

Careers

SB Partners
 SB Partners, located in Burlington, is looking for a **CA** to join our team as a **Manager**

Responsibilities:

- Co-ordinate the completion of audit, review and compilation engagements of financial statements for Owner-Manager Businesses including the review of corporate and personal income tax returns
- Offer proactive business advice to clients
- Participate in various consulting engagements
- Participate in marketing functions & activities
- Identify and develop new opportunities for additional accounting and consulting services
- Ability to supervise and mentor junior team members to assist in their development and growth

Qualifications and Competencies:

- Minimum 4 years post UFE experience
- Public accounting audit experience, preferably in a mid-size firm
- Solid corporate & personal taxation knowledge
- Superior technical accounting skills
- Dedication to client service and strong communication skills

If you are interested in working for a dynamic and forward thinking firm - email your resume to: ksherratt@sbpartners.ca or fax: 905-632-9068
www.sbpartners.ca ~ No phone calls please

Sanitation Supervisor

A large Food Processing Company located in Brampton is seeking a Sanitation Supervisor. The successful candidate will have a "hands on" approach and be responsible for achieving daily sanitation-related goals.

You must possess the following qualifications: University or College degree/diploma in a related science or relevant experience. Training and/or education in food or environmental microbiology. Sanitation experience in a food manufacturing environment. Knowledge and understanding of sanitizers and cleaning chemicals. 5 + years of proven supervisory experience in a unionized environment. Strong verbal and written communication skills. Knowledge of Process improvement Tools (Six Sigma, Lean, 5S). Knowledge of GMP's and HACCP.

To apply for this position, please forward your resume and industry references to: hr987@hotmail.com

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Careers

EXPERIENCED PERSONAL INJURY LAW CLERK

We are a Plaintiff personal injury law firm in Oakville seeking an **experienced personal injury law clerk** to join our busy team. The successful candidate will have at least five plus years experience with an excellent understanding of tort litigation. This position requires strong oral and written communication skills, great attention to detail and the ability to manage a tort file including drafting pleadings, affidavits of documents, motion materials, briefs, compliance with undertakings, good understanding of trial preparation & interacting well with clients. Knowledge of MS Office, Word, PCLaw, ACL2 and/or ACL3 would be beneficial.

We offer a competitive compensation and benefits package and a friendly and challenging work environment.

Please forward your resume to: pjr@macdonaldandswan.com
No agencies please.

Drivers

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General Help

CASHIER

Cashier required to work 3 days per week including alternating Saturdays. No evenings. Must be Customer Service oriented, neat, well groomed and accurate in Math. This is a permanent Part-Time Position. Not suitable for a student.

Milton Home Hardware Building Centre
 385 Steeles Ave, Milton
 Fax: 905-878-4049
 Email: miltonhh@bellnet.ca

DRAGON'S FIRE GOLF CLUB
 IS LOOKING FOR

- **Food & Beverage Supervisor** Team Player with Management Skills an asset
- **Tournament Co-Coordinator** Ability to deal with people and sales skills needed

Call Bryan DeCunha 905-690-0069 or email resume to: bdecunha@dragonsfiregolf.com

Drivers

BURLINGTON PUBLIC LIBRARY requires an **EVENING CLEANER**

Monday to Friday
 Requirements are: Secondary School Diploma, ability to read & speak English, current Police Check with Vulnerable Sector Screening. Please apply by July 17 in person at the Central Branch or at hr@bpl.on.ca

DISPATCHER & CSR

Required for Burlington Freight Brokerage. Must be knowledgeable with Transborder LTL and TL shipments. Computer dispatch. Email employ789@yahoo.ca
 Fax 905-315-9034

CAREER- DO you enjoy people, music, dancing, travel and have a fun personality? An exciting career as an Arthur Murray dance instructor is waiting for you. No experience necessary. We will train if you qualify. Call Arthur Murray Studios 905-849-0707.

General Help

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\$18 hr/avg
 Customer Relations Reps
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 Training provided

FOR AN INTERVIEW CALL
1-866-585-8770

CLASSIFIED E-MAIL

classified@haltonsearch.com

Office/Administration

GEO-FOUNDATIONS CONTRACTORS INC
 Human Resources Generalist
 Part-Time

GEO-Foundations, a growing, dynamic and progressive construction company based in Acton, is seeking a Human Resources 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.

Responsibilities include:
 Reporting to the Controller, the Human Resources Generalist will play a key role in the provision of professional human resources services to management and employees. This includes recruitment, employee relations, conflict resolution, pension and benefits, policy development and implementation, training, compensation and change initiatives. This position is also responsible for assisting with writing resumes as part of client proposals and coordinating company events and social activities.

Qualifications:
 You have a minimum of 3 years experience in Human Resources and a diploma or post-graduate certificate in Human Resources. You are a compassionate, positive, team player with the ability to build and maintain a good rapport with employees. An adept communicator, you can thoughtfully assess situations to determine priorities and understand the importance of confidentiality. You enjoy coordinating company events and your computer skills in a Microsoft environment are excellent. CHRP designation or working towards it would be an asset.

We thank all applicants for their interest however, only those who are selected for interview will be contacted.

Please submit your résumé in confidence to:
 Email: kkelly@geo-foundations.com OR fax: 519-853-5847

General Help

YOUTHS WANTED

Youths wanted to deliver the *Milton Champion* Tuesdays and Thursdays

If you are interested please call **905-878-5947**

Office/Administration

UNILOCK
 Designed to be a step ahead

Unilock Ltd., the leading manufacturer of concrete paving stones and retaining walls, has an immediate opening for the position of Press Operator at our Georgetown Head Office. Primary responsibilities include: full operation of press, responsible for quality control of concrete products.

The ideal candidate will have a solid background operating automated equipment, above average mechanical aptitude, and the ability to work shift work if required.

Unilock Ltd. offers a competitive salary and excellent employee benefits. If you are interested in a challenging position, and pursuing a career in a fast paced manufacturing environment, we'd like to hear from you.

Interested applicants, please submit resume with salary expectations in confidence to:
 Human Resources
 287 Armstrong Avenue
 Georgetown, Ontario L7G 4X6
 Email: hrplant@unilock.com

Unilock regrets that due to the volume of applicants only those selected for an interview will be contacted.

Office/Administration

Technical/Skilled Trades

SERVICE ADVISOR

PARK MOTORS SALES in Georgetown has a full-time position in our busy vehicle and trailer service department. Ability to work well with people a necessity. Class A required as back-up for our service technician. Wages negotiable, group benefits.

Fax resume to: 905-877-0380
 Or email: parkmotors@hbwi.ca

Technical/Skilled Trades

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Technical/Skilled Trades

Injection Mold Process Technician

Req'd for midnight shift supervisor. Salary dependent on experience. Location Halton. Minimum 3 years experience with Nissei/ Yushin Robots/ Hot Runner Systems using a variety of plastic.

Pls. fax resume to: 905-877-9885

Part-time Opportunities

WANTED: PART-TIME Person (possibility of full-time) for a non-emergency patient transport company. Valid driver's license & excellent driving record required. Experience in healthcare field an asset. Resumes to: Total Care Transport, Attn: Brian Mauro, 25D Commercial Street, Milton, ON L9T2H6, fax: 905-875-2081.

Employment Wanted

BASIC- INTERMEDIATE computer training. Upgrading your computer and need some help. Windows 7 Microsoft Office 2007. Days evening or weekend. \$255/hour.

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- sew?
- remodel homes?
- build fences?
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