


**42C Office Help**



**JOIN the CDI TEAM:**

**JR. & SR. POSITIONS AVAILABLE**  
 Data Entry  
 Switchboard  
 Receptionists  
 Typists  
 General Clerical

Short & long term assignments Temp to perm

Call Nancy today  
**849-5800**

CDI Temporary Services Ltd  
 700 Dorval Dr. Suite 208  
 8 a.m. - 5 p.m. Mon. - Fri.  
 No Fee Ever

**42C Office Help**

**MOHAWK INN**

Country Inn near Milton has an opening for:  
**FULLTIME FRONT DESK RECEPTIONIST**

Should be able to work both day and evening shifts. Some experience an asset but full training given.

Apply in person to:  
**Manager**  
 Hwy. 401 and Guelph Line  
**CAMPBELLVILLE**

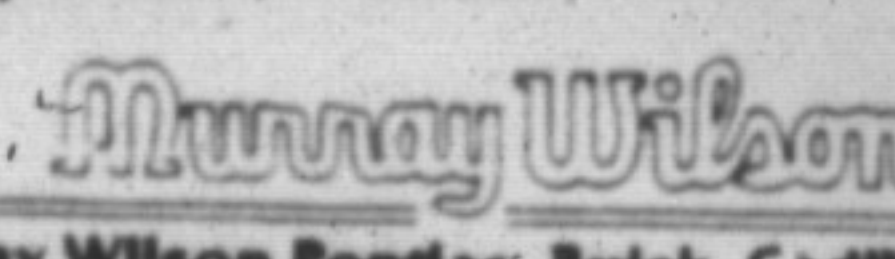
**42C Office Help**

**AUTOMOTIVE ACCOUNTING**  
 Required immediately for fast-growing G.M. dealership in Milton.

The ideal candidate would have a complete knowledge of all automotive dealership accounting procedures, both manual and computerized.

This person will co-ordinate general office duties and establish and administer credit policies.

Please send resume and salary expected to:  
**Murray Wilson, President:**



**Murray Wilson Pontiac, Buick, Cadillac Ltd.**

**409 Main St.  
 Milton, Ont.  
 L9T 1P7**

**42C Office Help**

**AVON \$ WANTED \$**

Representatives in Oakville & Milton. Sell in a territory or at work and to friends. Up to 50% commission

**FREE GIFT**  
 For every new representative starting by February 15th. See our exciting new line of lingerie. Call Lynda 842-3589.

**KOMORI CANADA, INC.**

1060 Meyerside Drive  
 Mississauga, Ontario L5T 1J4  
 Telephone (416) 678-9604

**CLERICAL POSITION**

Must be proficient in Japanese/English. New facility opening soon in Milton, Ont. Please send resume to above address.

**ATTENTION: MR. F. WILSON**

**COMPUTER OPERATOR**

We are seeking a recent graduate from a Community College Computer course for an entry level position within our Data Processing Department.

The work includes a variety of functions on a 5-day 11:00 a.m. to 7:00 p.m. shift basis.

Please submit your resume in confidence to:  
**Personnel Manager**  
**ROBERTSON WHITEHOUSE**  
 97 Bronte Street  
 Milton, Ontario  
**L9T 2N8**

**42D Hospital, Medical & Dental**

**42D Hospital, Medical & Dental**



**ANNOUNCES**  
**Health Care Aide Course**

Government approved and registered with the Ministry of Colleges & Universities. Part time and full time courses begin **FEBRUARY 27th, 1989** for **HEALTH CARE AIDE CERTIFICATE**. For more information please call **844-5588**

**PART-TIME SECRETARY/BOOKKEEPER**  
 Required for C.A. firm

Experience required. Send resume to:

**Box No. 1653,  
 c/o The Canadian Champion  
 191 Main St. E.  
 Milton, Ontario  
 L9T 4N9**

**MATURE PERSON FOR PART TIME-OFFICE HELP**

Qualifications: typing a must, dependable, pleasing attitude.

Call Heather  
**854-2214**

**Part-time Nursing Clerk**

Halton Centennial Manor, our home for the aged within the Regional Municipality of Halton, is looking for a caring, dedicated health care professional to work 2 days per week and provide relief during illness and vacation.

Primary responsibilities will include preparing and maintaining nursing schedules, transcribing all correspondence from written material plus recording and distributing minutes of committee meetings. Duties will also involve handling staff and resident files while ensuring confidentiality.

Qualifications include a secondary school graduation diploma, preferably in a Business and Commerce discipline, at least 3 years' related experience and 50 typing.

Hourly rate is \$11.38 - \$13.20 per hour. Qualified candidates are asked to forward a detailed resume, post-marked no later than **February 10**, to: **Mrs C. Cardillo, Halton Centennial Manor, 185 Ontario Street South, Milton, Ontario L9T 2M4**



*A World Class Place To Be*

**WANT ADS 878-2341**

**Growing Mississauga Company moving to Milton this summer requires immediate part time conscientious Office Personnel. Extremely busy office. Must have own transportation.**

Call Renate or Gail for interview.  
**1-275-3000**

**classified ads 878-2341**

**42D Hospital, Medical & Dental**

**New Challenges in Social Services**

Halton Centennial Manor in Milton, part of the Social Services Department is expanding its services. This exciting development has created interesting opportunities for the following professionals:

**Supervisor of Activities and Therapy Services**

Our Resident and Outreach Services needs the input of a Supervisor to assist in overall management. You'll be supervising staff in activation and rehabilitation programs for residents; overseeing personnel and resource utilization, developing policies and procedures related to activities and therapy plus assessing and documenting therapy and programming needs. With your background and qualifications in Occupational Therapy or in Recreation, you'll be providing in-service education to staff in the activation/rehabilitation aspects of resident care.

You have a degree and at least three years in the field, and are a member of the appropriate professional association. Salary: \$32,995 progressing to \$38,892.

**Coordinator of Quality Assurance and Infection Control**

This two-pronged opportunity calls on your organizational and administrative skills as you establish, from the planning stage through to assessing results, the following program with all departments in the Manor:  
**Infection Control:** The key is to provide the right in-service training to all personnel in infection control procedures: isolation techniques, sanitation techniques and sample collection. Your commitment will be to ensure that these methods comply with legislation and policy by implementing and monitoring them throughout the Manor.  
**Quality Assurance:** Here you will prepare all documentation related to planning, implementing and evaluating so that all components of the QA program are in place and up to date.


You're a health professional with a university degree, at least three years in the field and have expertise in Quality Assurance, Infection Control and Accreditation. Salary: \$38,416 progressing to \$44,776.

We are committed to providing top quality service to the elderly of Halton Region. If your commitment matches ours, please forward your resume, post-marked no later than February 17, to: **Carm Cardillo, Halton Centennial Manor, 185 Ontario Street South, Milton, Ontario L9T 2M4**

**Social Worker**

You'll be focussing on the psycho-social needs of our residents, as part of a multi-disciplinary team. Starting with the development of goals, objectives, policies and procedures for the service, you'll assist staff in understanding the emotional and social problems of residents and their families and will organize family support groups to help them cope with institutionalization. As well, you'll be counseling individuals needing crisis or supportive intervention.

Your M.S.W./B.S.W. from a recognized university must be rounded out by three years' practice. Your communication skills reflect your ability to relate effectively with all levels. You must be able to work independently. Salary: \$32,995 progressing to \$38,892.



*A World Class Place To Be*


**STAFF ACCOUNTANT**

The undisputed leader in the horticulture wholesale distribution business is currently interviewing for a **STAFF ACCOUNTANT** to assist the Site Controller. Due to our exceptional growth.

This position at our Milton, Ont. Distribution Center offers an individual high visibility with exceptional advancement opportunities. The high-energy person we are seeking will be responsible for the accounting functions and will assist the Site Controller on projects impacting on the future of this Fortune 100 subsidiary.

- college MAJOR in accounting or equivalent with a concentration in accounting
- 1-3 years experience with emphasis on internal controls, analysis and P.C.'s
- level 2-3 C.G.A. standing or equivalent a plus
- excellent salary and benefits available

Send resume with salary history and requirements to: **Michael I. Shepherd, Shemin Nurseries, R.R. 4, Fifth Line, Milton, Ontario, L9T 2X8**



**SHEMIN NURSERIES**  
 A Weyerhaeuser Canada Division  
 an equal opportunity employer