155 Skilled Help 155 Skilled Help

Maintenance Mechanic \$15.03 - \$15.39 per hour

An excellent opportunity exists with the Ministry of Community and Social Services, Thistletown Regional Centre, Syl Apps Campus, for an experienced individual to perform skilled maintenance tasks (e.g. plumbing, mechanical, electrical, electrical, carpentry, painting, welding, masonry) in accordance with a preventive schedule, Location: Oakville.

Qualifications: Demonstrated skills, ability and experience in skilled trades normally acquired through an apprenticeship training course; significant experience and certification in a skilled trade; ability to read and follow blueprints and perform various maintenance tasks; good communication skills.

Area of search: Within commuting distance of Oakville.

Please send application/resume, quoting file SAC-3/90, by Feb. 16, 1990 to: Human Resources, Thistletown Regional Centre, Syl Apps Campus, 475 Iroquois Shore Road, Oakville, Ontario, L6H



Ontario **Public Service**

Dedicated to Employment Equity

150 Sales Help

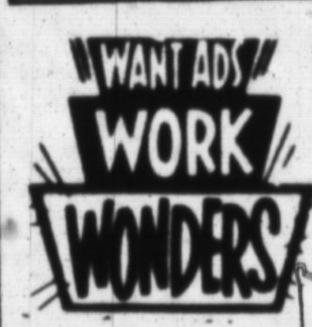
Cellular Sales

Experienced salesper son required im mediately for Brampton cellular showroom. Must be free to start Feb. 1st/90 We are agents both Bell and Cantel Call

Judy Cellumart Inc.

> "The Cellular Specialists'

1-800-668-7004/5



ELECTRICIAN

Must hold a valid Ontario licence. Two years, or more, experience in commercial and industrial construction and maintenance. Troubleshooting an asset. Competitive wages and benefits. Burlington-based company. Call:

346-9227 or 335-4384

TECHNICIAN (Mechanical)

Industry leader in pipeline service requires a mature, self-motivated, wellorganized individual with a strong mechanical background.

*Training provided *Some travel required *Non-smoking environment *Full benefits package 'Some overtime work required

Please forward resume to: Box # 2106 The Independent

30 Main Street South Georgetown, Ont. L7G 3G4

160 Office Help

INVENTORY CONTROL/SERVICE GROUP SECRETARIAL SUPPORT

This Intermediate position will be a challenge to a motivated self-starter.

RESPONSIBILITIES:

Purchasing, Order Entry, Materials Handling/ Inventory Control plus General Secretarial support for our Service Group of Electronic Engineers.

The successful candidate must enjoy working with detail and variety, works well under pressure, is well organized and able to communicate effectively both in the verbal and written form. Experience with WP 5.0, DBase IV and ACCPAC Inventory Control would be regarded as definite assets as would familiarity with Import/Export procedures.

We offer a pleasant, non-smoking working environment and a comprehensive benefit package. Interested candidates are requested to apply in writing, sending complete resumé with salary requirements in confidence to:

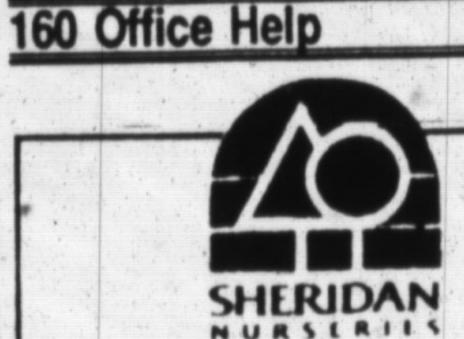
Office Manager BRUKER SPECTROSPIN (CANADA) LTD. 555 Steeles Avenue East Milton, Ontario L9T 1Y6

RECEPTIONIST/ BILLING CLERK

A manufacturing company in Georgetown requires someone with the following qualifications: Excellent phone manner, data entry experience on a PC style computer, mature self-starter. Compensation includes full benefits package.

Please send resumé to:

Box 2101 C/O The Georgetown Independent 30 Main St. S., Georgetown, Ontario L7G.3G4



RECEPTIONIST/TYPIST

LOCATION: Head Office, Sheridan Nurseries Limited, R.R.#4, Georgetown, Ont. L7G 4S7. DUTIES: Position involves answering the switchboard (8 lines/30 extensions), distributing mail, typing 50 60 wpm, and some clencal work required

QUALIFICATIONS: Knowledge of office practicus, excellent typing skills, diplomacy in dualing with callers/visitors, good judgement, ability to use initiative, good command of English, (French language would be an asset.)

HOURS: 8 30 a m. to 5 00 p.m. with variable working hours during spring and fall.

> CONTACT: SHEILA KIRKLAND **Head Office** (416) 873-0522 or (416) 840-0111

Send resume to: R.R.#4 Georgetown, Ontario, L7G 4S7.

JUNIOR CLERK TYPIST

Duties would include Kardex, Data Entry and Typing. Established corporation in West Oakville. Good salary and behefits. Send resume stating expected salary.

BOX 3840 Oakville Beaver 167 Speers Rd. Oakville, Ontario L6K 3S4

SECRETARY

Experienced Secretary required for our Analytical Group. The successful candidate should possess good organizational and interpersonal skills, above average typing and word processing. Experience with WP 5.0 would be regarded as a definite asset as would tamiliarity with chemistry terminology. We offer a pleasant, non-smoking working environment and a comprehensive benefit package. Interested candidates are requested to apply in writing only please, sending complete resume with salary requirements in confidence to:

OFFICE MANAGER Bruker Spectrospin (Canada) Ltd. 555 Steeles Avenue East Milton, Ontario LOT 1Y6

ROYAL BANK OF CANADA **TELLERS REQUIRED**

Daytime, casual basis only.

Apply at Milton Mail branch. 875-0600

160 Office Help

Secretary/Clerk

Required by new non-smoking Mississauga office. Professional individual possessing efficient secretarial skills and can assist with monthly invoicing. Salary commensurate with experience. Please call:

Robin at 826-6800

Between 8:30 a.m.-5 p.m.



THE HALTON ROMAN CATHOLIC SCHOOL BOARD

requires a SENIOR PAYROLL CLERK

This is a term position for the period February 12, 1990 to terminate not later than April 19,

Under the direction of the Assistant Superintendent of Business Services and Assistant treasurer, this position requires the processing of individual payroll(s) and related payroll benefits and deductions. The position requires good communication skills and a sound knowledge of mathematics.

Duties will include the processing of adjustments to the Board's payroll(s); processing and control of benefits; preparing and issuing records of employment forms; ensuring C.I.B.C. payrolls are balanced.

QUALIFICATIONS: Experience in a payroll position, preferably with a school board and an educational background at a post-secondary level would be an asset. The selected candidate will possess a desire to successfully accomplish all tasks; effective interpersonal skills; knowledge of computerized operations. Experience with C.I.B.C. payrolls

will be a definite asset. This is a thirty-five (35) hour per week, level IV position with a weekly rate as defined in the Collective Agreement with CUPE, Local 3166. Qualified candidates are invited to submit resumes not later than Monday, January

Personnel Office THE HALTON ROMAN CATHOLIC SCHOOL BOARD P.O. Box 308 830 Drury Lane Burlington, Ontario L7R 3Y2

D.W. Schrenk Chairman of the Board

C.G. Byrne Director of Education



ACCOUNTS PAYABLE CLERK

LOCATION: Head Office, R.R.#4 Georgetown, Ontario

DUTIES: Your main duties include filing and processing invoices within our computerized environment. You will perform other related duties as assigned.

QUALIFICATIONS: You have a minimum Grade 12 education and prior experience in a computerized Accounts Payable department (or equivalent). Reliable transportation is essential and an accounting education would be

> CONTACT: PAMELA MACLEAN **Head Office** (416) 840-0111 or (416) 873-0522 ext.#36

045gaw2

MILTON CHRYSLER DODGE/JEEP EAGLE

RECEPTIONIST/SECRETARY Wages negotiable. 878-8877

160 Office Help

N.H.A.D.H. requires an

Administration Assistant/ Receptionist

For their administration office in Georgetown. This is a fulltime position with excellent conditions and benefits. Qualifications: Grade 12. graduate with several years experience, computer background, excellent typing and telephone skills.

Please apply in writing to: Mrs. Etta Mills North Halton Association for The Developmentally Handicapped 62 Park Ave. Georgetown, Ont.L7G 4Z1

165 Hosp., Medical, Dental etc.

Georgetown and District Memorial Hospital has the following openings:

PART TIME NURSE MANAGER. **Operating Room** (5 mornings per week)

The successful applicant will have current registration in Ontario, B.C.L.S. Certificate, and recent operating room experience. Unit Manager, Administration Certificate preferred, along with excellent communication and leadership skills

PART TIME REGISTERED NURSES, **Operating Room**

The successful applicants will have current registration in Ontario, B.C.L.S. Certificate and recent operating room experience

Please apply in writing to: Personnel Dept. Georgetown and District Memorial Hospital 1 Princess Anne Drive Georgetown, Ont. L7G 2B8 No later than February 10, 1990

Request for Proposals Client Assessments

Halton Placement Co-ordination Service Inc. is a community agency which facilitates access to long term care accommodations and services and is 100% funded by the Ministry

Halton PCS invites proposals for completion of client functional and social assessments Qualifications

· Health Care Professional (individual or agency):

· demonstrated assessing and interviewing skills =

· ability to service Halton region

Proposal should include

· fee per assessment

· implementation guidelines. · response time;

· quality assurance guidelines: · references

Proposals should be submitted by FEBRUARY 26. **Executive Director**

Halton Placement Co-ordination Service Inc. 6-481 North Service Rd., West Dakville Ont L6M 2V6



LEARN THE FACTS PLAIN AND SIMPLE WHAT MAKES ROYAL CITY REALTY THE "SUCCESS" STORY OF THE 80'S (90'S)

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If you are considering a career in an exciting and challenging industry, or are a licensed Real Estate Sales Representative who hasn't had the opportunity to achieve your true potential, plan to attend our CAREER NIGHT

The Herigate Inn Tuesday, February 6, 1990, 7:30 p.m. No Cost! No Obligation!

Contact Dale Wagner or Bonnie Walsh for a reservation at Royal City Realty Limited 876-1156.

EXPERIENCED ACCOUNTANT required for C.A. Firm

Send resumes to: Box 1724

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