

515 Skilled & Technical Help

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Light Production Machine Operators

Axalto Canada Ltd. the world class leader in smart card technology is expanding its production centre in Burlington. We have immediate openings on the second and third shifts for experienced machine operators with good basic computer skills.

Applicants must have a high school diploma, at least 2 years production machine experience, good manual dexterity, computer skills (MS Office), good math skills and the ability to work well in a team environment without close supervision. Positions require close attention to detail, multi tasking and the ability to stand for long periods.

Applicants must pass security background checks including credit, criminal & history verification of work and education.

Axalto Canada Ltd. is a subsidiary of Gemalto. We are developing a team based self directed work environment using Lean techniques and high performance skills. The base rate of pay plus shift differential is \$14.00 per hour and we offer a 5% bonus opportunity. Benefits include; prescription drugs, dental, health spending account, life, ad&d and disability insurances plus an RRSP with a 100% match on the first 5% of employee contributions.

Apply by email, fax or mail:

E-mail: anna.lam@gemalto.com, Fax: 905-335-9147
Mail: A. Lam, 5347 John Lucas Dr., Burlington, ON L7L 6A8

Axalto is an equal opportunity employer.

525 Office Help

525 Office Help

OFFICE CLERK, PART-TIME
For local busy HVAC Company
Competitive Wages & Benefits Available
Please fax resume to:
905-877-8025

GEORGETOWN OFFICE

Part-Time Mornings - 5 Days a Week

Good computer skills.

Proficiency in Word 2000 and Excel a must.

Email resume with salary requirements to:
info@cybertrain.on.ca

FINANCIAL ACCOUNTANT

A Halton-based company has an immediate opening for a **Financial Accountant**. Must be enrolled in the CMA/CGA program. Experience to include inventory management, account & budget analysis, costing (including import product) and financial statement preparation. Offering a competitive salary & benefit package.

Email jobs282@hotmail.com

525 Office Help

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LA BOY

FURNITURE GALLERIES

OFFICE/ ADMIN SUPERVISOR

Burlington Location

We currently have an opening in our Burlington location for a full time Office/Admin Supervisor.

You must have related experience, reliable transportation, excellent communication skills, a willingness to learn and a flexible schedule that permits you to work weekends and evenings.

We are now taking applications in person only at the store - 1120 Brant Street, Unit 4, in the Burlington Power Centre.

Real Estate office looking for flexible P/T Receptionist(s)

available for days, evenings & weekends. Real Estate experience an asset. Must be able to multi task, handled by a busy switchboard, above average computer skills and have exceptional customer service skills.

Please email resume to:
susane@remax-gc.com

RE/MAX

Large, well established Burlington based financial planning practice requires full-time

Executive Assistant

with initiative. Securities license an asset. Only those with mutual fund industry experience need apply.

Please email your resume in confidence to
awalker6@cogeco.ca

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530 Sales Help & Agents

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DigiPoS
SYSTEMS

Exciting Sales and Marketing Opportunity in Retail Point of Sale

DigiPoS Systems Inc. a fast growing, Burlington based company, is looking for a highly motivated, professional, sales support team member.

Requirements include:

- Inside Sales Experience
- Process sales orders
- Answer customer inquiries
- Execute territory Marketing Campaigns

- Problem Solving Skills
- Problem Identification
- Research Solutions
- Detail Oriented

- Interpersonal Skills
- Present technical information to non-technical personnel
- Comfortable presenting to Senior Management
- Team oriented
- Customer Focused

Qualified Individuals should apply by Dec. 11th. Compensation commensurate with experience. All qualified candidates are invited to apply online. We thank all for applying, however only those candidates invited in for an interview will be contacted.

Email Resume to:
tdavis@digipos-systems.com

Wallace

PONTIAC · BUICK · CADILLAC LTD.

801 Main St. E., Milton

Has immediate opening for:

SERVICE CONSULTANT

To join our Service Team

- Growing Milton Community
- Must have good communication skills
- Reynolds & Reynolds
- GM experience an asset

Call, fax or email resume to:
Frank Kovacic (Fixed Operations Mgr.)
f.kovacic@wallacepontiac.com
Phone: 905-878-2355
Toll Free: 1-888-878-2354
Fax: 905-878-2456

merlan

SHIPPING CO-ORDINATOR

Merlan Scientific is a distributor to education in the areas of science and technology. We need a person to handle our returns, repairs, CSA approvals, workshop and show materials. The person should have an good knowledge of Windows based software, like detail and be well organized. The position is in our warehouse daily from 8:30 am - 2:30 pm.

Please send your resume to:
donna@merlan.ca
Or fax to: 1-800-374-6714

EXCEL TECHNOLOGIES LTD.

Is looking for individuals to fill full time positions as machine operators. Applicants must be local, and have an understanding of machine production or a history as a machine operator. Also required our afternoon and midnight supervisors, these individuals should have management experience. All applications should be faxed or emailed to the Attention of Rodney at:

Email: Rodney@exceltechnologiesltd.com
Fax: 905-799-2841

KEEN RESTAURANT SERVICES

We are looking for a full time **Refrigeration Mechanic & Gas Fitter** to service the hospitality industry. Minimum 2nd year apprentice and G3 Gas Licence preferred.

Please call: 905-840-4200 or
Fax resume to: 905-702-0912

PRODUCTION ASSEMBLERS~ Students welcome

Hayward, a leading manufacturer of swimming pool accessory equipment, has several short-term openings (approx. 8 months) for Production Assemblers (students 18+ welcome)

Wages from \$9/hr., Hours 8:30am-5:00pm.

Please apply in person or contact: Allen
905-829-2880 Ext. 241
2880 Plymouth Drive, Oakville
(Winston Churchill/QEW)

The Canadian Champion
Classified Hours
Monday to Friday
9am - 5pm

mitoncanadianchampion.com

Sylvite RECEPTIONIST Job Share

We have a job share opening for the Receptionist position for our office located in Burlington.

Responsibilities include operating a Nortel BCM400 telephone console and other general office duties.

Requirements- above-average interpersonal skills, ability to plan and organize work in an effective manner and proficiency in Microsoft Word and Excel.

Job share schedule- 7:45a.m.-12:45 p.m. OR 12:30-5:30 p.m. Please indicate which scheduled time you are interested in. The position requires that you can work full weeks to cover the vacation of your job share partner.

If you have an outgoing & enthusiastic personality and enjoy reception work, please send your resume to: hr@sylvite.ca

Bookkeeper - Full Cycle

RESPONSIBILITIES:

- Preparation of financial statements
- General ledger, including account reconciliations
- Processing and payment of vendor invoices
- Bank reconciliation
- Sales tax remittance
- Payroll processing
- Updating inventory records
- Other administrative work as required

QUALIFICATIONS:

- At least 3 years of related experience
- At least College diploma in Accounting
- Self-starter and quick learner
- Proficient in excel and word
- Experience in Business Vision an asset
- Excellent organizational and communication skills

E-mail resume to hr@jensentrade.ca

Advertising Administrator

OCNA is filling this full-time, 3-month contract position, starting immediately. Duties include managing communications with advertisers and newspapers, preparing quotes to ad insertion orders, tear-sheeting, invoicing and accounts receivable. Must be very comfortable with computers, have great interpersonal skills, and work well in a deadline-oriented environment. Training provided.

Fax resume to (905) 639-6962 or email to recruit@ocna.org

Full Time Account Manager

Busy office in downtown Oakville requires a full time Account Manager. Our company provides management services for not-for-profit companies. Ideal candidate will possess strong communication, organizational and computer skills (using Access, Outlook and Word). Some experience in event planning an asset. We need a team player with excellent interpersonal skills!

Please fax resume to (905) 849-8606 or email jhylands@jhylands.com. Please include salary expectations.

P/T ACCOUNTS PAYABLE CLERK

Naylor Group Inc., located in Oakville is currently seeking a talented individual who can multi task in a busy environment and is detail oriented. This part time position requires strong computer skills and exceptional communication and organizational skills. The suitable candidate will have a minimum of 5 years related experience including accounts payable data entry and cheque runs in a mid sized company.

Please fax resume to: 905-338-8822 or email to: kflieger@ngi.ca

Stick with the Classifieds. If you're shopping for new or used items, keep looking in The Canadian Champion Classifieds. Every week, you'll find a great selection that you can get stuck on! 905-878-2341 or classified@mitoncanadianchampion.com

levittsafety

INSIDE SALES

LEVITT-SAFETY LIMITED has the following opportunity for those looking for a dynamic and challenging career opportunity within a growing and progressive organization:

Qualifications

- Minimum 1 - 2 Years Sales Experience
- Solid computer skills
- Excellent telephone and interpersonal skills are required
- Strong organizational skills with ability to multi-task
- Minimum grade 12 education or equivalent
- Team player with a positive attitude and drive to succeed

We offer a competitive compensation package with unlimited earning capability, benefits, as well as extensive training, staff integration and mentoring programs to our new employees.

Interested and qualified candidates please send resume to e-mail: hr@levitt-safety.com ; fax (905) 829-5422 or to Levitt-Safety Limited, 2872 Bristol Circle, Oakville ON L6H 5T5