

42C Office Help

INSURANCE BROKER'S OFFICE

Requires a Customer Service Representative R.I.B.O. registration will be necessary.

Send resume to:

Denny's Insurance
15 Mill St. W.
Acton, Ont. L7J 1G3

042c-gam39w

BOOKKEEPER

Required immediately for MILTON OFFICE. Individual must have excellent computer knowledge & show initiative & confidence in handling all facets of the accounting package, payroll included.

Please reply in writing to: Box 1624, The Canadian Champion, 191 Main St. E., Milton, Ont. L9T 4N9.

FINANCIAL ANALYST

Tee-Comm Electronics Inc., a leader in the wholesale distribution of TVRO and Consumer Products, is expanding their head office accounting staff and are looking for a financial analyst.

The desired applicant should have completed the CGA/CMA program and have experience with inventory accounting, financial statements and be able to do some occasional travelling.

Those interested should forward their resume, in confidence, with salary expectations to:

Personnel Administrator
TEE-COMM ELECTRONICS INC.
775 Main Street E.
Milton, Ont. L9T 3Z3

CURWOOD

Curwood Packaging (Canada) Limited, an expanding flexible packaging manufacturer employing approximately 150 people, has a current opening for a Personnel Assistant. This position will report directly to the Personnel Supervisor and assist in recruitment screening, policy and program development and support documentation preparation.

The ideal candidate will have some Human Resource experience and possess strong written and verbal communication skills. Excellent typing skills and hands on computer knowledge in Lotus 1 2 3 and Symphony is required.

This position will appeal to a self-motivated individual who plans on advancing in the Human Resources field. Interested candidates should forward their resume in confidence to:

Gary Gabet
Personnel Supervisor
Curwood Packaging (Canada) Limited
114 Armstrong Avenue
Georgetown, Ontario
L7G 4S2

042c-gamw39

PERMANENT POSITIONS

RECEPTIONIST/SECRETARY 18K PLUS. Required by Oakville company. An executive appearance plus IBM pc (Multimate) skills are a must. Good growth potential. Many more opportunities available.

LIGHT INDUSTRIAL POSITIONS AVAILABLE
Call now for your personal interview



842-4220
MON.-FRI.
9 a.m.-5 p.m.

WANTED full time bookkeeper/office manager for training or experienced required. No other applicants will be considered. Please write a resume "To Whom It May Concern" 36 Norman Ave., Acton, Ont. L7J 2R8.

42C Office Help

JUNIOR DRAFTSPERSON / ASSISTANT THERMOGRAPHER

Required for roofing/building consultants firm. Knowledge of roofing an asset but will train. Previous experience preferred.

Contact **Steve Bourdeau**
878-1282

042gamw83



THE CORPORATION OF THE TOWN OF MILTON

REQUIRES A

GENERAL ACCOUNTING CLERK

The Treasury Department requires an accounting generalist reporting to the Manager of Accounting and Systems to carry out a variety of duties related to account reconciliations, cashier work, posting receipts and journal entries, accounts receivable billing and collecting and general clerical assistance for taxes, accounting and financial management.

Interested applicants with at least Grade 12 education with some business subjects plus 2 years of general accounting and clerical experience within a computerized environment are encouraged to apply.

To Town of Milton offers an attractive wage and employee benefits package. Written applications outlining qualifications and experience will be received until October 3rd, 1988 and should be directed to:

Jim McQueen
Treasurer
Town of Milton
P.O. Box 1005
Milton, Ontario
L9T 4B6

LEGAL SECRETARY

Experienced legal secretary required for Milton general practice. Word processing an asset but will train suitable candidate.

Reply with resume to:

Box 1623
c/o Canadian Champion
191 Main St. E.
MILTON, Ont.
L9T 4N9

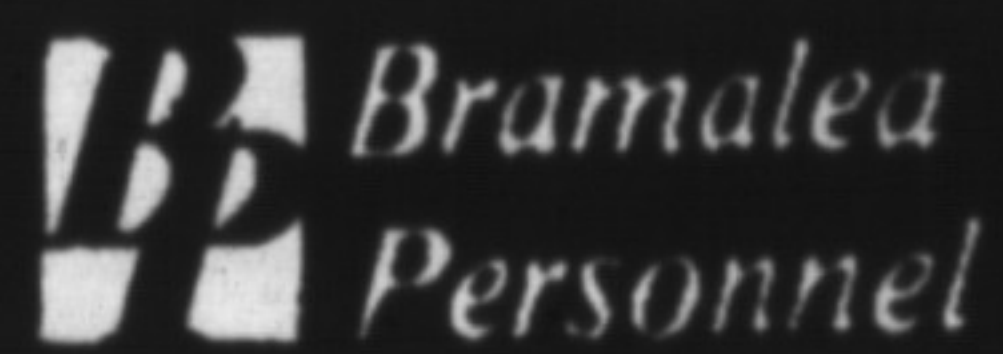
042-c-m3811

LEGAL SECRETARY

Experienced legal secretary required for Milton general practice. Word processing required.

Call for appointment.

876-1179
Steven Keir



THESE WON'T LAST LONG!

Exec. Secretary — Reporting to the President of this high profile Milton firm. You require excellent shorthand and typing skills, professional appearance and attitude combined with conversational French. Up to 35K.

Expeditor — 1 to 2 years experience required. College degree with experience in material control environment. Up to 31K.

A/P Clerk — 3 years experience in A/P environment must have excellent inter-personal skills and can work in a hectic computerized environment. Up to 30K.

CALL (416) 791-1992 TODAY!
Evening appointments available

TELEMARKETING OPPORTUNITY

Local insurance practice requires experienced Telemarketer for late afternoon early evening part time position.

Please phone 875-1475 during office hours.

42C Office Help

WANTED PERSONAL ASSISTANT

For busy Real Estate Agent. I need help. Must have own car. Type, IBM computer friendly and self-motivated. Create your own job and work at home. Approximately 1 day a week to start, flexible hours to suite.

Apply to:

Box 1627
c/o The Canadian Champion
191 Main St. E.
MILTON, L9T 4N9

EXPERIENCED BOOKKEEPER

required

- Full-time position
- Computer experience necessary
- Excellent Company Benefit Package

Please send resume to:

Office Manager
P.O. Box 331
MILTON, Ont.
L9T 4Y9

42D Hospital, Medical & Dental

42D Hospital, Medical & Dental

RECEPTIONIST

required

For Orthodontic Practice, part time — full day Tuesday, Friday afternoon.

DUTIES: Appointment scheduling, word pro., computer billing.

Reply in writing to:

DR. B. HURD
310 Main St.
Suite 103
MILTON, Ont.
L9T 1P4

or

720 Guelph Line
Suite 203
BURLINGTON, L7R 4E2

RNs • GRADS • RNAs • HCAs

CAPS Nursing Service Needs You

We offer immediate assignments and competitive rates. Choose from hospitals, private duty and industry. Full time or part time, any shift.

RECRUITING NOW
The Optimist Club

311 Commercial St., Milton
Thurs., Sept. 29th 9 a.m.-1 p.m.



Oakville
844-5588

RNA'S Health Care Aides Ward Attendants

Required Immediately - Full & Part-Time

We are seeking caring individuals to provide direct health care to residents at our home for the aged located in Milton. Work is performed within a team concept. Full-time positions consist of 40 hours per week; part-time positions consist of three shifts and some weekend work (up to 24 hours per week).

For RNA positions, candidates must possess current registration as a Nursing Assistant. Expertise working with the elderly would be an asset.

For Ward Attendants and Health Care Aides positions, candidates must be able to empathize with the elderly. Training or experience in geriatrics would be an asset.

Please forward a concise resume, post-marked no later than October 11, to:
Mrs. C. Cardillo,
Halton Centennial Manor,
185 Ontario Street South,
Milton, Ontario L9T 2M4



Nursing Clerk

Halton Centennial Manor, our home for the aged within the Regional Municipality of Halton, has an excellent part-time opportunity for a Nursing Clerk. Primary responsibilities: • prepare and maintain nursing schedules • record and distribute minutes of committee meetings • deal with staff and resident files while ensuring confidentiality.

Qualifications include secondary school graduation diploma, at least 3 years' related experience, and accurate typing (50 wpm).

Hourly rate is \$10.03 - \$11.55. This position will function two days per week plus relief for illness and vacation.

Qualified candidates are invited to send a concise resume, post-marked no later than October 11 to: Mrs. C. Cardillo,
Halton Centennial Manor,
185 Ontario Street South,
Milton, Ontario L9T 2M4



FIRST AID ATTENDANTS

required at Mohawk Raceway

8 a.m.-12 noon. Work on a regular or part-time basis. First aid experience required.

519-426-0731

NURSES — Grow with us

Now recruiting in the Oakville/Burlington/Milton areas for immediate assignments in hospitals, nursing homes, industry and private duty. Full-time or part-time — all shifts. Top Pay Rates. For information call Pamela or Carol

338-5611



Count on
Classifieds
878-2341