

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, 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 1M3.



Ontario Public Service
Dedicated to Employment Equity

150 Sales Help

Cellular Sales

Experienced salesperson required immediately for our Brampton cellular showroom. Must be free to start Feb. 1st/90. We are agents for both Bell and Cantele Call.

Judy
Cellumart Inc.
"The Cellular Specialists"
1-800-668-7004/5



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, 1991.

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 29, 1990 to:

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

160 Office Help



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 clerical work required.

QUALIFICATIONS: Knowledge of office practices, excellent typing skills, diplomacy in dealing 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.

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, well-organized 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 resume 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 resume to:

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

JUNIOR CLERK TYPIST

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

BOX 3840
Oakville Beaver #67 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 familiarity 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
L9T 1Y6

ROYAL BANK OF CANADA TELLERS REQUIRED

Daytime, casual basis only.

Apply at Milton Mall branch.
875-0600

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

045garr5

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

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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 of Health.

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, 1990 to:

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

166 Careers



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

ESTABLISHED AGGRESSIVE INNOVATIVE

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

at
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



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 an asset.

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

045garr2

MILTON CHRYSLER DODGE/JEEP EAGLE

requires

RECEPTIONIST/SECRETARY

Wages negotiable.

Call

878-8877