

160 Office Help



THE CORPORATION OF  
THE TOWN OF MILTON

**Secretary**

The Treasury Department for the Town of Milton requires a Secretary to perform a number of clerical, word processing, accounting and general administrative functions for the Department.

This position reports to the Town Treasurer and will have as key responsibilities:

- secretarial requirements for the Treasurer, Manager of Accounting and Systems and Manager of Revenue
- co-ordinating departmental mail and records management
- cash management activities related to investments and banking
- co-ordinating the general insurance portfolio related to policy changes and claims
- general administrative and accounting duties related to office supplies, letters of credit, tender deposits, budgets and some tax/cashier and licensing work

The Department is looking for someone with at least a Grade 12 education with business options and up to three years of related experience. The person must be an excellent typist, have exposure to word processing systems and have some familiarity with accounting. This position offers a competitive salary and the Town has an excellent benefits package as well.

If you are a team player with good public relations and communication skills and would like the challenge of working in a dynamic and busy Municipal Finance office, please send your resume by May 12th, 1989 to:

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

**DRAKE PERSONNEL**

**Permanent Positions**

**Staff Accountant/  
Accounting Technician 21K-27K**

Large Oakville based accounting firm has a senior position available for a career oriented Staff Accountant. Previous C.A. firm experience a definite asset. Duties include reviewing engagement files, financial statements, corporate and personal income tax returns. Acc-pak, Lotus-123 accounting an asset. If you are enrolled in a CGA or CMA programme this could be the career position for you.

**Senior  
Marketing Secretary 23K-26K**

Large Oakville pet food manufacturer requires a dynamic team oriented confidential Marketing Sales Secretary. Must be good with figures. Word processing on a Wang computer. WordPerfect and Lotus 123 a definite asset. If you enjoy a fast paced challenging position, call now. This opportunity is available immediately. Full company benefits.

DRAKE PERSONNEL has many other permanent positions available. For your personal, in-depth and confidential interview call ANN CHISHOLM today.

845-6664

700 Dorval Dr., Ste 312, Oakville

**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

**PRODUCTION CONTROL  
MANAGER**

**The Company:**  
We are a dynamic and growing subsidiary of a "Fortune 500" U.S. Corporation with multiplant operations in Ontario. We are a leading supplier to the North American automotive industry. Our main product lines include complete vehicle sealing and trimming systems made from rubber and plastics.

**The Challenge:**  
As Production Control Manager you will have operational responsibility of our plant location in Georgetown, Ontario. You will report to the Factory Manager. Your leadership capabilities, along with your technical expertise and previous hands-on experience in the manufacturing sector, will be the key to directing this organization to higher levels of performance.

**The Requirements:**  
Previous experience of at least 10 years in responsible Production Control positions, preferably in the Rubber/Plastics manufacturing environment. Demonstrated ability to lead the effort of the improvement of our competitive ability through the application of hard work, floor-centered cross-functional teams, and credible relationships with our customers, employees and suppliers. Member of CAPIC and MRP experience a definite asset.

**The Rewards:**  
This is a key position with high visibility. Competitive salary, excellent benefit package. Outstanding growth opportunity for the right individual in view of the outstanding growth of our Company.

For consideration please send your resume in confidence to:

Director, Human Resources  
STANDARD PRODUCTS  
(CANADA) LIMITED  
1030 Erie Street  
Stratford, Ontario  
N5A 6V7



042jam-0119w

**CAREERS:**

493-1300;  
Fax: 493-0623

**ROYAL CITY REALTY LIMITED**



**ROYAL CITY REALTY IS EXPANDING!**

If you are presently a Real Estate Professional considering a change, or a highly motivated individual considering a career in Real Estate; a career complete with growth, opportunity and training, then contact me first. It won't cost you anything and it will give me a chance to brag a bit about Royal City Realty:

- \* About our commission plan that is famous in the industry (infamous in the eyes of our competitors!)
- \* About our policy of having non-selling managers
- \* About our comprehensive training program
- \* About our business philosophy

I won't give it all away here!  
Come see me for a personal interview.

Scott Robinson  
Royal City Realty,  
64 Ontario St. N.  
Milton  
876-1156

**Accounts Payable  
Clerk**

Working in the Finance Department, you'll match assigned accounts payable to purchase orders, verify calculations and discounts as well as expedite payments. Further, you'll encumber purchase orders; code and batch invoices, cheque requests and personal expense claims; perform on-line data entry of invoice batches and vendor information; process certificate payments and lien search requests. You will also perform monthly accruals and reconciliations.

You are a secondary school graduate in a Business & Commerce discipline, have a basic knowledge of Information Systems and Accounting as well as 40 wpm typing. Ideally, you have gained at least 2 years' business experience and 1 year of data entry experience. Salary range for this position is \$20,711, progressing to \$24,021.

Qualified candidates are asked to submit a resume, quoting competition #Admin 8-89-MW, post-marked no later than May 8, 1989, to:  
Mary Warren,  
Human Resources,  
1151 Bronte Road,  
Oakville, Ontario L6J 6E1



**PART-TIME STATION ATTENDANTS  
\$11.90 to \$14.00 per hour**

GO Transit requires Station Attendants to sell tickets and provide information to passengers. These positions will involve working various days and shifts as required - guaranteed 3 hours daily on a 5 day cycle.

**Location:**

- |                    |                     |
|--------------------|---------------------|
| Lakeshore West     | - File Number 89-51 |
| Lakeshore East     | - File Number 89-52 |
| Milton Line        | - File Number 89-53 |
| Georgetown Line    | - File Number 89-54 |
| Stouffville Line   | - File Number 89-55 |
| Richmond Hill Line | - File Number 89-56 |

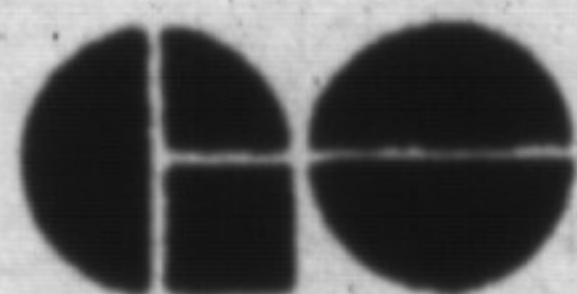
**Qualifications:**

Cash sales experience, good communication skills, and the ability to interpret transit schedules and tariffs. Knowledge of Toronto's geographical surroundings would be a definite asset.

Submit applications or resumes by 15 May 1989 quoting Appropriate File Number to Human Resources at the address below.

Application forms may be obtained from the Human Resources Office.

GO Transit is a smoke free workplace.



GO Transit  
1120 Finch Avenue West  
Toronto (Downsview), Ontario  
M3J 3J8

AN EQUAL EMPLOYMENT OPPORTUNITY

160 Office Help

**CUSTOMER SERVICE  
(Bilingual)**

Caledon Laboratories, a well-known Canadian manufacturer of high purity laboratory chemicals, has an immediate opening for a customer Service Representative who is fluent in French and English.

The successful candidate will be responsible for receiving sales orders and for responding to customer's requests for information and service.

We can offer pleasant working conditions in Georgetown with a competitive salary and comprehensive benefit programme including a pension plan.

Please send your resume in confidence to:  
Ms. L. Cormier at  
Caledon Laboratories Ltd.  
40 Armstrong Avenue,  
Georgetown, Ontario  
L7G 4R9



**Administrative Support**

Full time position available in a small office setting, to provide administrative support in a computerized inventory control and sales reporting system. Experience with a retail software package is a definite asset, yet we are willing to train the right applicant. The applicant must have good communication, organizational and bookkeeping skills, and must be able to work with minimal supervision.

Please send your resume to:

Jody Watson  
49 Eastern Ave.  
Acton, Ont.  
L7J 2E6



043jam17

**SECRETARY**  
with Bookkeeping Experience  
Phone Ray Olsen,  
Architect + Planner  
876-1177

**LOCAL REAL ESTATE OFFICE  
requires  
PART TIME SECRETARY**

A pleasant telephone manner and secretarial experience a must.

Apply in writing to:

Marie Austen  
CENTURY 21  
GOLDEN REAL ESTATE LTD.  
420 Main St. East  
Milton, ON L9T 1P9

166 Careers

**Stationary Engineer,  
4th Class**

Halton Centennial Manor, our home for the aged within the Regional Municipality of Halton, is looking for a "jack of all trades" who'll work various shifts to perform a variety maintenance and repair duties.

Specifically, you'll operate, maintain and repair all boilers and auxiliaries along with heating, cooling and air supply equipment; apply all chemical treatments; monitor and record data on heating equipment, utility usage and consumption; service and repair all machinery related to heating, plumbing, electrical, etc.; perform carpentry and electrical repairs; handle building and grounds maintenance.

Qualifications include a secondary school graduation diploma and preferably, at least 2 years' related experience. You possess a current Ontario licence as a 4th Class Stationary Engineer.

Hourly rate is \$11.32-\$12.20 per hour.

Qualified candidates are asked to forward a detailed resume, post-marked no later than May 10, 1989 to:  
Carm. Cardillo, Halton Centennial Manor, 185 Ontario Street South, Milton, Ontario L9T 2M4

