

525 Office Help **525 Office Help**

HALTON COMMUNITY LEGAL SERVICES
Part-time Client Services / Administrative Support Position
 We are seeking to fill a 6 month contract. Responsibilities include reception and other clerical duties. Requires excellent verbal and written communication skills, the ability to work independently and experience with hard to serve clients. Proficiency in Word and Excel is essential. Ideal entry level position for recent graduates of a social services, legal support or other related programs.
 Please submit resume by fax: **905-877-8223**
 Only those selected for an interview will be contacted. Deadline to submit an application is September 14th, 2007

OFFICE MANAGER w/ Strong Financial Skills
 Light House Promotions Inc. located in Miss. Ontario, a leader and innovator in the promotional industry has an immediate opening. The role encompasses producing accounts rec/pay, budgets, monthly financials and over seeing a rapidly growing team of 8.
 Preference will be given to those with accounting designations & knowledge of "Simply Accounting" but is not mandatory.
 Please submit all resumes and salary expectation directly to: Mr. Stephen Willwerth - swillwerth@lighthousepromo.ca

TRAFFIX a small well-established trucking company in Milton requires **Order Entry/Customer Service Reps.** Candidates must be a highly motivated and work well under pressure, have excellent English communication, good telephone manner and computer skills. Great opportunities to grow!
 If you are interested in becoming a valuable member of our team, please email your resume to: anmary@traffix.com

P/T RECEPTIONIST
 req'd for busy Milton-based courier co. Mon, Wed, Fri; 9am-3pm. Must have excellent customer service skills, computer experience and strong organizational skills. Possibility for F/T in future.
 Please forward resume to: doug@powerlinkcourier.com

COSTING PERSON
 Hoskin Scientific Limited, has an opportunity for a Costing Clerk in our Burlington office for a Maternity leave replacement.
 The position consists of the following:
 • Costing and Receiving of Product in an Adagio Environment
 • Processing Repair orders and Purchase orders
 • Others duties as required for a busy office environment
 The individual should possess a background in administration duties. A familiarity with Adagio and Microsoft Office software. The position requires effective communication with our present staff and an ability to work through detailed order entry. An aptitude for problem solving and the ability to multi-task is a key part of this opportunity.
 Interested applicants should forward their resume in confidence to:
 **Pat Wilson (Mrs.)**
HOSKIN SCIENTIFIC LIMITED
 4210 Morris Drive,
 Burlington, ON L7L 5L6
 Fax: 905-333-4976
 E-mail: pwilson@hoskin.ca

EXECUTIVE CENTRE RECEPTIONIST
Permanent Part Time
 Immediate Burlington opening for Professional Receptionist at a fast paced high profile executive centre. Maintain busy reception area, greet clients/guests in professional manner, schedule meeting rooms & various administrative tasks. Experience in a similar role/front desk hotel, 3 yrs, with exceptional customer service skills necessary. Great hours (15-20) w/flexibility!
 Email resume: resumenow@sympatico.ca

F/T Administrative Assistant
 Required by Ren's PetsDepot in Oakville. Must be experienced & organized. Word/Excel/Outlook skills essential. Duties include filing, ordering supplies, opening mail, bank deposits, data entry. Opportunity for advancement.
 Fax/Email Resume: 905-257-4614 or rita@renspets.com.

DESK JOB
 No office exp. req.
 Must have good telephone manner
 Hourly wage + Benefits
 Erin Mills & QEW
 No Students
 Call for interview **905-855-0856**
 Ref# 23
 to place an ad call **905-878-2341**
 The Canadian Champion

525 Office Help **530 Sales Help & Agents**

Office Assistant
 (3 days/wk)
 Oakville between 3rd & 4th Line. Duties will include but are not limited to: database management, inventory control, clerical support, A/R and A/P. The ideal candidate will be an independent self-starter with advanced computer and administrative skills and be available to work flexible days/hours. Salary \$18,000/yr.
 Please fax resume **905-469-1942**, email opa@propane.ca

to place your ad in The Canadian Champion call **905-878-2341**

530 Sales Help & Agents

Georgetown Volkswagen
 Our growing dealership requires experienced **Sales Professionals** to serve our expanding customer base. You are ready for action and willing to accommodate the active schedules of your customers. In western Toronto's newest Volkswagen dealership, we provide qualified candidates a fully computerized workplace, professional Volkswagen certified training and a comprehensive compensation package that includes a full benefit plan.
 Please reply in confidence to **Mark Hughes:**
 Fax - 905-873-1914 Email - markh@georgetownvw.com
 Thank you for your enthusiastic responses. Only qualified candidates will be contacted.

ICI Paints **Glidden** **ColorYourWorld**
Part-Time Sales Associate
 Looking for a customer focused professional to join our team. Responsible for assisting customers and receiving/processing orders. Excellent communication skills and the ability to lift up to 50lbs is required. Paint knowledge considered an asset. Interested applicants please submit your resume to:
 Chris Wright, Store Manager
 214 Guelph Street, Georgetown
 E-mail: s0725@icipaints.ca or Fax: 905-873-6975

B2B Telemarketer
 \$15-\$40 hour, experienced, part time, flexible hours.
Executive Assistant
 \$15-\$20 hour, part time, flexible hours.
 Call Stan at **Quantum Wealth Management (Milton)**
905-878-8059 #100.

The Oakville Beaver
 Has an opening for an:
INSIDE SALES REPRESENTATIVE
 The qualified candidate will be a motivated, independent, self-starter with an interest in advertising sales. You will possess excellent written and verbal communication skills and be familiar with Microsoft computer applications. An educational background in advertising would be an asset. A great place to start your career!
 In this role, you will be customer focused and will build strong relationships with new and existing clients by ensuring that their advertising needs are met. You will be goal-oriented and capable of meeting regular sales budgets and special section targets within a deadline focused environment.
 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 forward your resume to: dbaird@oakvillebeaver.com
 We appreciate the interest of all applicants however only those selected for an interview will be contacted. No phone calls or agencies please.

CONSTRUCTION SALES & RENTAL REP.
 We are established rental house expanding our scaffolding and swingstage business. Must have at least 2 years experience and ready for a challenge.
 Fax **905-825-2801** or email tty18@steeplejackservices.com

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

LA Z BOY FURNITURE GALLERIES
Are you in RETAIL SALES now? Are you interested in a much BETTER retail job?
 We're seeking mature, talented, experienced people with a background in selling in a retail environment to become **La-Z-Boy Sales Professionals**.
 We offer a generous Compensation Program, Company Benefit Plan, Professional Training, Opportunities for Advancement and a unique opportunity to work with Canada's fastest growing high quality furniture showrooms- **La-Z-boy Furniture Galleries**.
 You must have reliable transportation, excellent verbal and written communication skills, some previous retail experience and a flexible schedule that permits you to work on weekends and some evenings.
 We have openings at- **Oakville/ Mississauga Border, Brampton, Burlington, North Mississauga and Etobicoke**
 It's easy to apply! We take applications by telephone only- 24 hours a day- simply call **Charlie** at **905-789-5800**- when prompted to 'enter an extension'- you dial 150, then dial #6151 to respond to several questions.

VINEYARDS ESTATE WINES
ENTHUSIASTIC? CUSTOMER FOCUSED?
 We are looking for motivated **PART-TIME** Retail Sales Associates for our **Burlington location**
 Retail Experience & Wine Knowledge an Asset
 Orientation and Training are provided
 Days, Evenings and Weekends as required.
 Please drop off your resume at **Walkers Place, 3505 Upper Middle Rd.**
 Or email your resume and cover letter to, careers@vineyardsestatewines.com or fax **905 643-4515** or mail to **697 South Service Rd. Grimsby ON L3M 4E8** visit us at www.vineyardsestatewines.com for a location to apply in person.
 While we thank all those who apply, we will only respond to those under consideration and ask that no response be made by phone.

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

Mark's Work Warehouse
MARK'S IS HIRING!
TRUSTED, VALUED, AND ESSENTIAL TO OUR SUCCESS
 Our "NEW" Waterdown (Opening Oct.) & Fairview St. stores are currently recruiting for the following positions:
Part-Time Sales Associates
Full-Time Sales Associates
 If you're interested in a Career that Works see the **Store Operator** at **Appleby Ln. or Fairview St.** with your resume today or visit us online at www.marks.com

Seeking a mature **ASSISTANT** to work in a retail optical store in Meadowdale. Previous optical exp. preferred. Some evenings & Saturdays.
Please Call 905-826-0140

535 Hospital, Medical, Dental

DENTAL HYGIENIST
 Required
 For Friendly Georgetown Dental Office.
 2 to 3 Days Per Week. Flexible Hours.
 Please call: **905-873-2012**

DENTAL ASSISTANT.
 Temp Position; 6-8 Weeks, 43 hrs/wk. \$20/hr. Must have experience. Start immediately. Potential for permanent P/T.
Fax Resume to: 905-876-3278

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

AUTOMODULAR CORPORATION
 Our mission is "to be world class assembly and sequencing operation to the Automotive Manufacturers."
 Automodular Corporation, a Canadian Company is currently looking to fill the following position for its facilities located in Oakville:
Occupational Health Nurse
 The successful applicant will provide clinical nursing care, first aid emergency care, and ongoing medical treatment along with health education for two (2) plant facilities consisting of 500 hourly and salaried associates. He/she will be a registered occupational health nurse with an established and proven track record in providing nursing services for 3 to 5 years in a manufacturing facility. We offer a highly competitive compensation and employee benefits package as well as a working environment conducive to growth and development. This is a 1 year contract that is renewable upon mutual agreement.
 If you want to be part of this new and exciting team, please apply by submitting your resume to the following email: l.checcia@automodular.net or fax your resume to: 905-469-9997 or mail to:
Automodular Corporation
C/o Human Resources
200 North Service Road West
Unit #1, Suite 310 Oakville, Ontario L6M 2Y1
No Telephone Calls and No Employment Agencies.

PARAMED HOME HEALTH CARE
RNs Needed
 Fall immunization Clinics
 Mississauga, Brampton, Oakville, & Burlington
We offer:
 • Competitive pay rate
 • Supportive team
 • Paid Mileage or travel time
 • Accommodation of shifts to availability
You Bring:
 • Current CNO registration
 • Current CPR certification
 • A reliable vehicle
 • Flexibility
 Weekday, evening, and weekend shifts available
Please fax or email resume: Human Resources
Fax: 905-847-1038/ jmis@extendicare.com

536 Veterinary Help **536 Veterinary Help**

RECEPTIONIST
 Experienced Receptionist and/or Certified Veterinary Office Administrator required for a busy veterinarian clinic in Halton Hills.
 Please send resume to:
 P.O. Box 2559 - 280 Guelph Street, Unit #29
 Georgetown, ON L7G 4B1

VETERINARY HOSPITAL
 Busy, computerized practice requires **RECEPTIONIST**
 We are looking for an enthusiastic and reliable individual to join our team. Part-time hours; afternoons and weekends. Require flexibility, customer care experience preferred, and animal handling experience an asset. Please forward resume and cover letter (to be received no later than Sept.9) to:
 Abbey Animal Hospital, Attn: Jill van den Heuvel
 fax: **905-827-7027**,
 email: abbeyanimalhospital@bellnet.ca
 We appreciate the interest of all applicants, however only those selected for an interview will be contacted. no phone calls or agencies please.

540 Hotel Restaurant **540 Hotel Restaurant**

WILD WING
Now Hiring for KITCHEN STAFF
 Full-Time and Part-Time Available
 Apply with Resume
 371 Mountainview Road, South Georgetown

MR. GREEK **Here we grow again!**
JOB FAIR
September 6 & 7 2pm-8pm
September 8 11am - 4pm
1940 Appleby Line.
 (on the southwest corner of Upper Middle.)
 Come join our team for our newest restaurant opening in Burlington.
 We are hiring enthusiastic, energetic teammates for **ALL POSITIONS.**

540 Hotel Restaurant

COFFEE CULTURE CAFE & EATERY
 opening soon in Milton.
 F/T & P/T available.
 Send resumes to: coffeec@rogers.com

Ned Devine's Irish Pub is Growing!
 Now hiring for: **ALL POSITIONS**
 Cooks up to \$15/hr + benefits.
Fax resume to: 905-864-6797

P/T Banquet Servers
 required. Weekends \$10 - \$12/hour
 Country Heritage Park, Milton
 Email Resume: morris@midnightcatering.ca

WORKPLAY HARD HARDER
 We are accepting applications for the following:
Full/Part Time
 • **SERVERS** •
 Experienced
 • **LINE COOKS** •
 apply in person:
EMMA'S BACKPORCH
 Emma's Backporch
 2084 Old Lakeshore Rd. Burlington

Kelsey's
 Burlington Mall
 777 Guelph Line
 Hiring
Mature Day Hostess
Mon-Fri 10:30-2:30
Exp. Line Cooks

The Firehall Hiring Full-time
 • Line Cooks
 • Wait Staff
 • Hostesses
 • Dishwashers
 Apply in Person or Fax **905-827-2026**
doug@thefirehall.ca

Busy office building cafeteria requires:
General Help/ Dishwasher
 • Exp. preferred
 • No weekends
 Email resume: LewisFoods@halton.ca or Call: **905-825-6123** ext:7222

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