

514 Salon & Spa Help 514 Salon & Spa Help

HIGH END SALON & SPA
 •Hair stylists •Aesthetician
 •P/T Receptionist
 Call Shawn 416-525-4588
 (After 6pm)
 Fx. 905-854-5382
 nblustrada@yahoo.ca

full or part-time
HAIR STYLIST and ESETICIAN
 Signing bonus available. Chair rental available.
 Please call: 905-702-0411
 Or apply in person to:
HAIR LOFT AND SPA
 324 Guelph Street, Georgetown

515 Skilled & Technical Help 515 Skilled & Technical Help

Sheridan
SHERIDAN COLLEGE INSTITUTE OF TECHNOLOGY & ADVANCED LEARNING,
 Brampton Campus, is looking for a
BUILDING MAINTENANCE WORKER
 The successful candidate must possess a secondary school diploma, a Stationary Engineer Fourth Class Certificate (or equivalent), and a "G" license. As well, one to three years of practical work-related experience in the repair and maintenance of buildings and related systems is required.
 Please send a resume and cover letter by March 30/2006 Email: hrjobs@sheridanc.on.ca or Fax: 905-815-4054
 For more information, please visit our website at www.sheridanc.on.ca Select Visitors, Select Human Resources, Select Working at Sheridan

AWNING INSTALLER
 Full-time position available for a responsible, self-directed individual with problem solving skills and neat appearance.
 • Basic construction knowledge/ experience, i.e. carpentry, framing, etc. a must.
 • Experience with power & hands tools a must, electrical and / or welding knowledge is a plus.
 • Ladder work at heights up to third story. Occasional heavy lifting
 • English language skills necessary for blueprint reading, liaison with customers, etc.
 • A clean driving record is a must.
 • Knowledge of the Goldenhorse area, major streets and intersections of the local towns/cities would be helpful and map reading skills
 Send resume to: fax 905-847-1059 or Email: hr@gallaghersawnings.com

meineke car care center
 of Georgetown requires a
LICENSED TECHNICIAN
 Salary commensurate with experience. Must have own tools. Please contact Jerry Hussar at 905-877-2550 or fax resume to 905-877-4762
 email: georgetownmotors@hotmail.com

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DOMINO
ACCOUNTANT / ACCOUNTS PAYABLE
 Domino Printing Solutions Inc., a wholly owned subsidiary of Domino Printing Sciences plc (UK), a leader in industrial inkjet and laser printing and coding solutions located on the Oakville/Mississauga border, is seeking an Accountant / Accounts Payable person. The qualified individual will have a good understanding of accounting, excellent communication skills, possess a positive attitude, strong work ethic and have a good knowledge of MS Word & Excel. Preference will be given to experienced candidates who are in the second level of the CGA program. Domino is an equal opportunity employer offering a competitive salary, benefit and pension plan.
 Visit us at: www.domino-printingsolutions.ca
 Please submit your resume in MS Word to clarea@domino-printingsolutions.ca
 Fax: (905) 829-1842

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REID'S HERITAGE HOMES
ADMINISTRATOR VILLAGE BY THE ARBORETUM

The Reid's Heritage Group of Companies is one of the largest homebuilding and real estate development operations in South Western Ontario, with projects actively underway at a number of sites in Guelph, Cambridge, Kitchener, Waterloo, London, Kincardine, Port Elgin, Owen Sound, the Bruce Peninsula, Collingwood, and Huntsville.
 We are presently looking for a top quality, full time permanent administrative professional to join our exciting team as Administrator of the Village by the Arboretum, our award winning adult lifestyle community in Guelph. While the Village by the Arboretum is currently home to over 800 residents, we are now under construction and occupying 143 luxury, condominium apartments with plans to add approximately 200 independent and assisted living units (market dependent) over the next 3-5 years.

The qualified candidate must be a self-motivated individual with superior communication and interpersonal skills, along with world-class customer service values. The successful candidate will be responsible for a number of areas including: administration of the on-site office, overseeing maintenance and upkeep of the community recreation centre, customer service, promoting community resale homes program, communication with residents and residents' association and other general tasks.

The successful candidate will demonstrate professional integrity, positive disposition, outstanding team spirit and a passion for excellence. A post-secondary education in Business Administration, a background in real estate or a realtor license and a diploma in Office Administration is a definite asset with a minimum of 5 years experience in an office or property management setting. Previous experience in an adult lifestyle community is desirable. Advanced skills in Word, Excel and PowerPoint are critical to success in this position.

Please fax a covering letter and resume by April 1, 2006, to 519-658-4039 Attention: Shari Walpole
 Or respond by email to hrinfo@heritagehomes.com
 Please, no phone calls.
 Only those applicants selected for an interview will be contacted.
 For more information on our Group of Companies visit www.reidsheritagegroup.com

CARPET ONE Canada is currently seeking an Administrative Coordinator in our Burlington office. This is an excellent opportunity for individual with the talent and drive to provide the World Class First Impression to our vendors, members and staff. This position will be responsible for providing administrative support including: the maintenance of the product database, answering the main phone, typing, processing & creating various documents, spreadsheets, reports and presentations; coordinating multiple projects; & performing basic administrative functions such as filing, copying, mailing, scheduling meetings & travel.
 Candidates must have a high school degree with the preference for one to two years of additional schooling (secretarial/administrative schooling preferred); one to three years experience in a related field; excellent computer skills (Microsoft Office, inclusive of Word, Excel, PowerPoint, Access, Outlook as well as creating Macros). Must be efficient at proofing spreadsheets to ensure no errors exist; pleasant phone manner and ability to deal with members and vendors. Candidates must be self-starters, have the ability to work creatively and effectively as a team member; have excellent spelling and grammar skills.
 At Carpet One, success begins with our employees. We make sure our employees have the tools and training they need to improve their skills every day. At Carpet One, we reward our employees with the kinds of benefits and opportunities you'd expect from an industry leader. We recognize our employees for their hard work and we provide for their health and the well-being of their family members, opening avenues of growth and career development, and easing the balance between work and personal life.
 To apply for this position please email your resume with salary requirements to abaskot@ccaglobal.com or send to following address:

CARPET ONE
 Attn: Baxter Freaque
 3170 Harvester Road Suite #101
 Burlington, ON L7N 3W8

ACCOUNTING SUPERVISOR (\$40K-\$50K)
 A rapidly expanding Oakville based accounting partnership has an immediate opening for the position of Accounting Supervisor for the practice.
 The position requires that you are an independent worker and a team player that can assist with the growth of the partnership. Your hands on ability will allow you to fill the role as an accountant first, then as a manager to assess results, implement and maintain basic procedures in a changing environment. You understand the business of time billings for professional services rendered. The successful candidate will possess:
 Skills and Qualifications:
 "3rd - 4th year of a recognized accounting program with 5 years of accounting and general office administration experience
 "Strong skills in Excel, Word & other Microsoft Office applications
 "QuickBooks accounting software knowledge
 "Excellent interpersonal and communication skills that fit into a small office environment
 Responsibilities include:
 " Work-in-Process administration " Accounting and Financial Reporting
 " Payroll administration " Administration of existing IT systems
 Interested candidates may send /fax /email their resumes in confidence to:
Henderson Partners LLP
 Attention: Human Resources
 2660 Sherwood Heights, Suite 103 Oakville, ON L6J 7Y8
 Fax - 905-829-1454 Email apurpura@hendersonpartnersllp.ca

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NAC
HR ADMINISTRATIVE ASSISTANT
 NAC is a heavy construction general contractor. We require a Part Time Human Resources Admin Assistant at the NAC head office in Morriston (Hwy 6 & 401). The ideal candidate will be a well organized individual with excellent time management skills.
Skills required:
 • Assisting HR Manager with daily admin duties; photocopying, faxes, filing, etc.
 • Responding to all employment phone inquiries to employment hot line
 • Pre-screening of resumes
 • Data entry to HR database
 • Assist with apprenticeship paperwork
 This position is 3 days / week, days can be flexible. Wages are \$12-\$15 / hour depending on experience. Previous HR experience or education would be an asset.
 Please send your resume to:
RECRUITER
 Fax: 519-821-1111
 jobs@nacsworld.com
 Please include job title in email subject line.
 www.nacsworld.com

ADMINISTRATIVE COORDINATOR POSITION
 Burlington Lions-Optimist Minor Hockey Association is looking for an energetic, outgoing individual for a F/T Permanent position reporting directly to the Office Supervisor. Hours: 35 hours/ week.
 Week 1: Mon-Thurs 12pm-8pm, Fri.9am-5pm
 Week 2: Tues- Fri. 9am-5pm, Sat 9am-4pm (no weekends May 15-Aug 15)
 Salary: \$22,000 - \$24,500, includes benefits.
 Must possess excellent interpersonal, organizational and communication skills. Forward resume by March 21 to:
BLOMHA, 3455 Fairview Street
 Burlington, ON L7N 2R4
 Attn:Office Supervisor
 or email: rick.dawson@hurontel.on.ca
 No Telephone calls please. We thank those who apply but only those selected for an interview will be contacted.

BOOKKEEPER
 Required for Construction Company Georgetown Area. One office position, very professional organized person.
EXPERIENCED REQUIRED:
 • Simply Accounting
 • Payroll, Deduction, Government Remittances
 • Payables/Receivables
 • Progress Certificates
 • MS Office
 Fax resumes to: 416-410-0226
 Email: ggordonenterprises@bellnet.ca

PURCHASING ASSISTANT MILTON
 Due to maternity leave, a national steel tube and bar distributor is looking for candidates to handle traffic duties. Prime duties include scheduling of shipments and logistics for importation of steel products. The candidates must possess strong computer skills and be comfortable with units of measure in metric and imperial.
 Please fax resume to:
 905-878-8085
 or Email at: terryg@teamtube.com

The Burlington Lions-Optimist Minor Hockey Association is looking for an outgoing individual for a
Full-Time Administrative Coordinator
 Must possess excellent interpersonal, organizational and communication skills. 35 hours/wk.
 Week 1: Mon.-Thurs. 12pm-8pm, Friday 9am-5pm
 Week 2: Tues-Fri. 9am-5pm, Saturday 9am-4pm
 No weekends from May 15th - August 15th.
 Salary \$22,000-\$24,500. Includes benefits.
 Please forward resume by March 31 to
 rick.dawson@hurontel.on.ca
 No telephone calls please, only those selected will be contacted.

ENGLAKE LIMITED
 HOMES ALTERATIONS DESIGN/BUILD
 Englake Limited- established for 16 years and well recognized and published in design, product, and services for the custom home and renovations market- requires a
Home Design Store Representative
 on a part-time or full-time basis. Duties are clerical, reception, and retail support. Candidates must be well-organized, able to work with minimal supervision, and familiar with MSOffice.
 Please send resumes to info@englake.com.

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Staff Accountant
 Oakville based retail company has a position available for a well organized individual with strong accounting & analytical skills. Duties include A/P processing, account analysis and month end reconciliations and reporting. Ideal candidate will have min. 5 years experience, good inter-personal skills and be able to multi task in fast paced environment. Working knowledge of AccPac for Windows 5.2 and Microsoft Offices is essential.
Pioneer Family Pools: Fax 905-847-4475
 blockwood@pioneerpools.com

Oakville Company Requires 2 Full-Time Positions
RECEPTIONIST
 Well spoken, excellent people skills, positive attitude, team player, good computer knowledge. will operate 12 phone lines on Meridian system.
JR. ACCOUNTING ASSISTANT
 Organized, detail oriented, an ability to multi-task, Teamplayer, responsible for processing A/P, deposits, filing. Excellent computer skills.
 Please fax resumes with salary expectation, attention Jacki Becker, 905-337-2521.

Office Manager/ Bookkeeper
 Contract position required by Burlington company in construction industry. Must have Exp.
 Fax resume to: 905-335-5767

530 Sales Help & Agents 530 Sales Help & Agents

SALES REPRESENTATIVE SCIENCE AND ENGINEERING EDUCATION
 Merlan Scientific is a leading supplier of science and engineering training materials for the Canadian education market.
 We are looking for a self-motivated individual with a proven track record in sales to manage our Western Canadian territory. The successful candidate will possess a strong technical aptitude and a solid background in computer applications. He/she must be well organized, entrepreneurial and confident in presenting to professors and senior administrators.
 This position is based in Georgetown, Ontario and involves travel approximately one third of the time. We offer significant support from our inside sales and marketing team and an opportunity for the right person to reap the rewards of a growing market. Remuneration includes base salary, commission and benefits.
 merlan
 Please Fax your resume to:
 905-877-0929
 or email: david@merlan.ca

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: Andrew Donnahee
 Or email: adonnahee@georgetownkia.com

New Home Sales
 Oakville area New Home Builder requires an energetic and dynamic
Sales Representative
 The applicant should have 5 years minimum experience in new homes/condominium sales.
If interested, please fax resume to 905-847-0620.

CELLCOM WIRELESS
 Canada's Largest Rogers Wireless Dealer Is Now Hiring
F/T SALES CONSULTANTS
 for our Burlington Mall Location.
 The successful Candidate must have a proven track record in Sales and possess a strong "Team Player" attitude.
 Please email resume's to
 steve@cellcomwireless.com, Fax 416-645-1023