

160 Office Help

**Ontario Jockey Club
PUBLICITY SECRETARY**
Excellent typing skills, pleasant telephone manner, word processing experience required with basic accounting knowledge and supervisory experience an asset. Work harness racing nights (evenings, weekends and holidays) at Greenwood or Mohawk Raceways.
Send resumé stating salary expectations to:
**Mr. T.B. Brett, Personnel Manager,
The Ontario Jockey Club,
Box 156 Rexdale, ON, M9W 5L2.**

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 resumé to:
**Milton Property Management Ltd.,
143 Main Street East,
Milton, L9T 1N7**

165 Hosp., Medical, Dental etc.

ENJOY helping seniors? Use your life experience. Flexible person who enjoys variety. Homecare. Selectacare. 842-5584.

**GEORGETOWN AND DISTRICT
MEMORIAL HOSPITAL
requires**

**PART TIME REGISTERED
NURSING ASSISTANTS**
(with Medication Certificate)
to work in our modern Retirement Home. Experience in working with the elderly would be an asset. We offer excellent working conditions and a friendly work environment. Please forward resume or application to:
**Personnel Department
Georgetown & District Memorial Hospital
1 Princess Anne Drive
Georgetown, Ontario L7G 2B8**

166 Careers

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

CHILD CARE WORKERS

TWO COMMUNITY WORKERS to service Halton youths aged 13-24. Group, case management and advocacy skills required.
TWO COMMUNITY WORKERS to develop housing services for Halton youths aged 16-24. Case management and program development skills essential.
ONE LIVE-IN HOUSE MENTOR (3 or 4 days/week) to supervise up to 6 youths aged 16-21 in Burlington boarding house. Case management and residential experience required.

CASUAL RELIEF WORKERS required for Milton and Burlington group homes. Residential experience essential.

Closing date: March 12, 1990. Please send resume to:

**HALTON ADOLESCENT
SUPPORT SERVICES**
497 Elizabeth St.
Burlington, Ont. L7R 2M4

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 resumé, in confidence, stating salary expectations to:
**Personnel Administrator
Tee-Comm Electronics, Inc.
775 Main Street East
Milton, Ontario
L9T 3Z3**

**RESTAURANT
MANAGEMENT
OPPORTUNITIES**

Available at **LITTLE CAESAR'S**.
Call Russ Sampson at
568-4960

170 Daycare

DAYCARE available by mother of one. Reliable, non-smoker. References available. Vanier/Bell Street. Fenced yard. Kathy 878-8710.

DAYCARE is needed in my home for 2 school aged children and 1 infant. Ideally suited for mature individual, would like references. Call after six p.m. 875-1289.

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

EXPERIENCED Daycare Provider will give loving care to your child, lots of crafts and outdoor play in fenced yard. Hot nutritious lunches & snacks. Infants welcome. References available. Reasonable rates. Ask for Pat, 878-5619.

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

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.

**The Halton Board
of Education**

Invites proposals from applicants who are incorporated as a non-profit organization, or willing to initiate the process to operate a child care facility located in one of the following schools:
Opening September 1990
River Oaks Public School (preschool-kindergarten)
Oakville
Pilgrim Wood Public School (preschool-kindergarten)
Oakville

Please submit applications no later than **3:00 p.m., April 6, 1990.**

Applicants can obtain application and criteria packages by contacting:
**Mr. K. Rerup, Purchasing Agent
The Halton Board of Education
2050 Guelph Line
Burlington, Ontario L7R 3Z2
Telephone: 335-3663, 878-8451 or
827-8403**

Pat Hillhouse
Chair

Bob Williams
Director

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.

170 Daycare

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

RAINBOW VILLAGE DAYCARE

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

180 Teaching

Resource Teacher

It's a very rewarding role, working with pre-school children in our Burlington and Oakville Child Care Centres. Interacting in our close-knit environment with small groups of youngsters, you'll complete an initial screening of children with potential developmental delays and determine their eligibility for the Integration Program. Further, you'll compile an assessment, then develop and implement an individual program plan for each child. Preparing recommendation reports is also part of your function.

You have a diploma in Early Childhood Education from a recognized college (or equivalent) plus a post-secondary program dealing with the needs of children with developmental delays. Your experience includes 1 year in a child care setting, ideally working with children with developmental delays. A valid driver's licence is also required. Certification by the A.E.C.E.O. is a prerequisite to advancement in salary range.

Salary range for this position is \$30,666 progressing to \$36,865. Qualified candidates are asked to submit a resume, quoting competition #SS 29-MW, post-marked no later than March 9, 1990, to:
**Mary Warren,
Human Resources,
1151 Bronte Road, Oakville,
Ontario L6J 6E1**

175 Domestic

EXPERIENCED Cleaning Lady available Monday to Friday. References. Very reliable. 876-2056.

195 Instruction

WEIGHT TRAINING. Beginners to advanced. For more information call Jamie Madden at 875-2857 or mornings 8-11 875-4257.

220 Transportation

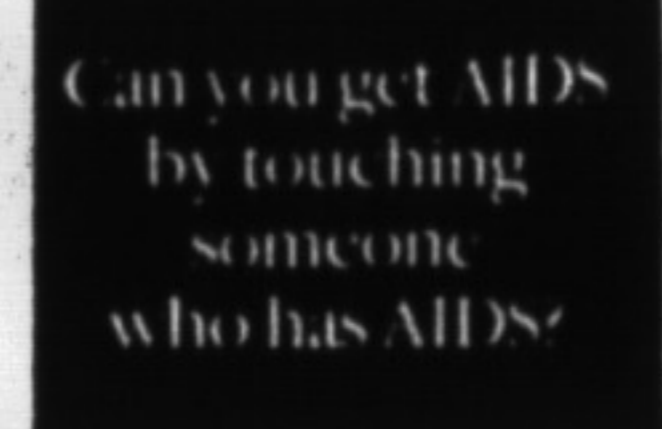
NEEDED ride Monday to Friday to and from Brampton. Shared expenses. Call Al at 875-3175.

180 Teaching

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.



**'NO! Get the facts.
Let's Talk. Call the
Ontario Ministry of
Health AIDS Hotline
392-AIDS**

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 certified. 876-4521.

1985 CADILLAC Eldorado, one owner, fully loaded, good condition, certified. Asking \$12,500 (negotiable). Call 4 p.m. to 9 p.m. 878-8229.

1985 FORD X 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.

1984 DODGE 600 Burgundy, power brakes, power steering, air, cruise, 6,800 km. \$4,600. Call 876-2056.

1983 MAZDA DIESEL TRUCK, excellent condition, 100,000 kms., certified. \$3,700. Call 878-4723.

1982 FORD VAN. 8 cylinder, automatic, p.s., p.b., am/fm, excellent condition, certified. 853-2696 or (416) 720-7692.

**Make it
RICHARDSON
CHEV - OLDS
For Your
Next Car Or
Truck Purchase**

265 Tenders

**TENDER WO-10-390
For The Supply of Hot Mix
And/Or Cold Mix Asphalt**

Sealed tenders clearly marked as to contents will be received by the Office of the Manager of Purchasing, until 2 p.m. Local Time, **Tuesday, March 13th, 1990** for the Supply of Hot Mix and/or Cold Mix Asphalt

Tender documents may be obtained from the Finance/Purchasing Section, Regional Municipality of Halton, P.O. Box 7000, 1151 Bronte Road, Oakville, Ontario, L6J 6E1

Tender will be opened at 2:15 p.m. Local Time, Tuesday, March 13, 1990 in the Regional Headquarters, Committee Room #2, 1151 Bronte Road, Oakville, Ontario. Those submitting tenders are invited to attend

The lowest or any tender is not necessarily accepted.

R.J. Moore, P.Eng. M.M. Knight, C.P.P.
Commissioner Manager of Purchasing
of Public Works



230 Vehicles for Sale

1979 CHEV SPORTS VAN. New tires, new springs, new trans. \$800.00. 878-4724 after 6 p.m.

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.

USED CARS AND TRUCKS. Call Gary Neilson, 878-8379 dealer.

235 Recreation Vehicles

FOR SALE - FORD 1100 Lawntractor; complete with 4 ft. mower 930 and snowblower. Excellent shape, 350 hours. Asking \$8,000. Call 416-854-0322 or 416-847-0555.

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.