

520 Computer Data Processing **520 Computer Data Processing**

HALTON MEDIA GROUP
GRAPHIC ARTIST
 Halton Media Group, publisher of weekly newspapers is looking for an experienced Graphic Artist to design advertisements for our various print projects.

Qualifications

- successfully demonstrate creative abilities in Indesign, Photoshop, Illustrator and Quark
- Good understanding of preparing files for print
- Excellent typing skills, with an attention to detail
- Ability to work as an integral member of a marketing team
- Work with minimal supervision
- Ability to work to tight deadlines

Please send resume to mdills@haltonsearch.com.
 Quote job # 4965 in subject line.

525 Office Help **525 Office Help**

JUNIOR GRAPHICS DESIGNER

Junior Graphic Designer required for a fast growing company. The successful applicant must be familiar with Illustrator, Photoshop, In Design and Quark Express on a Mac platform. They must also have the ability to work in a fast paced, team-oriented environment with multiple responsibilities. Proof reading skills are an asset. Salary range is \$25,000 - \$27,000 depending on experience.

Please send your resume by fax to: **519-853-8979**
 Only those who require an interview will be contacted.

Construction Company Requires PART-TIME BOOKKEEPER / ASSISTANT

Candidate should have Book keeping background including payroll experience and understanding of Simply Accounting software.

Please fax resume to: **905-875-3225**
 Or email to: info@hugomark.com

INVIADIA TEAM RE/MAX aboutowne

The #1 Team in Canada for RE/MAX is looking for **LICENCED & UNLICENCED ASSISTANTS**

who are passionate about customer service & comfortable working in a fast-paced team environment. Candidates must be organized, self-motivated, detail-oriented & posses excellent telephone & computer skills. Real estate exp. is an asset.

We are also looking for a

F/T MARKETING ASSISTANT

Position entails creating, organizing & facilitating print advertising, producing brochures & direct mail pieces, and coordinating direct mail events. Required skills include: working knowledge of Adobe InDesign & Photoshop, close attention to detail and ability to work in fast paced environment with tight deadlines. Must have use of a vehicle.

Please fax your resume to Marlene at **905-339-2103** or email to admin@theinviadiateam.com.
 We thank you for your interest, but only those selected for an interview will be contacted.
 THE INVIADIA TEAM,
 RE/MAX Aboutowne Realty Corp., Brokerage.

DUNDEE REALTY

seeks perm. FT ADMIN. ASSISTANT/ PROPERTY ADMINISTRATOR for Burlington office. Opportunity for advancement. Strong communication/ organizational skills. Email: hrrecruit@dundeerealty.com

Local cleaning company requires: **OFFICE ASSISTANCE** Mon - Fri days. Must be organized, flexible & possess good customer service skills. Knowledge of cleaning business an asset. Fax resume to: **905-875-3236**

Ask Us About...

workopolis.com
 call **905.878.2341**
 Book your Recruitment ad today & receive 2 weeks on Workopolis for only **\$125.00**

525 Office Help **525 Office Help** **525 Office Help**

EXECUTIVE ASSISTANT TO THE PRESIDENT & CEO
YMCA of Hamilton/Burlington

The YMCA requires a dynamic and self-confident professional Executive Assistant to provide professional and confidential support to the President & CEO, Board of Directors and executive staff team. The individual we are seeking is well-organized and detail oriented, enjoys working in a fast-paced environment and demonstrates a high degree of initiative and common sense as well as the ability to problem-solve and make decisions independently.

The Executive Assistant will confidently interact with staff, volunteers and community partners at all levels in a professional manner. As a key focus of this role, the Executive Assistant will possess the exceptional ability to compile information from various sources into clear concise documents, take/prepare minutes of meetings, coordinate and execute the planning of an annual general meeting and other functions, while prioritizing and managing all other job-related tasks. Technical skills required include advanced skills in the use of MS Office applications. Well developed interpersonal and communication skills is critical.

This is an excellent opportunity for an individual with formal business office administration training along with three to five years administrative experience at a senior level and who is characterized as efficient, accurate and meticulous in their work.

This is a full-time position; the YMCA offers a comprehensive compensation package including group health benefits as well as other incentives.

If you are interested in this position, please forward your cover letter and resume by February 17, 2007 to:

Ursula Vrkljan
 General Manager of Human Resources
 YMCA of Hamilton/Burlington
 79 James Street South
 Hamilton, ON L8P 2Z1
 Email: ursula_vrkljan@ymca.ca

We thank all applicants for their interest, however, only those invited for a personal interview will be contacted.

530 Sales Help & Agents **530 Sales Help & Agents** **530 Sales Help & Agents** **530 Sales Help & Agents**

oakland
 Ford Lincoln

If you are interested in a career in sales with a progressive Ford dealership, then we are interested in you.

2 PRE-OWNED SALES CONSULTANTS

This position offers a career with:

- Strong management support
- Professional Training
- Monthly bonus levels
- Health and Dental Plan
- Opportunity to grow with us
- Company Car
- Unlimited Earning Potential

A serious commitment to excelling in vehicle sales is necessary.

Submit your resume to the attention of:
Lazo Borota
 Fax: **905-844-4472**
 Email: lborota@oaklandfordlincoln.ca
Oak-land Ford Lincoln Sales Limited
 570 Trafalgar Road, Oakville, ON, L6J 3J2
 We thank all applicants in advance, however, only those selected for an interview will be contacted.

Jenny Craig Find The Perfect Fit With A Career At **JENNY CRAIG!**

Now Hiring In Burlington & Oakville
 Immediate openings in the area for **WEIGHT LOSS CONSULTANTS/ SALES & CUSTOMER SERVICE** positions. We offer a full range of benefits all in a fun and fast paced environment.

- Paid Training
- Advancement Oppty
- Health/Dental Insurance & more!

Must have sales or customer service exp and be able to work some nights/wknds.

For an immediate interview call: **1-888-848-9675**
 Or apply online: www.jennycraig.greatjob.net
 Ref Media Code: BBP, Job Code 9010C
 EOE

GALLINGER FORD LINCOLN
 Serving the Milton Community for 40 years.

AUTOMOTIVE SALES

A great opportunity for a career-oriented individual to round out our award winning sales force. We are looking for someone with an outgoing personality, great communication and people skills.

We offer:

- Comprehensive training
- Excellent pay plan
- Benefit plan
- Outstanding product line

Please Fax or E-mail Resume to Steve:
 Fax: **905-875-3676**
 E-mail: steve@gallingerford.com

532 Retail Sales Help **532 Retail Sales Help**

SUPER PET

Full Time and Part Time Sales Associates
Milton store

Looking for applicants with some previous sales experience that are enthusiastic and available days, or evenings and weekends.

Interested candidates should bring their resume to:
1290 Steeles Ave. E., or
call: 905-875-4183 and ask for Julie

ASK ABOUT A WORKOPOLIS.COM LISTING FOR 2 WEEKS FOR ONLY \$125

535 Hospital, Medical, Dental **535 Hospital, Medical, Dental**

ASK ABOUT A WORKOPOLIS.COM LISTING FOR 2 WEEKS FOR ONLY \$125

FAIRVIEW NISSAN
 requires **AUTOMOTIVE SALES PERSON**

For an interview contact **Brian or Marc**
 Call **905-681-2162**
 Fax resume to: **905-333-6433** or email: sales@fairviewnissan.ca

Serving the Community for 25 years!

JONES NEW YORK FACTORY STORE

JONES New York womens apparel is currently hiring full-time and part-time **SALES ASSOCIATES KEYHOLDER POSITION** for our Oakville location (290 North Service Road, Oakville)

The ideal candidate should have the following:

Qualifications:

- 2 years of Retail Experience
- Outstanding Customer Service skills
- Ability to multi-task
- Ability to work as part of a team
- Assist in the implementation of operational strategies and directions
- Assist in driving sales and increasing our market awareness

Please forward your resume to bmotz@jny.com
 Jones New York is an equal opportunity employer, however we will only contact those candidates chosen for an interview.

GEORGETOWN

Bell World

PART-TIME / FULL-TIME RETAIL SALES REPRESENTATIVES

Fax resume to: **905-877-7770**
resume@closeink.ca
 Only qualified applicants will be contacted.

miltoncanadianchampion.com

535 Hospital, Medical, Dental

Naturopathic Doctor (ND)
 Required for large expanding complementary health clinic in Halton. P/T or F/T available immediately.

Email resume to canadianhealthcentres@hotmail.com or fax to **905-637-7850**

HEARTHSTONE
 an upscale senior's condo requires **RPN** (PT nights & evenings)

Fax resume **905-333-9646**, email: jvine@hearthstone.ca

RN

For large expanding clinic in Halton. P/T & F/T available immediately.

Email resume to canadianhealthcentres@hotmail.com or fax to **905-637-7850**.

540 Hotel Restaurant

IVY ARMS
 Requires: Part time • Exp. Servers

Please call **Miriam @ 905-876-4899** or drop off resume

Fine Dining

Jr. Sous Chef
 Motivated & Professional Full-Time

Excellent Wages
289-242-5720

The Canadian Champion **Classifieds**

work!

call **905.878.2341**

535 Hospital, Medical, Dental **535 Hospital, Medical, Dental**

CERTIFIED DENTAL ASSISTANTS

Level 2 required for a busy practice in Georgetown.

Two Positions Available:
 1. Full-Time - 3 to 4 days / 1 evening
 2. Maternity - 5 days / 1 evening

We are looking for outgoing, self motivated individuals. Abeldent an asset.

Please reply to:
 Dr. Beauchesne/Dr. Grin/Dr. Hutter
 Fax: **905-877-3917**

PSW / NURSES AID

Eden House requires a PSW and/or Health Care Aid for casual night shift and a maternity replacement position. You can fax your resume to: **519-856-9171** or **519-856-1274**

Or e-mail to: admin@edenhousecarehome.ca
 Or to: sbrouwer@edenhousecarehome.ca
Eden House Care Facility
 R.R. 2 - 5016 Wellington County Road 29
 Guelph, ON N1H 6H8
 Only those receiving an interview will be contacted.
www.edenhousecarehome.ca

PHARMACY TECHNICIAN

Part-time for Pharmacy located in Medical Building in Acton. Zadall experience an asset.

Fax resume to: **519-853-1246**
 Or email: mp23@medicalpharmacies.com

FIRST HEALTH CARE
 WHERE CARING COMES FIRST

Registered Practical Nurses required for home care

Call: **1-877-305-9551 ext. 4**
 Email: humanresources@firststaff.ca
 Fax: **1-905-477-1956**

540 Hotel Restaurant **540 Hotel Restaurant**

NEWLY RENOVATED NIGHT CLUB
 Under New Ownership and Management

All Staff Positions Required
 Barstaff - Waitstaff - Busers - Barbacks
 Kitchen - Coatcheck - Security

Please call Daniel at **905-702-7677**
 Monday - Friday 9:00am - 5:00pm

GEORGEVIEW RESTAURANT

SERVERS, BUS PERSONS and DISHWASHERS

Required immediately. Full-time and Part-time

Please apply in person with resume to:
154 Guelph Street, Georgetown

545 Teaching Opportunities

Busy S. Oakville Daycare Requires

- F/T 9-6pm
- ECE'S + ECA'S
- P/T 12-6pm ECE
- Kinder teacher
- Supply Teachers

Fax: **905-338-2123**
 Email: laura@cogeco.net

DYNAMIC EDUCATORS
 step-by-step Learning Group

Team oriented educators required for unique teaching opportunity in small private school, special education day program and learning centre, integration, small group, 1:1 - GTA and surrounding, B.A., B.Ed., E.C.E.

kscauley@rogers.com Fax: **905-877-9636**

SUPPLY TEACHERS

Required on call. Must be 18 years of age or older and enjoy working with children.

Applicant please send cover letter with resume to: **Carolyn Capetola**
 100 Mountainview Road, South
 Georgetown, ON L7G 4K6
 Fax: **905-702-1010**