

525 Office Help

Administrative Assistant/ Customer Service

Fast growing Milton based sales agency selling products to the paint & hardware markets seeking a full-time Administrative Assistant / Customer Service representative. You must have superb telephone mannerisms, excellent communication skills (both verbal and written) and are able to present information in a clear, professional and straightforward manner. Successful candidate must also be proficient in MS Office and other software applications. Duties will include administrative support to the owner, answering phones, order processing, helping with promotions and more...

Please fax your resume to The Paint Channel Corp at (416) 628-1537.

Administrative Assistant - Part Time

You enjoy working in a small company environment completing administrative responsibilities. Your Microsoft software skills and internet search skills are well developed. As an independent worker you are comfortable receiving instructions and completing the tasks with little additional information. When time permits, you are comfortable making outbound calls to organizations and trade shows to enquire about opportunities for our company. You are not required to sell our services, merely develop prospects for the company to contact after your initial inquiry. Verbal and written skills are one of your admired capabilities. A competitive wage will be provided for this position that may vary from four to ten hours per week.

To apply for this Milton based business, please e-mail your resume to andrewwall@sandler.com Thank you for your interest.

To book your career opportunity call 905.632.4440

525 Office Help

Data Entry/ Reception

If you are interested in a position with a multi brand franchiser with the opportunity to work with a dynamic team, then please submit your application.

Qualifications: Excellent phone manner, good computer and organizational skills, strong attention to detail, accounting background is an asset. **Duties:** Data entry of customer orders, general administrative support.

Please e-mail resume to: mikep@weedmancanada.com

Please include Data Entry Clerk in the subject line. Only those selected for an interview will be notified.

F/T Receptionist/ Admin Needed for a Busy Construction Company in Milton.

Applicant must have excellent telephone manner, written and verbal English skills, computer knowledge (Word, Excel), be highly organized and efficient with the ability to multi-task. Experience with A/P and Gary Jonas Software Systems is an asset.

Generally, duties for this position include telephone reception, greeting clients, mail and courier responsibilities, filing, full cycle A/P using Gary Jonas Software, and maintaining inventories.

Please e-mail resume: info@cipgroup.com

LAB MANAGER REQUIRED for Optometrist Office

Optometric Assistant required for maternity leave for lab manager. Spectacle lens edging experience required. Good communication skills and attention to detail necessary. Please reply in writing via fax to 905-702-1600 or by mail to: Dr. Caroline Teske & Associates, 99 Sinclair Avenue, #310, Georgetown ON L7G 5G1

530 Sales Help & Agents

Metroland WEST MEDIA GROUP

requires a:

Part-Time Distribution Sales Representative for Ports Cruising Guides

Responsibilities include: Cold calling new or non-served business within the marine community in Southern Ontario, work with and exceed sales targets, respond to telephone sales inquiries, address Client concerns in a timely and professional manner, work directly with dealers to keep guides current and in stock.

Skills and Experience: Distribution Sales or Single Copy Sales experience an asset, solid customer service background, strong interpersonal skills, excellent time management and organization skills, self Starter with the ability to multi-task, attention to detail, computer skills, high energy and positive attitude, excellent organizational skills, must have a valid drivers license and reliable vehicle as travel will be required.

What we offer: Great income potential, mileage, base Salary, rewarding opportunities for development and advancement. If you would like to pursue a rewarding career with an innovative leader in the media industry, this opportunity may be the right one for you. Interested candidates are asked to forward a resume and availability to Alexandria Anchor, aanchor@metrolandwest.com or fax 905-842-4810.

Metroland West Media Group is an equal opportunity employer. We thank all applicants for their interest; however only selected applicants will be contacted. No phone calls or agencies please.

Alexandria Anchor, Distribution Manager Premier Publications and Shows & Formula Media Group

Ph: 905-842-6591 ext. 247, Fx: 905-842-4810 aanchor@metrolandwest.com

Hiring Experienced Print Advertising Salesperson

Preferably with list.

Send resume to: editor1234@hotmail.com

530 Sales Help & Agents

532 Retail Sales Help

532 Retail Sales Help

535 Hospital, Medical, Dental

540 Hotel Restaurant

555 Domestic Help Available

951 tutoring

POWER ZONE FITNESS CLUB

Is recruiting for **COMMISSION BASED SALES PERSON**

Please contact Cathy Gallagher at: cgallagher@powerzone.ca Or call: 905-702-1774

532 Retail Sales Help

532 Retail Sales Help

535 Hospital, Medical, Dental

535 Hospital, Medical, Dental

532 Retail Sales Help

532 Retail Sales Help

700 Home Improvements

tielermans interiors

Is looking for a mature responsible person with retail experience. Knowledge of floor coverings preferable. Must have a flair for decorating and be willing to work part-time evenings & Saturdays.

Apply in person with resume to: 340 Main St., Milton

535 Hospital, Medical, Dental

Small retirement home is actively seeking an **RN/RPN** or **Licensed Health Care Provider** for 3 days/week and 1 weekend/month. The successful applicant must possess a love for seniors, a team spirit, excellent communications skills and the ability to multi-task.

Please fax resumes to Maude Flanders at 905.333.0468

540 Hotel Restaurant

Hidden Lake Golf Club

1137 #1 Side Road Burlington **NOW HIRING Food/Beverage All Positions F/T - P/T OPEN HOUSE SAT March 21 10am - 4pm**

535 Hospital, Medical, Dental

535 Hospital, Medical, Dental

SENIOR CARE SOLUTIONS

Hiring caregivers for seniors in their homes. Various positions available, must have a passion for serving seniors, jr. seniors welcome to apply. Personal daily care, housekeeping, companions, assistance to and from appointments. Email resume to: carleejones@seniorcaresolutions.ca Or mail to: 262 Delrex Blvd, Georgetown, ON L7G 4G3 905-510-3524

700 Home Improvements

CAMLAN GENERAL Contracting. Licensed, Insured. Basement's, Kitchen's, Bathroom's, Painting, Floors, Deck's, Patio's, Free Estimates. 416-879-Work(9675)

HARDWOOD FLOORING Canadian 3/4" Solid or Engineered from \$2.99 sq.ft. Lengths up to 88" 905-643-3313 1-866-279-0769

HOME RENOVATIONS - How would you like a qualified Home Builder of 10 years for your home renovations? Call Mike 905-638-5080.

951 tutoring

\$15 MATH/ English/ French classes. Also, affordable private tutoring any subject/ grade. Great tutors. 905-826-7400.

To book your help wanted ad call 905.878.2341

Classifieds

To Place An Ad Call 905-632-4440 • Email: classified@haltonsearch.com • Fax 905-632-8165

community notices


Birth

It's A Boy!

Jason and Melissa Whetham (nee Soucie) and big sister Madison are pleased to announce the arrival of **Aaron Lucas**. Born February 14, 2009 at 4:55am, weighing 8lbs 5oz. Welcomed by Nanna Janet & Aunt Sarah, Gramma Shelley, Grandpa Gord, Uncle Sean, Great Gramma Denise, Great Grandpa Victor, Deedee & Grandpa Conrad. Thanks to Dr. Wilkinson & the nurses at Milton District Hospital.

Birthday

She can kick, and she can jump, 'cause she's 50, 50 years old!



Happy 50th Karen
From family & friends

To book your birthday announcement call 905.632.4440

Stag & Doe

Stag & Doe
Chris Hunt & Katie McBride
Sat. March 21, 2009 ~ 8pm



Thompson Memorial Arena Milton
Tickets are \$10. & \$15. at the door
Door Prizes, Raffles, Food, Games & 50/50

Announcement

Place your baby's birth announcement in the Burlington Post, and you will receive a voucher for **One Free Ornament** of your baby's precious hand or footprint (\$25.00 value) compliments of:



Wee Piggies & Paws

www.Weepiggies.com
Tel: 905-825-8731 • Email: okville@weepiggies.com
Call 905-632-4440 to place your announcement

Forthcoming Marriage



We are pleased to announce the forthcoming marriage of **Patricia Pearce**, daughter of Glen and Fran Pearce of Milton, to **Jason Maggiolo**, son of Ivana and Ferdinando Maggiolo of Guelph. The wedding will take place May 2, 2009 in Acton, ON

In Memoriam

Gervais Ronald F. ("Pork")
3 years ago, March 20, 2006

He had a nature you could not help, Loving And a heart that was purer than Gold And to those who knew him & loved him His memory will never grow cold.

The special years will not return When we were all together But with the love within our hearts You will be with us forever.

Sadly missed by Grace, Darlene, Diane, Debbie & families.

In loving memory of
Tom Telfer

It only takes a little space To write how much we miss you But it will take the rest of our lives To forget the day we lost you.

Love Patty & Tammy

Public Notice

INVITATION TO BID

Contracted drivers needed for rural route delivery of papers flyers and other products to addresses in Jerseyville, Alberton, Copetown, Ancaster, Dundas & Stoney Creek. Delivery to be completed Friday by 6pm.



EMAIL YOUR BID TO: hpanicucci@thespec.com
Lowest bid will not necessarily be accepted, fuel cost compensated.

Garage Sale

WHAT
cleans out your closets, basement or garage?
A GARAGE SALE
Ad in the Milton Champion!

Friday edition reaches 23,000 homes in Milton and your cost is as low as *\$25.00 + gst. (*terms & conditions apply)

For info. and to place your ad in the Friday edition, just call the Classified Dept. at 905-632-4440, Mon.-Fri., 8:30 a.m. to 5:30 p.m.

DEADLINE for Friday edition is Wednesday at 5 p.m.

If your Garage Sale is rained out you won't get soaked if you buy our Rain Protection for an additional \$5. Notify our office and we'll re-run the same ad, with a date change, at no charge **within the next 2 week period.**
Note: Your ad also appears on-line at haltonsearch.com

Announcement

Place your Engagement Announcement or Anniversary Celebration here.

Call 905.878.2341

