GHERYL GRANG GARHERS

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

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Phone: 905-332-1600, Fax: (905) 332-7993,

www.cherylcraigcareers.com

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O'Connor MacLeod Hanna LLP is a seventeen

lawyer full service law firm, located in Oakville,

Ontario. We currently have two positions available

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communication and organizational skills and have

All applicants should have a thorough knowledge

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The successful candidate will be able to handle a

of 5 years residential real estate experience.

All resumes received will be held in strictest

O'Connor MacLeod Hanna LLP

Attention: Janet A. Rimer, Administrator

Visit our website at: www.omh.ca

Barristers & Solicitors

Oakville, ON, L6K 3W5

Fax: (905) 842-0238

E-mail: rimer@omh.ca

700 Kerr Street

file from beginning to end and will have a minimum

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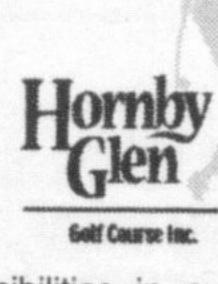
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Email resume to jobs@pds.ca or fax 905-333-9461



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 respon-

sibilities 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

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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@edenhousehcarehome.ca Visit our website: www.edenhousecarehome.ca



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leave message with name, phone and address Email: echo_mandy@yahoo.ca

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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



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ELECTRICAL APPRENTICES Industrial/maintenance experience an asset. We offer a competitive wage and benefit package. Please send resume to: Fax: 905-876-3903

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requires: •Finisher to start

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immediately

525 Office Help

525 Office Help

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required

Milton area

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hawthornehandyman

@cogeco.ca

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confidence.

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 Recievable/payable, reconciliation, data
- 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
- Excellent communication skills, both written and
- 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-tobusiness 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 careers@caledoncard.com and learn more about us at www.caledoncard.com. No phone enquiries please.

Administrative

Assistant required approx. 15-20 hours/week by Burlington company. Candidate must possess excellent people skills attention to detail

paper work. Fax resume to: 905-632-7757 Only those selected

for interview will be

contacted

and accuracy with

Burlington HYUNDRI 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

Qualifications:

with company policies.

- . 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. 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.

