

42C Office Help

MEADOWVALE LOCATIONS

Receptionist/Typist Up to 29K
If you have been looking for an upbeat company with opportunity to advance and you enjoy a busy reception board, this position is waiting for you.

Accounts Payable
Great company and working environment. Experience in computerized accounts payable necessary. This person will be processing all documentation and reconciliations. This is a 6 month temporary position.

CONTACT PERSONNEL GROUP

Claire Haas 897-1260

CONCHEM

We are searching for the right person to add to our highly successful team in the position of

ORDER DESK

The ideal candidate will be a bright enthusiastic individual with excellent communication skills plus the knowledge of being able to run an Order Entry System on a P.C.

We offer a most pleasant working atmosphere along with a competitive salary and excellent benefits.

If you feel you can face a challenge you may enjoy your future with us.

Please contact:
Mr. B. McLachlan
821-3761
876-1011

ACCOUNTING CLERK

Responsible individual for general office duties, receivables, payroll and invoicing on computer. No smoking office.

Contact **G.F. Andrews**
W.R. Meadows
130 Toryork Drive
Weston, ON
741-2242

PERSONNEL SECRETARY

Transportation company requires a personnel secretary. Reporting to the Director of Personnel and Safety, responsibilities will include typing of W.C. form 7, maintaining personnel files and an array of related functions requiring capability on an IBM PC.

The successful candidate will possess good communication and organizational skills. Excellent benefits.

SEND RESUME TO:
OAKVILLE P.O. BOX 158
Oakville, Ontario, L6J 4Z5

JR. CLERK TYPIST/RECEPTIONIST

Must be personable, well groomed, have good typing skills and an exceptional telephone manner. We offer a pleasant non-smoking working environment and a comprehensive benefit package.

Please apply in writing only to office manager.
BRUKER SPECTROSPIN (CAN.) LTD.
555 Steeles Ave. E.
Milton, Ont., L9T 1Y8

42C Office Help

Long Term Position Available
Bilingual
Credit & Collections Person
(French/English)

Professional telephone manner and good typing skills a must
For your personal interview call

Olsen SERVICES 842-4220
Mon.-Fri.
9 a.m.-5 p.m.

Accounts Payable Clerk

An experienced and reliable individual required to process invoices and expense reports. Successful candidate will have an aptitude for figures and good typing and organizational skills. Familiarity of computerized accounting environment beneficial. Excellent benefits.

SEND RESUME TO:
Oakville P.O. Box 158
Oakville, Ontario, L6J 4Z5

42D Hospital, Medical & Dental

ONTARIO MARCH OF DIMES
OUTREACH ATTENDANTS

If you are a caring person who enjoys variety and a challenge, this position could be for you. Evening hours starting at 2 p.m. and some weekends. \$8.85 per hour. Must have own transportation. Mileage paid. Health Care Aide experience an asset.

Please call:
876-4466
and ask for Margaret Bundy

42F Teaching Opportunities

E.C.E. & N.N.E.B. Teachers, also daycare helper, for Milton area. Transportation or car necessary. Good salary & benefits. 875-1955.

Sheridan College ...A STEP AHEAD

Teachers — Industrial Training

The School of Applied Science and Technology invites applications for teaching positions commencing January/89 in the following apprenticeship programs:

- Machinist
- Tool & Die Making
- Industrial Mechanic

Subjects to be taught include trade theory and practice, trade calculations and blueprint reading.

The successful candidates will have served a relevant apprenticeship with a minimum of 10 years related experience. Previous teaching experience would be considered an advantage, but not essential. These positions may also appeal to early retirees. Interested applicants, please forward a detailed resume no later than 88 11 30 stating Reference No. 88/F/25 to:

Sheridan College of Applied Arts and Technology
1438 Trafalgar Road, Oakville, Ontario L6H 2L1

An equal opportunity employer offering a smoke-free environment.

THE PEEL BOARD OF EDUCATION

invites applications for:

SUPPLY TEACHERS
ELEMENTARY and
SECONDARY SCHOOLS
FOR ALL AREAS

Applicants must hold a valid Ontario Teaching Certificate.

Apply to: Mrs. Satchel, Recruitment Department, Human Resources, The Peel Board of Education, 5900 Hurontario Street, Mississauga, Ontario L6R 1C6.

AN EQUAL OPPORTUNITY EMPLOYER

42D Hospital, Medical & Dental

DENTAL HYGIENIST

Full or part time for busy progressive preventative orientated office in Milton.

Reply with resume to:
Box 1639
The Canadian Champion
191 Main St. E.
Milton, Ont. L9T 4N9

ENJOY helping seniors? Use your life experience, flexible person who enjoys variety. Homecare. Selectacare. 842-5584.

43 Daycare

PRIMARY COLOURS. PRE-SCHOOL
Now taking Registration

Classes encompass a wide scope of pre-school:

- Junior Kindergarten
- Basic pre-school enrichment

WHITE OAKS PLAZA
327 Bronte St., Milton
878-5992

MOTHER of 1 little girl going to kindergarten available for babysitting. References if required. 878-0662.

BABYSITTING available in my home, nutritious meals and snacks. Lots of love and attention given in a warm, friendly environment. References available. Derry & Bronte area. 878-3463.

WANTED: mature person to care for 3 school-aged children P.D. days & occasional evenings. Phone 878-9828, evenings.

MOTHER of infant willing to provide daycare for a child. Hot lunches & creative play. Woodward/Wilson area. Call 878-1847.

BABYSITTER required for 3 1/2 and 1-year-old girls. Part time in my home. References required. Own transportation. 878-5407.

MATURE person in my home, 2 days/week, 6 a.m. to 3:30 p.m. for 2 children. 876-4228.

WANTED — occasional caregiver in my home for 2-year-old. Days only Third Line & 5 Sideroad. Please call 875-0592.

RELIABLE full-time daycare available, outdoor playtimes, homey atmosphere, non-smoker. Please call 876-1461.

MOTHER of one willing to babysit, one child, full time, any age is welcome but more suitable surroundings for young child or infant. 878-1585.

BABYSITTING available in good family home, Martin & Steeles area, newborn welcome. Phone 875-0269.

NEEDED: Mature, loving person to care for 2 children on a permanent, part-time basis. Pine Street area. Never later than 5:30. Excellent wages. Please call 878-9051 after 5:30.

44 Employment Wanted

LICENSED MECHANIC

AVAILABLE — 25 yrs. rebuilding. All general exp. repairs & service.

TRUCK REPAIRS — 332-0845
engines, trans. & carrier

DO you need a reliable, clean, part-time Homemaker/Housekeeper? Incl. cleaning. Call 854-0537.

42F Teaching Opportunities

47 Career Training

DEVELOP A CAREER

MEDICAL & LEGAL SECRETARY
GENERAL BUSINESS SKILLS
WORD PROCESSING-Lotus 1, 2, 3

PART-TIME
RETURN-TO-WORK PROGRAM
Jan. '89

HALTON BUSINESS INSTITUTE
837-3415

50 Personal

HAVING A PROBLEM?
Drop in — Grace Church
Alcoholics Anonymous, Tues. 8:30 p.m.
ALANON, Thurs. 8:30 p.m.

PREGNANT and Need Help? Call Birthright 825-1216 or 875-1245.

ABUSED and Afraid? For help call 878-8555, or 1-800-387-4027. 24-hour crisis line for abused women. Halton Women's Place is an emergency shelter available for abused women and their children in Halton Region. All calls are confidential.

CALL for Free Magazine listing hundreds of single people wishing to meet you. Phone 333-6766.

60 Vehicles For Sale

Make It RICHARDSONS CHEV-OLDS

For Your Next Car Or Truck Purchase

1980 OLDSMOBILE Omega, white, 4-door, 4-cylinder, automatic, \$1,500 as is. 878-5053 after 5 p.m.

1983 FORD Escort, 4-cyl., automatic, p/s, low mileage, 1 owner, 30 mpg, certified. 853-2696.

1983 1/2 ton Toyota pickup, long box, 4-speed manual, good condition, asking \$4,000. 875-0706 evg.

1984 MERCURY Cougar, white, excellent condition, only 95,000 kms. loaded, new snowtires, certified. Asking \$8,900. 876-1290.

1984 MUSTANG, 5 litre V8, fuel injected, 3 speed automatic, power steering, power brakes, AM/FM cassette, positrack, well maintained. Must sell, moving west. \$4,500. 876-2297.

1985 FORD Ranger XLT, power steering, power brakes, air conditioning, AM/FM stereo, many upgrades, low mileage. Excellent condition, \$8,500. 878-3306.

1988 CHEV 1/2-ton, Silverado, loaded, \$15,500 O.B.O. 335-6391.

USED CARS and trucks. Call Gary Neilson. 878-8379 dealer.

70 Business Opportunities

VIDEO STORE

This long-established business in excellent location ensures income from the moment you take over. Package includes 1,600 movies, 1,800 members, and all equipment. Computer controlled records. Owner may assist in learning period if needed.

Call Audrey or Ken Newell,
Re/Max Milltown Realty Corp. Realtor
878-2365

BUSINESS opportunity — stuff envelopes at home. Earn \$600 weekly — free supplies, rush self-addressed & stamped envelope. Hughes Enterprises, Dept. H-1-H, Box 964, Peterborough, Ont. K9J 7A5.

BUSINESS for sale, easy hours, product advertised on National TV, good growth potential. Asking \$29,900. Call Audrey & Ken Newell, 878-2365. Re/Max Milltown Realty Corp. Realtor.

Count On Classifieds 878-2341