

166 Careers

WE'RE LOOKING FOR SOMEONE WHO CAN MAKE A DIFFERENCE!

ARE YOU:

- Innovative?
- Entrepreneurial?
- Creative?
- Self-motivated?

That's the kind of person we want to lead an exciting new initiative - the Halton Industry Education Council. The EXECUTIVE DIRECTOR will effectively help the Council to link together business, labour and education. The Executive Director will facilitate the development of the Council, coordinate the ongoing membership campaign, fundraise and administer, under the Board of Directors, the programs of the Council.

The successful candidate for this senior management position will be familiar with the community of Halton, have excellent interpersonal and communication skills and a proven track record as a team builder.

If this sounds like you, submit your resume, and a covering letter outlining salary expectations in a sealed envelope identified as "Executive Director Search" by March 7th.

Peter Abbott, B.Comm.
Chair, Search Committee
C.O. Burlington Chamber of Commerce
3383 Harvester Road
Burlington, Ontario
L7N 3N2

For application information telephone:
(416) 639-0174



THE CORPORATION OF THE TOWN OF MILTON

DEPUTY DIRECTOR OF PLANNING

Milton has an opening for a Deputy Director of Planning. Position is to open immediately and is a permanent office.

The successful applicant will report to the Director of Planning and to Milton Town Council on all major planning and zoning matters and will be involved in all policy decisions within the department of both planning and zoning nature. The Deputy Director of Planning will also co-ordinate and delegate department responsibilities in the absence of the Director of Planning. In addition, the successful applicant will prepare reports on subdivision proposals and zoning amendments, collect or direct the collection of factual information on land use patterns, physical and economic resources, population, and provide assistance, including in-depth policy information, to persons inquiring on planning matters. The Deputy Director of Planning must also be able to compose and deliver written or oral reports involving long range policy interpretations to other municipal officials, bodies and/or meetings of Milton Council.

Preference will be given to candidates with a university degree in planning or equivalent, preferably with a minimum of five years professional working experience. Membership or eligibility for membership in the Canadian Institute of Planners is desirable. The ability to communicate effectively and demonstrate well developed human relations skills are essential.

The salary range is \$41,400 - \$51,750 with a comprehensive benefits package. Candidates should forward a complete resume of experience, educational background and references to the undersigned no later than:

April 13, 1990

R. J. L. Zsadyani, M.C.I.P.
Director of Planning
Town of Milton
Victoria Park Square
P.O. Box 1005
Milton, Ontario
L9T 4B6

160 Office Help

RECEPTIONIST/TYPIST

We are looking for a self-motivated, outgoing individual who will give our customers a welcome and helpful impression when they call. This position also requires excellent typing skills including use of Memorywriter®. Data entry experience a must.

Please be sure to outline any other skills you may possess which could assist in the growth of this Georgetown area electronics firm. Please telephone (416) 873-0141 and ask for Henry Kroezen.

Blackbox Controls Ltd.
99 River Drive
Georgetown, Ontario
L7G 2J3

045gam6w

166 Careers

FINANCIAL ANALYST

Tee-Comm Electronics, Inc., a leader in wholesale distribution of satellite reception (TVRO) equipment and consumer products, is seeking a Financial Analyst for their head office accounting department located in Milton, Ontario.

- This challenging position is responsible for:
- Monthly financial statement and analysis.
 - Annual budget preparation.
 - Supervision of
 - Accounts Payable
 - General Accounting
 - Duty Drawbacks/FST Refunds

Candidates must be college/university business graduates, presently enrolled in a recognized accounting program. Two to three years of experience in a computerized financial reporting environment is required. Preference will be given to those with micro-computer (Lotus 123) knowledge.

To pursue this career opportunity, please forward your resume, in confidence, stating salary expectations to:

Personnel Administrator
Tee-Comm Electronics, Inc.
775 Main Street East
Milton, Ontario
L9T 3Z3

SMITH & STONE has been manufacturing electrical wiring devices and porcelain products in GEORGETOWN since 1919.

Currently we require an:

ADMINISTRATIVE ASSISTANT

Reporting to the President, you will provide secretarial support and administrative assistance to the Senior Management Group.

In addition to dicta-typing, using Word Perfect and Lotus 1-2-3, you will possess excellent written/oral communication skills. Previous executive secretarial experience is required. Background in a Sales/Marketing Department would be an asset.

We offer an excellent salary and benefit package.

Interested qualified applicants are to respond in confidence indicating current or expected salary level to:

SMITH & STONE
Smith & Stone
Manager,
Human Resources
2 Glen Road
Georgetown, Ontario
L7G 2P4

160 Office Help

SECRETARY

Secretary required for Property Management Company in Milton. The successful applicant will possess maturity, an excellent telephone manner and skill in dealing with the public, will be organized and self-starting. Experience with a Word Processor an asset, and good typing and Dicta-phone skills essential. No bookkeeping required. Flexible part-time hours leading to a full time position within six months. Please send resume to:

Milton Property Management Ltd.,
143 Main Street East,
Milton, L9T 1N7

170 Daycare

BABYSITTING available in my home for week of the March Break... preferably boys, ages 10 and up. Childs Drive area. Call 878-3342.

EXPERIENCED loving daycare available for 1 or 2 pre-schoolers or toddlers. References available. Dorset park. 878-6910.

HOME DAYCARE available. 2 caring and experienced parents, one with E.C.E. Homemade snacks and lunches. Near J.M. Denyes. Phone 875-3037.

HOME DAYCARE provided by an experienced mother. Your child will receive learning and activity centred care, with hot meals and snacks in a happy atmosphere. Call Susan at 876-1784.

DAYCARE AVAILABLE. Experienced daycare provider and mother has an opening for 1 or 2 children. References. Reasonable rates. Call Pat anytime. 878-5619.

I will provide an enjoyable, stimulating environment for your child. Plenty of toys, books and a fenced yard. Nutritious lunches and snacks. Breakfast if needed. Infants welcome. If you would like more information please call 878-4608.

QUALITY DAYCARE available in my home. Creative activities. Large fenced yard. Hot meals. Full or part time. Hornby 875-2814.

RAINBOW VILLAGE DAYCARE

5 spaces available in our centre for children 2-5 years. Qualified staff, enriched programme. Open 7 a.m. to 6 p.m. Monday - Friday. Morning programmes available.

878-7552

WANTED - Person to look after 3 children after school. 3:45 p.m. - 5 p.m. E.W. Foster area. Phone 878-7782.

180 Teaching

FRIENDLY DAYCARE in Milton area requires ECE or equivalent. Call Tracy 875-1955.

MILTON HEIGHTS MONTESSORI SCHOOL requires ECE teacher for mornings. Please call 878-1397.

185 Employment Wanted

LOOKING for a Small Business who needs someone to answer phone and do general filing, etc. Try me I am dependable and available now. Full or part time. Call Diane 853-2688.

205 Career Training

UPGRADE YOUR SKILLS!

- Micro Computer training available
- MS-DOS
 - WORDPERFECT
 - LOTUS 1-2-3
 - DBASE IV
 - BEDFORD ACCOUNTING

Beginners Welcome
Reasonable Rates

REGISTER NOW

SANDY'S COMPUTER SERVICES
(416) 335-1169

210 Personal

ABUSED and afraid? For help call 878-8555, or 1-800-387-4027, a 24-hour crisis line for abused women. Halton Women's Place is an emergency shelter available for abused women and their children in Halton Region. All calls are confidential.

PREGNANT & need a friend? Free pregnancy test and confidential service, call Birthright 875-1245.

230 Vehicles for Sale

1986 CAMARO IROC. Clean, less than 40 km on new rear brakes. Asking \$8,000. Call 878-8253 after 5 p.m. weekdays, anytime on weekends.

1986 MAZDA 323 LX. 5 speed, 81,000 km, excellent condition. \$5,900. 876-4521.

1985 FORD TON PICK UP F150, XL, EXPLORER Automatic, p.s., p.b., am/fm. 2 tone paint, like new, certified. 853-2696 or (416) 720-7692.

1985 HONDA Hatchback, 5 speed, excellent condition, 97,000 kms. certified. Asking \$5,500. 876-4107.

1983 HONDA ACCORD LX. 4 door, automatic, dark grey exterior, air, am/fm cassette. Certified. Excellent condition. 100,000 miles. \$4,000. 854-0218.

1982 FORD VAN. 8 cylinder, automatic, ps, pb, am/fm, excellent condition, \$3,950 certified. 853-2696 or (416) 720-7692.

1982 FORD ESCORT GL, excellent condition, certified, best offer. 876-2568.

1980 TOYOTA COROLLA, 2 dr., 4 sp., 126,000 km, rust checked, block heater, exc. condition. \$2,500 certified. 878-8329 evenings.

230 Vehicles for Sale

1977 FORD MUSTANG HATCHBACK. V6, runs, as is, best offer. Must sell. 878-4359.

1977 LINCOLN MARK IV. Fully loaded, certified, \$3,500. Call 876-2217 or 854-9875 evenings & weekends.

FULLTIME DAYCARE available in my home, for children age 1 year and over. Dorset Park Area. 878-1475.

235 Recreation Vehicles

RENT A 1989 32 ft. fully equipped luxury Motor Home, sleeps six; fridge, stove, microwave, shower, etc. Ideal for year round family vacationing. Competitive rates. Call evenings 878-6134.

250 Business Opportunities

BUSINESS OPPORTUNITY stuff envelopes at home. Earn \$600 weekly. Free supplies. Rush self addressed stamped envelope. H & H Enterprises Dept. EE-21, 171 Rink St. A, Suite No. 263, Peterborough, Ont. K9J 2J6.



FRANCHISE OPPORTUNITIES OAKVILLE/MILTON

Be your own boss and reap the rewards of your own efforts by becoming a Harvey's franchise owner. With over 240 outlets nationwide, you too can become a member of this well known and respected restaurant chain owned by one of Canada's leading food services company.

A cash investment of between \$150,000 and \$200,000 plus the balance in secured bank financing is what's required, to become a part of the Harvey's success story.

For more information call (416) 572-9000

TAXI FOR SALE 878-6905.

260 Income Tax

ACCOUNTANT to prepare income taxes in the comfort of your own home. Call Jim at 853-2587.

INCOME TAX returns prepared from \$15. Discounts for seniors. Phone 876-4279. Steve Wellwood.

INCOME TAX PREPARATION. \$15 per return. Ron Newell. 878-8251 or 853-3423 (no toll).

INCOME TAX RETURNS prepared by professional Tax Accountant. Prompt, accurate and courteous service. Computer generated return. All forms supplied. Professional advice included. Will come to you at your convenience. Haven't filed for several years? You may have a refund coming. Check it out! Attention Executors, specializing in final returns for deceased taxpayers. For your assurance of lowest legal tax liability contact GCC Tax Services at 876-2877 after 5 p.m. weekdays or anytime weekends.

275 Storage

NUMBER 1 building 1,800 sq. ft. with high ceiling, huge door, \$375/month. Number 2 building 125'x36' with twenty-one 12'x12' compartments, \$750. Number 3 building metal clad, about 1,300 sq. ft. \$175/month. 878-9385.

280 Wanted to Rent

FAMILY of 5 looking to rent home with large fenced yard, roomy 4 bedroom house. Excellent references. Call Marianne Kenny at 1-416-963-8472 or leave message at 1-416-591-7993.

RELOCATED executive requires 3 bedroom home with double car garage for April 1 or sooner. Please call Barb Lalleche at Royal LePage. 878-8101.

285 For Rent

2 BEDROOM HOUSE in Brookville. \$750 a month. Light Duty Superintendent inclusive. Available immediately. 1-787-1125 or 1-781-3722.

3 BEDROOM house for rent. Newly decorated, large garage, good for workshop. \$1,175. Available April 1. 878-1792.

3 BEDROOM Cosy Bungalow, downtown Milton, \$895 a month. Available immediately. Call 1-274-5333.

3 BEDROOM TOWNHOUSE with garage, end unit, 5 appliances \$1,050 plus utilities. April 1st occupancy. Call 878-6786.

3 BEDROOM farm house in Milton. Available immediately. Utilities included. \$800 per month. 689-4942.

4 BEDROOM house for rent, quiet neighbourhood in Georgetown. 876-2205 days, 873-2490 evenings.

A lovely air conditioned semi-detached home on Moorelands Crescent. Beautifully decorated and clean. Three bedrooms, finished family room, fireplace in living room, separate dining room, patio doors from kitchen to large fenced yard. Garage includes dishwasher, stove, fridge, water softener, all window coverings. \$1,300 per month plus utilities. Call 878-2467 evenings and weekends.