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facilitiesadmin

for a busy orthodontic office in Oakville. Looking for someone who is a quick learner, hard working. and self motivated with the ability to work in a fast paced environment. To apply email resume to: megan@4braces.ca

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Careers

Careers

Careers

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General Help

General Help

General Help

CENTRAL WEST SPECIALIZED DEVELOPMENTAL

Specialized Developmental (CWSDS) is a leader in providing residential, community participation supports and specialized services that provide care, assessment and treatment for individuals who disabilities. developmental dua diagnosis, and/or challenging behaviours. Our specialized services are delivered throughout the regional municipalities of Peel, Halton and Waterloo, and the counties of Dufferin and Wellington.

To support our continued growth we require the following:

Residential Area Managers Residential Manager

Reporting to the Director of Services, Area Managers will be responsible to oversee a cluster of homes. The Area Managers will be strategic thinkers, have developed solid relationships in the sector and possess strong leadership, analytical and problem solving skills necessary to effectively manage change initiatives. Candidates will hold a post graduate degree in social sciences or equivalent possess a valid G drivers' license and have minimum of 5 years progressive managerial experience in a unionized environment.

Reporting to an Area Manager, the Residential Manager will be responsible for the day to day operation of a group home. The successful candidate will have good problem solving and conflict resolution skills. She/he will hold a DSW diploma and/or possess a university degree in a related field, possess a valid G drivers' license and a minimum of 2 years supervisory experience in a unionized environment.

We offer competitive salaries and a comprehensive benefits package including one of the top pensions in Canada.

If you are interested in joining a fast growing organization with advancement opportunities, please contact Tajinder for more detailed information or forward your resume no later than January 24, 2014 to:

Tajinder Hundal Central West Specialized Developmental Services

53 Bond Street Oakville, ON L6K 1L8 Fax (905) 844-1167 Email thundal@cwsds.ca



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SIGNAGE INSTALLER

sign and graphics experts. The position would be part time (approx. 20 hrs per week) and would involve going to our clients sites to complete any installations including interior and exterior sign boards/dimensional signage as well as installing vinyl graphics on windows, walls and vehicles.

The ideal candidate will have:

 Experience in the Sign Industry or Construction Licensed to operate a scissor lift Ability to carry heavy materials and work from

a ladder/bucket truck Sign Manufacturing Experience a plus

Please email your resume to diane.henderson@fastsigns.com To learn more about Fastsigns, please visit our website www.tastsigns.com/656



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Friendly staff

Canadian Tire Milton is looking for a PARTS MANAGER

million dollar plus service Assisting a department & operating a busy parts department, you will be responsible for retail standards. staffing & scheduling, inventory movement, customer service & seasonal changes.

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Milton is one of the fastest growing communities in Canada perfectly situated to deliver small town ambience & big city amenities.

Please contact Associate Dealer, Jamie Grant at: jgrant140@gmail.com

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Tow Truck Driver

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Drivers

• metrolandmedia

Metroland Media Group Ltd. has an immediate opening for a:

CIRCULATION CLERK

In this part-time position, the successful candidate will be responsible for the day to day activities relating to customer service. handling all inbound and outbound customer service calls, managing our customer data, preparing invoices, and any other duties relating to customer service needs.

The qualified candidate will posses superior customer service skills, strong verbal and written communication skills, solid time management and organizational skills, and will be proficient in Microsoft Office. You will be detail oriented and be capable of working within a fast-paced, deadline focused environment. This position is located within our distribution office at 5300 Harvester Road, Burlington, ON.

The successful candidate must be able to work the afternoon to evening shift. Student applicants are welcome.

If you would like to work for a leader in the media industry, this opportunity may be the right one for you.

If interested, please forward your resume by January 17, 2014 to:

yourcareer@metroland.com

We appreciate the interest of all applicants however only those selected for an interview will be contacted. No phone calls or agencies please.

Drivers

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Drivers

the spec.com

The Circulation department at The Hamilton Spectator, a division of Metroland Media Group Ltd., currently has an opening for Temporary Part time Customer Service Representatives. This position will consist of approximately 15-25 hours per week.

The schedule will be comprised of various 5 hour shifts from Monday to Friday (6:00am to 7:00pm) and Saturdays (8:00am to 12:30pm, and may change subject to department needs.

Position Responsibilities:

Your primary duties will include answering inbound calls, placing outbound calls, handling customer requests and concerns, and data entry.

To be successful you must:

- Possess excellent customer service experience and enjoy
- working in a customer service environment. Demonstrate superior telephone skills, verbal communication and diplomacy with (external and internal) customers.
- Show exceptional computer and keyboarding skills with a focus on accuracy and attention to detail.
- Be proficient in MS Word, Excel and Outlook.
- Have a positive attitude, be self motivated
- Be results driven
- Work independently as well work as a team player with a keen interest in attaining department goals/objectives.
- Bi-lingual in French an asset

As part of the Customer Service Representative role, you will be required to handle credit card information. Metroland Media is a PCI compliant company and requires people in this role to take PCI training to handle cards in a safe and compliant manner.

All interested candidates should forward their resume no later than January 25th, 2014 to:

> The Hamilton Spectator 44 Frid Street Hamilton, Ontario L8N 3G3 Fax: (905) 526-9211 Email: specjobs@thespec.com

We thank you for your interest however only those candidates receiving an interview will be contacted



MONEY **EXERCISE** INDEPENDENCE

Newspaper and flyer deliveries are no longer just kid's stuff! Excellent daytime opportunity in Oakville, Milton area for

conscientious adults.

Thursdays Only. You pick your hours and must have your own vehicle...

Interested adults may contact Mariana or Bob @ 905-637-8795



LABOURERS must have positive attitude & strong work ethic. Must have drivers

licence & own transport tation. Seasonal Shoveling with Spring/Summer opportunities available. Please call Mark 905-601-1316

PT GENERAL

Dog Walker for The Suburban Dog-

needed for group dog walks (up to 6) South Mississauga. Must enjoy being active, outdoors in all weather. Work between 10-4 Mon-Fri. Car required. Must be bondable. Send cover letter and resume to: info@suburbandog.ca

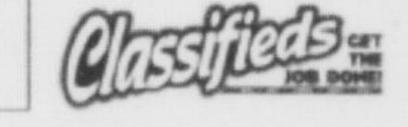
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Full time and Part time

CLEANER needed. Car a must.

Experience required. Call 905-877-4595



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E:mail: aclarke@haywardnet.com Apply in person: 8:30am-4pm, 2880 Plymouth Drive, Oak. (Winston Churchill/QEW)

Fax: 905-829-8067

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Toronto Sun & National Post newspapers and magazines to homes in Milton between hours of 3am to 6am. Daily and weekend routes available. Must be reliable & have dependable car. We pay excellent rates. Call

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