

150 Sales Help



**KELSO
PLYMOUTH
CHRYSLER**

Kelso Plymouth Chrysler is a young and aggressive new dealership located near the Hospital in Milton, Ontario. Kelso Plymouth Chrysler is presently recruiting outgoing, enthusiastic individuals to join our sales force. We are seeking to employ two additional candidates in our new and used car departments to look after the volume of clients.

The successful candidates will be honest, hard working and well organized. Previous sales experience, not necessarily automotive is required.

Complete training program and ongoing management support will be provided, as well as a company demonstrator and benefit plan.

Please call for a confidential interview:

878-2328

Gary Wood, President
Kelso Plymouth Chrysler
500 Bronte Street South
Milton, Ontario

155 Skilled Help

AUTO TUNE-UP

Class "A" Technician required by G.M. Dealer. Responsible for electrical, fuel injection, air conditioning, engine scanning etc. Excellent working conditions - 2 stalls & hoist.

Apply to:



Murray Wilson Pontiac, Buick, Cadillac Ltd.
Milton, Ontario

Attn: Gerry Scagnione - Service Manager
Mil. 878-2355 Tor. 826-3950

**HALTON
STEEL FABRICATORS**

requires
FIRST CLASS FITTER,
WELDER & HELPER IMPROVER.
For long term projects. Top rates of pay and straight day shift offered for suitable applicants.

Call:
876-2200

MECHANICS

Looking for a change?
Rapidly expanding Company needs
MECHANICS to work on
Fork Lift Trucks.
Excellent wage & benefit package.

Contact:
HALTON LIFT TRUCK INC.
50 Hannant Crt.,
Milton, Ont. L9T 5C1
876-1166

**SHEET METAL
MACHINE OPERATORS**

With previous experience on Press Brakes, Punches or Shears

ASSEMBLERS

With general Mechanical skills for various departments

WELDERS

Good starting wage with quarterly progression and excellent Company paid benefits.

Apply in person to:



Baltimore Aircoll
of Canada Inc.
35 Sinclair Avenue
Georgetown

155 Skilled Help

**LICENSED MECHANIC* or
SENIOR APPRENTICE**

For general repair Garage.
ROYCE AUTO SERVICE LTD.
878-9377 or
878-3040

**MEEHANS
INDUSTRIAL MAINTENANCE**

requires
MILLWRIGHT and/or
MILLWRIGHT HELPER
Good working conditions
878-0090

**FLUID POWER TECHNICIAN
OR HEAVY DUTY MECHANIC**



An interesting opportunity for an experienced person to join a small growing company. Our remot control and automatic systems are installed on mobile equipment and the person we seek must be able to assist with the design, construction, and installation of interface systems between our units and the mobile machinery to be controlled. In addition to this work, we sell, install, and service hydraulic truck mounted booms.

Benefit package and opportunity for advancement. Call Bill Goldie at (416) 873-0141

160 Office Help

**CUSTOMER SERVICE
REPRESENTATIVE**

We have an immediate vacancy for a Customer Service Representative located in Georgetown. This position requires an energetic self-starter with excellent communication skills and a pleasant and outgoing attitude. Experience preferred, will include answering the phones on the order desk, order processing and entry on a computerized system, expediting orders and other related tasks. Knowledge of the French language would be an asset. Individuals should apply in writing outlining experienced to:

Box 2069,
The Independent
30 Main Street S.
Georgetown, Ont. L7G 3G4

Accounts Payable

Required immediately for Oakville manufacturing office. This is a full-time position. Must be able to type and possess accounts payable experience. Please send resume and salary requirements to:

Box 3764
c/o Oakville Beaver
467 Speers Rd.
Oakville L6K 3S4

160 Office Help

A/R SENIOR CLERK

If you are an energetic, self starting individual who is looking for a challenge this job is for you!

A position is available in the accounting department of a local Milton Firm which offers advancement within the company. A strong background in credit and collections and accounts receivable is required to effectively operate on a computerized system. Good benefits package available.

Qualified applicants should send resume to:

Office Manager
Box 1701
c/o The Canadian Champion
191 Main Street East
Milton, Ontario
L9T 4N9

Mueller Canada Inc.

ACCOUNTS PAYABLE CLERK

Mueller Canada Inc., a leader in the water & Gas Flow Control Industry has a requirement for an Accounts Payable Clerk.

Primary responsibilities will include sorting of daily mail, matching invoices to receiving, processing of freight bills, custom invoices & expense reports, etc., cheque signing, distribution and filing.

Please send resume to:

Personnel Department
Mueller Canada Inc.
P.O. Box 1001,
Milton, Ontario
L9T 4B6

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.

Apply in person to:

ROBERTSON WHITEHOUSE
97 Bronte Street
Milton, Ontario
L9T 2N8
878-2861

**Mowhawk Raceway
Switchboard
Operator**

Required to train on August 28th to work Wednesday and Thursday from 9 a.m. to 4 p.m. and Friday, Saturday and Sunday from 9 a.m. to 5 p.m.

Call Personnel in Toronto

675-6110, ext. 2448

CBS Joists, a division of Building Systems Inc., has an opportunity for a personable and versatile

**Receptionist/
Data Entry Operator**

Performing switchboard and reception duties, you will also provide data entry support for quotations, orders and shop labour data. In addition, you will process new orders, back up engineering order entry, maintain files and handle related duties.

An accurate typist, preferably with WordPerfect experience, you are well organized and detail-oriented. Knowledge of Lotus and dBASE III would be an asset, but not essential.

We offer a competitive salary and benefits package. Please send your resume to:



Carol Lonesberry
CBS Joists
610 Harrop Drive
Milton, Ontario L9T 3H2.

160 Office Help



THE CORPORATION OF
THE TOWN OF MILTON

SECRETARY POSITION

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 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 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.

The position offers a salary range of \$20,253.00 to \$25,316.00 and an excellent benefits plan as well.

If you are interested in this position, please submit your resume by August 28, 1989 to:

TOWN OF MILTON
P.O. Box 1005
Victoria Park Square
Milton, Ontario
L9T 4B6

ATTENTION: Jim McQueen
Director of Finance & Treasurer

TELLER

required
PARTTIME & FULLTIME
Experience preferred. Please submit resume to:

NATIONAL TRUST
Milton Mail,
55 Ontario St. S.
MILTON, Ont.
L9T 2M3

**SENIOR ACCOUNTS
PAYABLE CLERK**

Required immediately to take charge of computerized A/P system. The ideal candidate will have previous A/P experience and accounting knowledge with the ability to supervise and work within our administrative team. We offer a competitive wage and the opportunity of advancement in a rapidly expanding organization. Please forward your resume to:

Mr. Wayne Hebden
49 Eastern Avenue
Acton, Ontario
L7J2E6



045game32

Office Clerk

As a growing transportation company, we require an entry level Office Clerk to ensure invoices are matched to bills of lading and customer and numerical invoice files are maintained. The company will soon be relocating to the Milton area.

We offer excellent career development opportunity, together with a competitive salary and benefit package. Please forward your resume, stating salary expectations, to:

ETI Energy Transportation Inc.
Human Resources Department
6040 Indian Line
Mississauga, Ontario
L4V 1G5

