

160 Office Help

Legal Secretaries

These positions are certain to offer a good deal of variety and challenge to those who can bring solid secretarial skills and lots of enthusiasm. You will be expected to originate, transcribe, revise and proof administrative documents, some of which will be of a confidential nature. You'll assist with the preparation of contractual agreements as well as other materials and perform other related duties.

We are seeking high school or college graduates who ideally are knowledgeable in the areas of legal, business or commerce. Training in electronic communication including word processing is preferable as well as 2 years' experience operating word processing equipment, transcribing dicta and prior exposure to a Law Department. A minimum typing speed of 60 wpm is essential.

Qualified candidates are asked to submit a resume, quoting Competition #Admin 5-89-CMG, post-marked no later than February 17, 1989, to Mr. Gerry M. Gasbarrini Human Resources, 1151 Bronte Road, Oakville, Ontario L6J 1E6



160 Office Help

PHOTO COPIES

8 1/2 x 11"

1 to 4... 25¢
5 to 10... 20¢
11 to 24... 15¢
25 and up... 10¢

8 1/2 x 14"

1 to 4... 30¢
5 to 10... 25¢
11 to 24... 20¢
25 and up... 15¢

REDUCE or ENLARGE

available at
The Canadian Champion

170 Daycare

DAYCARE AVAILABLE in my home fulltime. References available. Phone 876-1489

Daycare available in my home. Previous daycare teacher & mother of 2 will babysit. Fenced yard and playroom 2 yrs and up. 876-4944

DAYCARE available in my home, lunches and snacks. Prefer ages 2 to 3 years old. Phone 876-4135

EXPERIENCED mother will care for pre-school & school aged children in my home in Dorset Park. Phone 876-1257

NANNY - Loving & responsible for short term, March 17th to June 30th Monday to Friday, 8 a.m. to 4:30 p.m. for our son (4 years) and daughter (2 years). Live in or out in Oakville. 827-9060

Part time daycare available for 1 or 2 preschoolers 2 or 3 days per week. Nutritious lunches and snacks. Reference available. 878-6910.

180 Teaching



THE HALTON ROMAN CATHOLIC SCHOOL BOARD requires a

TEACHER ASSISTANT BISHOP REDING SECONDARY SCHOOL (3-MONTH TERM POSITION)

Under the supervision of the classroom teacher, provides assistance in the presentation of a meaningful program through involvement in the classroom or in other activities. Typical duties include providing individual assistance to a special needs student and performing other related duties as required.

This is a Level 1 position with a starting rate of \$8.08 per hour.

Interested candidates may apply in writing no later than Monday, February 20, 1989 to PERSONNEL OFFICE

The Halton Roman Catholic School Board
830 Drury Lane
Burlington, Ontario
L7R 3Y2
Telephone No. 632-6300

MR. D. SCHRENK CHAIRMAN OF THE BOARD
C.G. BYRNES DIRECTOR OF EDUCATION

205 Career Training

Career Training at No Cost!*

Skills for Today's Office*

24 week program in the use of automated office systems, office procedures, accounting/bookkeeping, word processing, business english and pre-employment skills.

Location: Sheridan College campuses in:
Mississauga Feb 27/89 896-2090
Burlington Feb 20/89 639-0250
Oakville Feb 20/89 842-0105

Word Processing*

8 week "hands-on" program in the use of word processing, printers, dactaphone and communications in the workplace.

Location: Sheridan College
Queen Elizabeth Campus, Oakville
Feb. 27/89
842-0105

For information or application call now.

Required Background:

Grade 10 or equivalent. Typing skills as required for each course.

*Qualified applicants may be eligible to have partial or full fees paid. Sponsored by the Halton and Peel Industries Training Advisory Committee and funded by Canada Employment and Immigration. Courses subject to government approval.



210 Personal

ABUSED and Afraid? For help call 878-8555 or 1-800-387-4027, a 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.

D.P. Roses are red, violets are blue, sure hope you have a Happy Valentine's Day, too. S.B.

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

205 Career Training

Career Training at No Cost!

Heavy Construction Techniques (Co-op)

A full-time program that provides technical expertise in utilities installation. Training will include the operation and maintenance of auxiliary equipment including generator sets, air compressors, de-watering equipment and general hand tools.

Employment Opportunities

Construction and restoration industries with heavy construction contractors, renovation contractors, public utilities or civil engineering contractors.

Start Date: February 6, 1989
Location: Sheridan College
Milton Campus

For more information call: 878-3577 or 826-3098

*Qualified applicants may be eligible to have partial or full fees paid. Sponsored by the Halton and Peel Industries Training Advisory Committee and funded by Canada Employment and Immigration. Courses subject to government approval.



210 Personal

To Clive
HAPPY VALENTINE'S DAY!
I Love You Very Much
Patti
XXXXXXXXXX

TO, ERIC "Who's the Best?"
Ask Jaclyn she'll tell you
Vote Susie for godmother
References: Tabatha

230 Vehicles for Sale

LEASE SPECIALS

85 Subaru—Very low km.
\$119 mo.

85 Fiero V-6 Std.
"Black is Beautiful"
\$129 mo.

85 Jeep CJ 4 w.d.
\$139 mo.

85 Ford T-Bird—Loaded, Turbo
\$149 mo.

86 Honda Prelude SE
Absolutely loaded, immaculate
\$159 mo.

87 Voyager
5 passenger, immaculate, owner took good care of this one!
\$169 mo.

PHONE KELLY 878-2328
542-1541 (TORONTO LINE)

- 18 years and working
- No Payments til March
- 36 month Open End Lease
- If You Qualify
- 60,000 FREE KMS
- Phone Now For More Details

PHONE APPLICATIONS NOW BEING ACCEPTED



500 BRONTE ST. S. 878-2328
(Just North of Hospital)

OFFICE MANAGER

Experienced office manager for automotive dealership. Excellent benefits plus company car. Only those with automotive experience or person capable of preparing computerized set of books up to or including financial statement need apply.

Please send resume to:
Box 2039
c/o The Independent
30 Main St. S.
Georgetown, Ontario
L7G 3W7

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Accounting in Milton
18K plus benefits.

Our client is seeking an Accounts Payable Clerk. If you have 1-2 years A/P experience and university/college training, this is the job for you.
Call now for your personal interview.



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

Customer Service Clerk

A manufacturer of high quality barbecues, humidifiers and heating equipment, requires a Customer Service Clerk to handle customer enquiries and orders. Must be able to work in a busy environment. Experience on a computerized order entry system preferred.
Please send resumes to:

MARGARET RIGBY

WAIT INC.
430 Wycroft Rd.
Oakville, Ont. L6K 2G9

PAYROLL CLERK

We have an opening in our Accounting Department for a payroll clerk.

Preference will be given to a High School graduate with some experience in computerized payroll systems.

Please reply in confidence to:

Personnel Manager
ROBERTSON WHITEHOUSE
97 Bronte St.
Milton, Ontario
L9T 2N8

BOOKKEEPER

Wanted experienced bookkeeper for construction firm. Complete set of books including monthly statements and payroll. Must have own transportation. Some typing required. No smoking environment. Forward resume to:

Box 257, Acton, Ontario L7J 2M4

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SECRETARY

required full-time by small engineering company, located in Oakville. Must have previous office experience including A/P and A/R. For an interview call:

825-2627

MATURE PERSON

for part time office help.

Qualifications:

Typing a must, dependable, pleasing attitude.

Call Heather

854-2214

165 Hosp., Medical, Dental etc.



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

GEORGETOWN & DISTRICT MEMORIAL HOSPITAL

Requires PHARMACY ASSISTANT. The successful applicant should possess a Pharmacy Assistant certificate and be currently registered in Ontario. Previous hospital experience an asset. This is a newly created position, reporting to the Director of Pharmacy. We offer attractive working conditions and an opportunity for growth with our expanding health care facility. Please forward resume stating salary expectations to:

Personnel Department
Georgetown & District Memorial Hospital
1 Princess Anne Dr.
Georgetown, Ont. L7G 2B8

042 gaw 7w

Bright, enthusiastic person

required as

RECEPTIONIST

for busy Chiropractic Office. Permanent position with varied & interesting duties.

For interview appointment, telephone

878-8131

(if possible between 11 a.m.-1 p.m.)

ENJOY Helping Seniors? Use your life experience. Flexible person who enjoys variety. Home care Selectacare 842-5584.

170 Daycare

Babysitting available, Near Milton Mall. Hot lunches, lots of toys, playground. Prefer ages 1x and up. Call 876-2056.