

**155 Skilled Help**

**BOUWMAN'S TRUCK CENTRE**  
Requires  
**Licensed Mechanic or  
5th Year Apprentice**  
\$11-\$16 per hour depending on experience &  
benefit package. Ask for Steve Jobin.  
**Sandblaster & Body Person**  
Ask for Scott Dickson  
**877-5243**

**CLASS A DRIVERS**  
Wanted for  
**Local or Long Distance**  
Company paid benefits.  
Will consider brokers.  
**TOMBRO TRUCKING**  
Streetsville  
**826-4252**

**MANUFACTURING ENGINEER**  
The individual we are seeking should have at least 6 years of experience in the Engineering field. Have experience in the following environments: Rubber Extrusion, Roll Forming, Rubber Injection Mouldings and Metal Stampings. Should be familiar with all tooling aspects and have a good knowledge of all machinery concerned. Priority will be given to those who have done some work in Research and Development. Excellent benefits.  
**Apply:**  
Human Resources Department  
**STANDARD PRODUCTS (Canada) LIMITED**  
346 Guelph Street  
Georgetown, Ontario  
L7G 4B5  
  
044gam-mss-o-bur22w

**CLASS "A" DRIVERS**  
Required for day/night shifts. Must have 3 years' tractor experience with clean driving record. Openings for both city and highway drivers.  
This is a permanent position with a full range of company paid benefits. Starting rates to \$13.05 per hour.  
**Westburne Distribution Services**  
Contact Ed Maslanka at  
**670-7157**  
044gam22w

**DRAFTSPERSON**  
Required for expanding firm.  
Electrical/Combustion/Mechanical an asset.  
Salary commensurate with experience. Full benefit package.  
**PARK THERMAL LTD.**  
62 Todd Rd., Georgetown  
**877-5254 or 454-8888**  
044gam-1-6622w

**WANTED**  
**CLASS "A" MECHANIC**  
or 3rd year apprentice with shop experience.  
Contact: Ray, Service Manager  
**HALTON HILLS TIRE**  
(Firestone)  
**877-5110 or 877-5119**  
044gamfr


**INTERFAB STEEL**  
**REQUIRES**  
**FITTER WELDER**  
Experienced in custom fabrication. Must be able to read blueprints. Varied interesting work.  
**TRAINEE FITTER WELDER**  
Apply in person at office  
307 Armstrong Ave.,  
Georgetown  
8.30-5.30 p.m.  
044gam21w

**155 Skilled Help**

**Full Time Technician**  
With Digital Experience to Start Immediately.  
**AGNEW ASSOCIATES ENGINEERING**  
854-2231

**Electrician  
Apprentice Electrician  
& Electrical Helper**  
Industrial and commercial experience  
**338-3000**

**160 Office Help**

  
THE CORPORATION OF THE TOWN OF MILTON  
**GENERAL SECRETARY**  
The Clerk's Department for the Town of Milton requires a Secretary to perform a number of clerical, word processing and general administrative functions for the Department.  
This position reports to the Town Clerk and will have as key responsibilities:  
-Preparation of response and clearance letters (where required) for all Land Division and Committee of Adjustment applications  
-preparation of agenda, followup correspondence and minutes to all Transit Committee Meetings and any other meetings, stipulated under the direction of the Clerk  
-respond to all inquiries on transit related matters  
-arranging for and assisting with all Town Crossing Guards, including advertising, interaction with school officials, keeping record of hours worked, ordering of supplies and interacting with Halton Regional Police  
-supervise the annual microfilm program of the Clerk's Department and co-ordinate the records management index for the departments microfilm records  
-primary relief on the operation of the Town Switchboard  
-Deputy Registrar of births, deaths and marriage licences  
-general secretarial and filing duties as assigned by the Clerk or Town Administrator  
**QUALIFICATIONS & KNOWLEDGE REQUIRED:**  
-Minimum of Grade 12 (preferably in Business and Commerce option)  
-excellent telephone manners and personable characteristics  
-good typing ability - experience on dictation equipment an asset  
**1989 Annual Salary Range**  
(\$14,954 - \$17,590) (Under review)  
This position is available as of June 26th, 1989. If interested in this position, please submit your application and resume by no later than **June 9th, 1989** to:  
**Wm. Roberts, Clerk**  
Town of Milton  
Victoria Park Square  
P.O. Box 1005  
Milton, Ontario L9T 4B6

  
**HALTON HOUSING AUTHORITY**  
requires a  
**CLERK TYPIST**  
(\$9.97 - \$11.13 per hour/35 hour week)  
Responsible for providing typing and clerical support to the tenant placement department and typing for the community relations worker. Duties would include responding to general inquiries; processing housing applications; typing of correspondence, leases and form letters and data sheets; keying input and receiving data from a personal computer; maintaining records and files; assisting with counter and telephone reception duties.  
**SKILLS REQUIRED:** Sound computer and typing ability. Good verbal and written communication skills. Ability to work independently. Good knowledge of general office procedures. Working knowledge of OHC eligibility criteria an asset.  
**Resumes to be submitted to:**  
**Halton Housing Authority**  
700 Dorval Drive, Ste. 220  
Oakville, Ontario L6K 3V3  
no later than **June 7th, 1989**.  
Reference File No. 89-03.

**160 Office Help**

**DRAKE PERSONNEL**  
**Permanent Positions**  
**Intermediate Accounting Clerk 19K**  
If you have an aptitude for figures and enjoy matching packing slips and purchase orders, invoicing, preparing month-end payables, checking and balancing daily cash input records, this job is available immediately. Knowledge of accounting with secondary school diploma and the ability to work quickly on your own initiative is a strong prerequisite for this position. 8 a.m.-4:30 p.m. 8 a.m.-1 p.m. Fridays (summer hours). Full company benefits.  
**Receptionist 18K-20K**  
Oakville Research Company requires an Executive Receptionist for their brand new offices located on the North Service Rd. in Oakville. Some of your duties include answering phones, word processing on an IBM PC WordPerfect is a must for this position plus general office duties. If you are a confident, polished, congenial person this position also comes with a full benefit package including dental, medical and vision. Hours are 8:15-4:45 with an hour for lunch.  
**Administrative Assistant 20K-23K**  
A small publishing company in downtown Oakville requires a bright, alert, very flexible Administrative Assistant. If you have the ability to juggle 20 duties at once and enjoy a challenge in a congenial atmosphere, this position may be the one you have been waiting for. 9 a.m.-5 p.m., 1 hour for lunch. 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**

**NORTH HALTON ASSOCIATION FOR THE DEVELOPMENTALLY HANDICAPPED FINANCIAL SUPERVISOR POSTING**  
**Responsibilities:** Prepare payroll, assists in preparing, monitoring and revising budgets, prepares disbursements, banking, records financial transactions, reconciles bank statements, and prepares monthly financial reports.  
**Qualifications:** Proven ability in financial accounting to pre-closing trial balance, including automated payroll, receivables and payables. Proven ability in budget management computerized accounting and spread sheet systems, preferably ACCPAC & LOTUS 1 2 3. Good knowledge of fund accounting, ability to work well independently with no supervision, minimum of post secondary degree in commerce with accounting major and/or level III CMA, 3 years experience with an accounting/senior bookkeeping position.  
Excellent benefits  
All resumes should be sent in confidence to:  
**Executive Director,**  
North Halton Association for the Developmentally Handicapped  
P.O. Box 94  
62 Park Ave.  
Georgetown, Ontario  
L7G 4T1  
416-877-5557  
Please indicate salary requirements. Deadline for applications June 21, 1989.  
044gam22w

**RECEPTIONIST/SECRETARY LAW OFFICE**  
Maternity replacement (June - November). Word processing and law office experience preferred.  
**Send resume to:**  
**Derek J. Presse**  
301-205 Main St. E.  
Milton, L9T 1N7

**OFFICE MANAGER**  
Needed by leading car dealership. Must be self-motivated and have experience in the automotive field, up to/or including a financial statement.  
**Send resume in confidence to:**  
Box No. 2058  
The Independent  
30 Main Street S.  
Georgetown, Ontario  
L7G 3G4  
044gam22w

**160 Office Help**

**BOOKKEEPING** Accounting for large recreational complex and rental business, fulltime. 846-8160, 877-7177.  
**DATA ENTRY CLERK**  
We are seeking a responsible person with 1-2 years data entry experience for a permanent position within our Data Entry Department.  
Please reply in confidence to:  
**ROBERTSON WHITEHOUSE**  
97 Bronte St.,  
Milton, Ontario  
L9T 2N8

  
Tired of working in retail or restaurants? Looking to get into an office environment?  
**Swift Sure Courier Service** requires a dependable individual to work as a  
**CODING CLERK**  
• Mon-Fri, 8 a.m.-4 p.m. • Sorts bills of lading alphabetically and numerically • General filing • Excellent as a first job opportunity or ideal for people wishing to return to the work force.  
We offer competitive salaries, flexible benefits and opportunities for advancement.  
Contact us at 845-9150 ext. 281 or mail a resume to:  
**Sandy Morrison**  
HUMAN RESOURCES DEPARTMENT  
SWIFT SURE COURIER SERVICE  
2401 ROYAL WINDSOR DRIVE  
OAKVILLE, ONTARIO L6J 4Z2  


**BILINGUAL CUSTOMER SERVICE REPRESENTATIVE**  
DRG STATIONERY has an immediate vacancy for a FRENCH/ENGLISH CUSTOMER SERVICE REPRESENTATIVE CLERK preferably with experience. This position requires an energetic self starter with excellent communications skills and a pleasant and outgoing attitude. Duties include answering telephone on the order desk, order processing and entry on a computerized system, expediting orders, and other related tasks.  
Individuals should apply in writing outlining experience to:  
**DRG STATIONERY**  
71 Todd Rd.  
Georgetown, Ont.  
L7G 4T4  
Attention: Personnel  
045gam-mss-22w

**Temporary Bookkeeper**  
Georgetown manufacturing operation requires a temporary bookkeeper. Duties include bank reconciliation, accounts analysis, A/R collection, daily cash entry and other assigned duties. Interested applicants call  
**Mrs. Matthews Smith & O'Flaherty**  
416-873-1661  
045gam22w

**BOOKKEEPER**  
Georgetown manufacturing operation requires Accounting Clerk with 2 to 3 years experience to handle AP/AR, payroll, job cost and full set of books. LOTUS 123 and ACCPAC an asset.  
Please send resume and salary expectations to:  
**MRS. E. GOWAN**  
**P. G. BELL**  
60 Armstrong Avenue  
Georgetown, Ontario  
L7G 4R9