Skill Training

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This project is funded by

NAC

Career Exploration / Counselling

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Find Your Path

515 Skilled & Technical Help

MECHANICAL ESTIMATOR

MECHANICAL

**CONTRACTS AGENT** 

North America Construction (NAC) has

immediate openings for a mechanical estimator

and a mechanical contracts agent with 5-10

years experience in the water and wastewater

treatment and heavy industrial sectors. NAC is

a leader in the industry with in-house civil,

mechanical, and electrical disciplines. These

are full time, long-term positions with full

benefits at our head office in Morriston, Ontario

(Hwy 6 & Hwy 401).

Knowledge of QuickPen or Accu-Bid estimating

software together with field experience would

be an asset for the estimating position.

NAC offers a competitive wage and benefit

package.

Please send your resume to:

RECRUITER

Fax: 519-821-1111

E-mail: jobs@nacsworld.com

Please include job title in email subject line

www.nacsworld.com

CARPET INSTALLER

Paul Davis Systems is looking to hire a full time ex-

perienced carpet installer. PDS is a restoration

contractor specializing in water and fire damage

restoration. This position is based out of Burlington

and would service the Oakville and Hamilton areas

as well. Experience in installing hard surface mate-

rial would be beneficial. Salary will be negotiable

Please fax/email resume

905-333-9461, jobs@pds.ca

you to identify and reach your employment goals.

Job Search Training

Self Employment

525 Office Help

Job Creation

525 Office Help

Call Centre **Debt Collectors** F/T perm. Required to work day/evening shifts. Must have excellent communication skills. Will train. Competitive wage + bonuses & benefits.

Mississauga Area. No Students Fax resume to:

Take advantage of these FREE services by calling the Government of Canada your nearest Halton office at 1-888-336-9550 905-855-0603

Purity Life Health Products is Canada's leading and fastest growing provider of natural health products. We are currently looking to fill the following positions:

> BILINGUAL COLLECTIONS CLERK If interested, please forward your resume to:

sarahc@puritylife.com

BHALTON

Part-time Human Resources **Administrative Support** For our Burlington Location

Halton Media Group, a Division of Metroland Publishing, is a community newspaper business operating community newspapers throughout Oakville, Burlington, Milton and Niagara region.

We are currently looking for a Part-time Human Resources Administrative Support person to work three days per week from our Burlington Post Office.

In this role you will be responsible for processing employment related paper-flow and will manage data in our human resources information system. In addition, you will assist with various aspects of the recruitment process in support of our businesses.

The qualified candidate will be highly organized with the ability to balance multiple assignments at the same time in a dead line driven environment. In addition, you will possess a strong work ethic and excellent written and verbal communication skills. Previous human resources related experience would be beneficial and a strong understanding of all Microsoft

Office programs is necessary. If you would like to work for a leader in the media industry this opportunity may be the right one for you.

If interested please email your resume, with HR Support in the subject line to: careers@haltonsearch.com

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

contacted.

### **VEHICLE SALES** ACCOUNTING

A well established Ford dealership has an immediate opening for a Vehicle Sales Accounting position. Duties will include Vehicle Sales Accounting. Bank Reconciliation, Journals, and processing of vehicle Incentive programs, etc. Dealership vehicle sales accounting experience preferred. We offer a competitive benefits program.

Interested applicants please forward your resume to: Oak-Land Ford Lincoln Oakville, ON Fax: (905) 844-7696

POSITIONS AVAILABLE

Chapel and Centre, a full service cemetery and reception facility has an opening for a PT ADMINISTRATOR. Computer knowledge is required as is an excellent telephone manner. Some nights and weekends will be included in the work schedule. We are also looking for PT HOUSE KEEPING staff that will be responsible for general up keep of our Memorial Chapel and Reception Centre. If either of these positions is of interest to you. Please forward resume by mail, fax/email only: Glen Oaks Memorial Chapel and Reception Centre- 3164 Ninth Oakville, Ontario L6H 7A8. fax 905-257fh075@arbormemorial.com Attention Heather Crompton. We thank you in advance, only those selected for an interview will be

## FORTINOS

Fortinos is a group of franchise retail Supermarkets with 19 locations across Southwestern Ontario. Our Franchisese strive to provide customers with the best in one-stop shopping. Fortinos provides competitive wages, benefits, opportunities for advancement, scholarships, a pension plan, and secure employment to all its employees.

#### NOW HIRING FOR FLEXIBLE PART-TIME POSITIONS FOR MEAT CUTTERS & FLORAL DESIGNERS FOR OUR NEWEST LOCATION

Opening November 2006 173 Lakeshore Rd, Oakville

Must be available to work days, afternoons, evenings and weekends.

### PT Meat Cutters:

The ideal candidate will have a minimum of 2 years experience as a meat cutter, along with service meat counter experience and excellent customer service skills.

PT Floral Designers:

The ideal candidate will have completed the Flowers Canada Beginner course, or have equivalent floral design experience, along with basic care & maintenance knowledge of plants & cut flowers. Excellent customer service skills & prior retail experience.

To Apply:

Please send your resume with cover letter via Email: humanresources@fortinos.ca Fax: 905-861-2347

NO PHONE CALLS PLEASE, ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED.



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2 WEEKS

FOR ONLY

Persista Polyurethane Products, one of the largest manufacturers of polyurethane roll coverings, based in Mississauga, Ontario requires:

#### ADMINISTRATION CLERK

**DUTIES INCLUDE** 

- Organization and attention to detail are a must, as well as exceptional interpersonal and communication skills (both written and verbal).
- Carrying out the daily duties of reception.
- Assist in preparation of reports and proposals using Word, Excel, PowerPoint, attention to detail essential.
- Provide secretarial and administrative support to staff members as required.

REQUIREMENTS

- MS Office skills, Word, Excel, PowerPoint, Outlook
- Is required and able to learn new programs. Able to work with little supervision.
- Dependable TEAM player

HOURS - Monday to Friday 8:00 am - 4:30 pm Please forward your resume to: Human Resources Department by October 10th, 2006

Fax: 905-670-3634 Or email: rzawacki@persista.com

Persista thanks all applicants; however only those selected for an interview will be contacted. NO Phone calls please.