eden House Care Facility
 R.R. #2, Guelph, Ontario N1H 6H8
 Fax: 519-856-1274
 Email: admin@edenhousecarehome.ca
 Visit our website: www.edenhousecarehome.ca

The Canadian Champion
Classifieds work!
 call 905.878.2341

Tim Hortons
 530 Dundas St. E., Waterdown, Monday-Friday 6am-10am or 2pm-10pm
 Double Drive Thru Benefits
 Call 905-689-3131 Fax: 905-689-9302

Full-Time E.C.E.
 Position available at local daycare in Georgetown area.
 Please call: 905-877-4376

IMMEDIATE OPENING
 For welders, minimum 5-years experience in fitting and welding, strong blueprint reading skills. Able to work with minimum supervision. CWB certified. Competitive salary range.
 Apply in person to: 35 Sinclair Avenue, Georgetown Fax resume to: 905-702-2759

SEARS CARRIERS
 Reliable individuals needed for door to door catalogue delivery in **Milton/Acton/Georgetown** areas
 Call: 905-873-0103
 leave message with name, phone and address
 Email: echo_mandy@yahoo.ca

514 Salon & Spa Help 514 Salon & Spa Help
NOW HIRING HAIRSTYLISTS \$500 Signing Bonus
 • Premium hourly pay + comm. & bonuses + Great contest prizes + Annual pay increases
 • Unbeatable benefits • Equipment provided • Advanced updating • Apprentices welcome
 905-315-9870 • 905-632-4651 • 1-888-888-9998 • Ext. 1952
First Choice Hair Cutters

SMARTSTYLE FAMILY HAIR SALON
 Seeking **LICENSED STYLISTS**
 \$500.00 Sign on Bonus
 Benefits, Monthly prizes
 Call Sherron 905-864-6051

515 Skilled & Technical Help 515 Skilled & Technical Help
MAINTENANCE PERSON Full-Time
 Stoney Creek Company for properties in Georgetown/Burlington. Broad knowledge of building maintenance; independent, mature, team player, working knowledge of electrical, mechanical, HVAC, plumbing. Valid Drivers Licence and own transportation required.
 Fax to: 905-578-0293

LIDLAW TRANSIT LTD.
 We Require **A CLASS "A" MECHANIC**
 With diesel experience.
 Call: 905-877-4448
 Laidlaw is an equal opportunity employer.

515 Skilled & Technical Help 515 Skilled & Technical Help

SEAMSTRESS WANTED
 A leading fine Menswear store in Oakville requires the services of an experienced seamstress to assist Master tailor. Part time work will lead to full time for the right person. Must be comfortable in a busy, high volume environment. Must be good at fine detail and hand work.
 Please forward work history and personal details to:
Box #2092, c/o Oakville Beaver, 467 Speers Rd, Oakville, ON, L6K 3S4
 We thank all applicants for their interest. However only those selected for an interview will be selected

ARTHUR ELECTRIC
 LICENSED ELECTRICIAN/ELECTRICAL APPRENTICES
 Industrial/maintenance experience an asset. We offer a competitive wage and benefit package.
 Please send resume to:
 Fax: 905-876-3903
 E-Mail: info@arthurelectric.com
NO PHONE CALLS PLEASE

Kitchen Cabinet Shop requires:
 •Finisher to start immediately
 Please call: 905-878-9177

EXPERIENCED HOME REPAIR/RENOVATOR
 required Milton area
 Send resume to: hawthornehandyman@cogeco.ca

525 Office Help 525 Office Help

We are currently looking for a fulltime **Administrative Assistant/Reception**
 Your Key Activities would be:
 • Reception/customer Service
 • Monitor the flow of correspondence to ensure proper action is taken in a timely manner
 • Draft correspondence
 • Provide research assistance when further information is required on a particular subject
 • Coordinate schedule of appointments
 • Coordinate meetings & associated requirements
 • Coordinate travel arrangements, incl. making necessary flight, hotel & car rental reservations.
 • Provide support/back up to the Office Manager in a variety of administrative duties as requested
 • Accounts Receivable/payable, reconciliation, data entry
 • Maintain accurate records
 • Monitor and action all telephone inquiries
 • Provide assistance w/special projects as required
 • Other duties as assigned

We are looking for the following education and specific Training:
 • General accounting with at least 1yr experience and general ledger experience is required
 • Demonstrated proficiency in Microsoft Office suite w/particular skills sets in Word, Excel & Quick Books
 • Excellent communication skills, both written and oral
 • Superior organizational skills
 • Exceptional interpersonal & problem solving skills
 • Ability to manage time effectively, prioritize multiple tasks, and meet deadlines
 • Bilingualism (English and French) an asset
 • Must be a TEAM player
 Qualified individuals for this position apply no later than March 20, 2006.
 We would like to thank everyone who applies in advance, as only candidates to be interviewed will be contacted. All interested parties should please e-mail their resume and cover letter with salary expectations to
propack@globalserve.net
 No telephone inquiries please.

WEB DESIGN MARKETING / SALES PROJECT ADMINISTRATION
 Required Part-Time in Georgetown. 10:00 am - 2:00 pm up to four days per week. Good knowledge of ASP, FTP, Dreamweaver are a must. Email resume and cover letter to:
jobs@rwrtech.com mailto:jobs@rwrtech.com

CALEDON CARD SERVICES
 MERCHANT ACCOUNT SALES MANAGER
 Fast paced, growing Georgetown company is seeking an experienced, high-energy, business-to-business sales professional to help grow our merchant account credit card acquiring portfolio. The candidate must be self sufficient and capable of success in a relatively unsupervised environment. Previous experience in merchant services is required and bilingualism is an asset. Please send resume to www.caledoncard.com and learn more about us at www.caledoncard.com. No phone enquiries please.

525 Office Help 525 Office Help 525 Office Help

CHERYL CRAIG CAREERS INC.
Bilingual Customer Service Rep.~ F/T - Oakville
 Answer and process order desk calls and enquires / Good product retention/ Strong Customer Service and relationship building skills.
Bilingual Mailroom Clerk~ F/T - Oakville
 Entry level position with an opportunity to move into Customer Service.
Administrative Support~ F/T - Burlington
 Excellent Customer Service and Communication Skills / Extremely Organized / Ability to Multi-Task in numerous areas. Must have Simply Accounting.
A/R / A/P -Administrative Clerk ~ Full Time - Dundas
 Multi-task/adapt to wearing many hats in a small office. Bus. Visions is an asset.
Strong Inside Sales/Service Support Rep F/T - Burl.
 Min. 5 yrs. as a business professional with excellent communications, interpersonal and computer skills. Bilingual an asset.
Receptionist / Administration & General Office
 Short and Long Term Positions
Students for Hire~Order Pickers/Packers
 P/T after school & Saturdays - Oakville, Must have Safety boots.
 E-mail: info@cherylcraigcareers.com
 Phone: 905-332-1600, Fax: (905) 332-7993, www.cherylcraigcareers.com

O'CONNOR MACLEOD HANNA LLP ATTENTION LEGAL ASSISTANTS/LAW CLERKS
 O'Connor MacLeod Hanna LLP is a seventeen lawyer full service law firm, located in Oakville, Ontario. We currently have two positions available in the following areas:

FAMILY LAW
 All applicants should have a thorough knowledge of MS Word, Microsoft Outlook and DivorceMate. The successful candidate will have excellent communication and organizational skills and have a minimum of 5 years family law experience.

REAL ESTATE
 All applicants should have a thorough knowledge of MS Word, Microsoft Outlook and Conveyancer. The successful candidate will be able to handle a file from beginning to end and will have a minimum of 5 years residential real estate experience.
 All resumes received will be held in strictest confidence.
 Interested candidates should send their resume to:
 O'Connor MacLeod Hanna LLP
 Barristers & Solicitors
 700 Kerr Street
 Oakville, ON, L6K 3W5
 Attention: Janet A. Rimer, Administrator
 Fax: (905) 842-0238
 E-mail: rimer@omh.ca
 Visit our website at: www.omh.ca

Administrative Assistant
 required approx. 15-20 hours/week by Burlington company. Candidate must possess excellent people skills attention to detail and accuracy with paper work.
Fax resume to: 905-632-7757
 Only those selected for interview will be contacted

Burlington HYUNDAI Customer Service Rep.
 We require approx. 600 calls a month, CSI & service follow up, work from home, previous call centre exp. required.
 Fax: 905-633-8815
 Mail: 2016 Plains Rd. East, Burlington Ontario, L7R 5B3
 Attn: Gen. Manager

KARMAX Heavy Stamping
 A division of Magna International
 is looking for a **Payroll/Benefits Administrator**
 This position is a shared function encompassing all Payroll and Benefit responsibilities within Karmax Heavy Stamping, including the accurate processing of transactions and compliance with company policies.
Qualifications:
 1. Community College Diploma in Business Administration or Equivalency through Canadian Payroll Association.
 2. Minimum of 5 years experience in Payroll & Benefits.
 3. Proficient in computer applications (Word, Excel, Lotus Notes, 3rd Party Payroll Applications)
 4. Excellent communication skills, both written and oral.
 5. Flexibility to work overtime as required to meet strict deadlines.
 Forward Resumes to:
Ken McIsaac
 333 Market Dr. Milton, Ontario L9T 4Z7
 Fax: 905-878-1790 kmcisaac@karmax.com
 Attention Ken McIsaac

Transborder freight company in Mississauga, moving to Milton in early 2007, is looking for a **Receptionist/Invoice clerk**.
 The successful candidate will have two years previous reception experience with strong data entry skills. Excellent written and oral skills a must. Previous experience in the trucking industry would be an asset. We offer a competitive salary, benefits and bonus program.
 Please fax resumes in confidence to **Debora King** at 905-795-9935 or email to debbiek@transprofreight.com.
 No phone calls please.

Book your Recruitment ad today & receive 30 days on Workopolis for only \$125.00
workopolis.com
 CANADA'S BIGGEST JOB SITE
 Champion
 Ask Us About...
 call 905-878-2341