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Centre for Education & Training™

45 years or older?
LOOKING FOR WORK?

FREE Job Search workshop for Experienced Workers

The Bay Area Learning Centre
2nd floor
860 Harrington Court
Burlington, ON L7N 3N4

- Discover all of your employable skills
- Develop a resume that works
- Learn to market yourself to employers
- Understand and develop interview skills

For more information on this FREE workshop call:
905 681-3356

Employment Ontario programs are funded in part by the Government of Canada

Metroland
WEST MEDIA GROUP

The Burlington Post, a division of Metroland Media Group Ltd., has an immediate opening for a permanent part time Reporter. The Burlington Post is an award-winning community newspaper that publishes three times a week.

The successful candidate will be a highly-motivated individual who possesses excellent written and verbal communication skills and who can write clean crisp copy that attracts and demands the reader's attention. You will have a journalism degree/diploma, be a team player in a newsroom environment and be able to work within a fast-paced, deadline-driven environment. Knowledge of Burlington would be considered an asset.

The position requires an individual to cover arts and entertainment, community stories as assigned, in-depth profiles on local personalities and general news stories. Some night work and weekend assignments are required.

Interested applicants should forward a resume and two writing samples, no later than Monday, Dec. 29 to:

Don Ford, Managing Editor,
Burlington Post, Halton Media Group,
dford@burlingtonpost.com

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

The Canadian Champion

Milton Canadian Champion Circulation Department Requires
Part-time Staff

Applicants must:

- Have a professional phone manner
- Work well with minimal supervision
- Be comfortable with computers & office equipment
- Be willing to work closely with our youth carrier force
- Be a quick learner
- Be very reliable and responsible
- Be able to work some evenings
- Have own vehicle and valid drivers license

Please send your resume and availability schedule to:
Kim Mossman
e-mail: kmossman@mitltoncanadianchampion.com
Fax: 905-876-2364
NO PHONE CALLS PLEASE

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Home Hardware Stores Limited www.homehardware.ca
Longo Brothers Fruit Market Inc. www.longos.com
www.grocerygateway.com
M&M Meat Shops www.mmmeatshops.com
Moxie's Classic Grill www.moxies.com
Pizza Pizza www.pizzapizza.ca
Shoppers Drug Mart www.shoppersdrugmart.ca
www.lifeexperiences.ca
Sir Corp Service Inspired Restaurants www.sircorp.com
Wal-mart www.walmart.ca
The Source www.thesource.ca

556 House Cleaning

SHINE CLEANING Service can clean your house, apartment, office, move in, move out, party & renovations. 905-824-2376.

702 Garbage Removal & Hauling

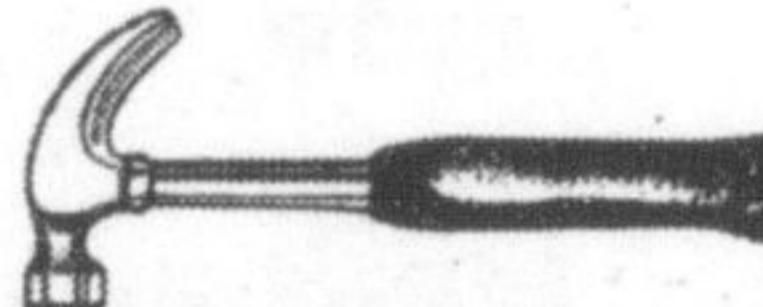
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The Canadian Champion
to place an ad call
905 878.2341

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Paper routes are no longer just kid's stuff! Excellent opportunity in Oakville for service-minded, conscientious adults.

Part-time- Wednesdays, Fridays & Saturdays. You pick your hours.

Interested adults may contact Bob @ (905) 637-8795.

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WE'RE LOOKING FOR PEOPLE WITH SINGLETRACK MINDS.

Think a job should be more than a paycheque?
If you love the outdoors and want to help people get outside, then we should talk.

Our Burlington store needs a:
BIKE MECHANIC

Find out more at mec.ca/jobs

MOUNTAIN EQUIPMENT CO-OP

GEO-FOUNDATIONS CONTRACTORS INC
HUMAN RESOURCE GENERALIST

Do you have a passion for human resources and wanting to help people? Are you looking for work/life balance? Are you interested in participating in a fast growing entrepreneurial environment where people are the priority?

If so, this is a great opportunity for someone who is looking for a part-time position assisting with the Human Resource aspects of a dynamic and progressive construction company based in Acton.

GEO-Foundations, a growing company of 50 employees, is seeking a Human Resource professional to support the "people" within the organization, on a three-day per week basis.

We are looking for a **Human Resources Generalist** to take responsibility for dealing with a broad range of human resources functions and administration. The **HR Generalist** will assist in the administration, implementation and monitoring of approved human resources programs and provide day-to-day support and solutions to employees in relation to all areas of the HR function. The right individual will enjoy working with a variety of people and will thrive with a wide variety of responsibilities.

Primary responsibilities include:

- To serve as a link between management and employees by handling questions, interpreting and administering employee contracts and helping resolve work-related problems
- Plan, direct and coordinate work relating to: recruitment, retention, performance management, compensation, labour relations and employee relations
- Develop and/or administer special projects in areas such as: pay equity, employee recognition programs, company events and social activities
- Dispute and conflict resolution
- Administering company benefits/pension program
- Advising managers on organizational policy matters
- Develop and administer Performance Appraisals/Development Plans
- Assist with writing resumes as part of client proposals

Knowledge and Skill Requirements:

- Ability to understand and respect confidentiality
- Minimum of 2-3 years experience in a Human Resource role
- Team Player
- Compassionate
- Positive, pro-active, "can-do" attitude
- Strong interpersonal and communication skills with the ability to analyze data and provide recommendations
- Enjoys coordinating company events
- Ability to build rapport with field staff

Due to time constraints, only those who are selected for interview will be contacted.

Please submit your résumé in confidence to:
lhughes@focusinsights.ca

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Burlington Post

DISTRICT SERVICE REPRESENTATIVE

The qualified candidate will possess excellent written and verbal communication skills and will have working knowledge of Microsoft office. You will be customer focused in ensuring that our customers' distribution needs are met. In this role, you will work closely with the carrier force by ensuring all newspapers and distribution products are delivered in a timely manner. You will be organized and capable of working within a fast paced, team oriented environment. If you are interested in working for a leader in the media industry this opportunity may be the right one for you.

If interested please forward your resume:
cbabineau@burlingtonpost.com
Fax: (905) 632-7768

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

Don't have time to call? E-mail us your ad

classified@mitltoncanadianchampion.com

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