

515 Skilled & Technical Help

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

Georgetown Hydraulic Company
requires
FITTER/WELDER
for Power Unit Assembly. Must be able to read Hydraulic schematics. Please reply with salary expectations to Fax: 905-702-0501

MACHINE SHOP IN MILTON
Looking for self motivated **Tool & Die Maker**, contract work available, design an asset.
Please fax resume to: 905-693-1135



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.

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

525 Office Help

HALTON MEDIA GROUP

The Oakville Beaver, a division of Halton Media Group, is seeking an exp.'d;

ACCOUNTS RECEIVABLE CLERK

The qualified candidate will possess excellent communication and organizational skills and be proficient in Microsoft Office, primarily excel. You will be detail oriented and be capable of working within a deadline focused environment.

In this role, you will be responsible for the application of all customer payments and respond to customer inquiries while maintaining a positive rapport. A minimum of two years accounts receivable experience is required. An accounting diploma/degree would be an asset.

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 package as well as possibilities for future career growth.

If interested please forward your resume no later than March 10th, 2006 to:
kellis@metroland.com
fax: (905) 632-0308

We appreciate the interest of all applicants however only those selected for an interview will be contacted.
No phone calls or agencies please.

Milton Community Resource Centre
www.mcrc.on.ca

Administrative Assistant
30 hours per week

- Must be personable and friendly
- Excellent communication skills
- Must be able to work in a team environment
- Must understand basic bookkeeping systems and software
- Must be able to multi task

Fax or e-mail resumes to 905 876 1273
heather@bellnet.ca
by March 10th, 2006
Please no phone calls, only those chosen for interviews will be contacted

THE HALTON AGRICULTURAL SOCIETY
(Milton Fairboard) is seeking an energetic self-starter to fill an immediate opening as:

SECRETARY/TREASURER

This is a bonded permanent part-time position reporting to the Board of Directors. This individual must possess strong bookkeeping and computer skills, be well organized and have good oral and written communication skills.

Resumes will be accepted until March 15, 2006 and can be submitted to the following:
Halton Agricultural Society
25 Brown Street, PO Box 142
Milton ON L9T 4N9
Fax: (905)875-1491
e-mail: miltonfair@sympatico.ca

We thank all applicants, however only those selected for an interview will be contacted.

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 careers@caledoncard.com and learn more about us at www.caledoncard.com. No phone enquiries please.

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FITTER/WELDER
for Power Unit Assembly. Must be able to read Hydraulic schematics. Please reply with salary expectations to Fax: 905-702-0501

TYPESETTER

For Georgetown Advertising Department also Phone Order Taker with sales experience. Salary and Bonus on both positions.
Call Pat:
800-668-7788

530 Sales Help & Agents

BATH/ KITCHEN DESIGNER/ SALES

Established Bath/ Kitchen company seeks qualified designer with sales skills. Must have drawing experience and be self motivated. Full/ Part-time.

For interview
Call Eric 905-639-7876
or Fax Resume: 905-639-2266
Opal Baths and Kitchens

525 Office Help

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

Call Centre Debt Collectors & 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

530 Sales Help & Agents

CORIOUSS
Advanced Ceramic Hair Technology

WANTED
Sales Reps for hair products. \$10 plus commission. No experience needed!
(416) 550-6558
jobs@corioliss.ca

530 Sales Help & Agents

Weight Loss Consultants
For the local centres in YOUR Area!! Experience in retail and sales a plus. Paid Training Provided.
Email your resume: stephanie@lawlontario.com
Fax 705.727.0180

530 Sales Help & Agents

A Burlington On Demand Print shop, is currently seeking a **SALES PERSON** to sell printing services in the Burlington, Hamilton, Oakville area. The successful candidate will sell print to a wide range of business, mainly focusing on the construction document market. Selling large/small document print solutions. A familiarity with Cad software would be an asset. Must speak English.
Fax 416-590-8968
Email: jobs@reprodux.com
Please reference "print sales"
Only qualified applicants will be contacted.

530 Sales Help & Agents

ASSISTANT PRE-OWNED SALES REPRESENTATIVE

We grew over 40% in sales in 2005, and this year will be bigger!

- State of the art facility, over 400 pre-owned vehicles available to market
- A peak performer with internet experience
- Join a top 4 dealer for SSI and CSI both sales and service in Canada

If you are self-motivated, aggressive, customer oriented with OMVIC licence and a top performer in sales that is ready for an opportunity. Demo or Car Allowance - Benefit Package - Real Management Support.

We invite you to send Confidential Resume.
Fax: 905-877-3401
Attention: Carman Widdess
Or email: cwiddess@georgetownkia.com

530 Sales Help & Agents

VINEYARDS ESTATE WINES

ENTHUSIASTIC? SELF MOTIVATED?
Looking To Be Part OF A Customer Focused Sales Team?

We are looking for **MOTIVATED** and **ENERGETIC SALES REPRESENTATIVES** for our **OAKVILLE** locations.
Must be capable of working **PART-TIME** Days, Evenings and Weekends as required.
Retail Experience An Asset, Wine Knowledge An Asset
Orientation and Training is Provided

Please drop off your resume before the close of business Mar. 15, 2006 at:
Vineyards Estate Wines, within the Barn, 280 North Service Rd.
or within Sobeyes, 1500 Upper Middle Rd. W.
or Email: careers@vineyardsestatewines.com

While we thank all those who apply, we will only respond to those under consideration and ask that no response be made by phone.

HUNT CHRYSLER JEEP
2 - SALES CONSULTANT

Candidates must be high energy, self starter who are interested in building a successful Automotive Career.

Must Have: Valid Drivers License
OMVIC Sales License

We Offer: Opportunity to unlimited commission
New & Used Vehicle Inventory
Will Train

Please Call: (905)876-2580
Or Fax: (905)876-0297
Or E-mail: huntitld@huntchrysler.com
Your Resume to: Wes Olsen

Our Burlington Showroom Requires:
F/T Retail Showroom Supervisor
with some administrative and telephone sales experience, as well as a
P/T Showroom/Telemarketing Person
Outbound telemarketing & some retail experience would be an asset. If you are results/goal oriented:
Please Call: 1-866-674-2005
Fax 519-451-2633
Email london@centennialwindows.com
www.centennialwindows.com
Also taking applications for outside sales/installation.

CAREER SEEKERS LOOK NO FURTHER

Time Is hiring Full
Weight Loss Consultants
For the local centres in YOUR Area!! Experience in retail and sales a plus. Paid Training Provided.
Email your resume: stephanie@lawlontario.com
Fax 705.727.0180

540 Hotel Restaurant

ARNOLD'S Sports Bar NOW HIRING BAR STAFF & SERVERS
(and Volleyball Referees at \$10.00/hr)
Apply at 485 Morden Rd. Oakville or Email resume to arnold@arnoldssportsbar.ca

540 Hotel Restaurant

ASK ABOUT A WORKOPOLIS.COM LISTING FOR 30 DAYS FOR ONLY \$125

530 Sales Help & Agents

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545 Teaching Opportunities

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540 Hotel Restaurant

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545 Teaching Opportunities

545 Teaching Opportunities

535 Hospital, Medical, Dental

RN'S, RPN'S,
For LTC facilities. Must be Flexible. Vehicle preferred.
Attn:
HR, Assured Personnel.
Fax: 1-866-869-8780

530 Sales Help & Agents

F Carriere
located in Oakville Place

We are a high-end ladies' wear retailer Looking for experienced & enthusiastic staff in: Full-time and Part-time Sales and Management
Salary commensurate with experience. Min. 2 yrs required.

Please e-mail cv to:
jpatrick.turner@sympatico.ca

540 Hotel Restaurant

540 Hotel Restaurant

BARBER TOWNE PUB
FULL TIME
KITCHEN MANAGER REQUIRED
Experience a must. Should be familiar with ordering, food cost and menu planning procedures.
FULL TIME
BARTENDER REQUIRED
Wednesday to Saturday
Experience an asset.
Apply in person to Samantha at:
360 GUELPH STREET

Boston Pizza

Is currently looking for
PART-TIME DELIVERY DRIVERS and HOSTESSES
Apply in person to Manager at:
BOSTON PIZZA
319 Guelph Street, Georgetown

545 Teaching Opportunities

KIDZ KORNER
is looking for an
E.C.E TEACHER
Call
905-876-7411

545 Teaching Opportunities

545 Teaching Opportunities

BIG BROTHERS BIG SISTERS
Teacher in Milton needed as p/t coordinator for after-school tutoring club.
Email resume: info@bbshilton.ca.