

**General Help**

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**Office/ Administration**

**Computer/IT**

**Computer/IT**

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**Sales Opportunities**



**CLIENT SERVICES COORDINATOR CONTRACT - 14mos.**

Oakville Senior Citizens Residence is looking for a Client Services Coordinator to perform case management functions for clients to ensure their health needs are met. Post-secondary education in gerontology, social services, nursing or related discipline. Working knowledge of the long-term care system including facility and community resources an asset; 1-2 years supervisory experience or equivalent preferred. Copy of current police check required to be presented at interview. Apply by May 1st, 2014.

Please send resumé and cover letter via email to: [oscr@oakvilleseniors.com](mailto:oscr@oakvilleseniors.com)  
Attention: Sebastian I. Arasz



**ACTIVATION ASSISTANT Contract - One Year**

Oakville Senior Citizens Residence is looking for an Activation Assistant who will report to the Activation/Volunteer Manager to assist in the planning, organization and implementation of meaningful programs for clients. The successful candidate will have excellent communication skills and the ability to work with clients with diverse needs. 1-2 years gerontology, activation or related discipline, including experience using Word. Current police check required.

Apply by April 11, 2014 to: [oscr@oakvilleseniors.com](mailto:oscr@oakvilleseniors.com)  
Attention: Susan Bird, Activation/Volunteer Manager



Metroland Media Group is a dynamic media company delivering vital business and community information to millions of readers across Ontario.

We are currently seeking candidates to join our Burlington Distribution Centre in the role of:

**Junior Operator Part-time**

In this role, the successful candidate will run assigned machinery and all flyer insertion jobs required, maintain the mechanical needs of the machinery including maintenance and repair of compressor equipment, and prepare production plans for efficient production of required jobs, all with support from the senior and intermediate operators.

The qualified candidate will possess knowledge of machinery including mechanics and software. You will be detail oriented and capable of working within a fast-paced environment, possess excellent communication skills, and the ability to work as part of a team.

This role will require you to lift 35 lbs continuously, stand for extended periods of time, and bend frequently.

The successful candidate must be able to work Fridays and Saturdays from 8:00am to 8:00pm.

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 to:

[rashford@burlingtonpost.com](mailto:rashford@burlingtonpost.com)

We appreciate the interest of all applicants however only those selected for an interview will be contacted.

No phone calls or agencies please.



Metroland Media Group Ltd. is currently seeking a

**FLYER SALES REPRESENTATIVE**

For its Harvester Road Distribution Centre Located in Burlington ON,

As a key member of the Halton Distribution Sales team, you will source new, and support existing, insert clients for our community newspapers. The successful candidate will be responsible for acquiring new accounts in the local community and managing existing corporate accounts. Candidates must have a previous history of surpassing sales targets and be able to work effectively under deadlines.

The qualified candidate must possess demonstrable relationship building skills with clients and co-workers, previous customer service experience, and strong written and verbal communication skills. Previous sales experience is an asset. Proficiency in Microsoft Office Suite is required. Access to a reliable vehicle is a must.

If working for a highly energized, competitive team is your ideal environment, please email your resume to

[yourcareer@metroland.com](mailto:yourcareer@metroland.com) by April 4th, 2014.

Please include the job title in the subject line. Thank you for your interest. Only those candidates selected for an interview will be contacted.

**Milton Nissan hiring for Assistant Service Manager & Service Advisor position**

Great working environment. Require independent, responsible, hard worker. forward your resume to: [resume@miltonnissan.ca](mailto:resume@miltonnissan.ca) or fax to: 905-875-3216



**Looking for a part time job?**

Welcome Wagon is hiring enthusiastic, outgoing persons. Must have car and internet/ computer skills. Sales an asset. Apply at: [welcomewagon.ca](http://welcomewagon.ca)

**LIFEGUARDS NEEDED**

for apartment and condominium pools at outdoor pools in Burlington, Oakville, Milton, Brampton and Toronto. PPL offers top wages and staff socials. Valid NLS & CPR "C" required. To apply please email your resume to: [tbovn@pplgroup.com](mailto:tbovn@pplgroup.com)

**WAREHOUSE/ YARD LEAD HAND**

for building supply co. in Oakville. F/T \$16.50/hr plus benefits. Send resume to [locationhr@gmail.com](mailto:locationhr@gmail.com)

**Dental Hygienist**

needed for Orthodontic Office. Candidate will be working at both locations in Oakville and Stoney Creek. Experience preferred and must be hard working and a team player. Please send resume to [megan@4braces.ca](mailto:megan@4braces.ca)

Epoxy Flooring & Painting is looking for

**Labourers and Painters**

Please fax your resume to (905) 877-7648 or go to [www.epoxysolutions.com](http://www.epoxysolutions.com) and click "Join our Team".

**MOLLY MAID**

requires energetic, dependable people. Permanent FT Mon-Fri. No evngs/ wksnds! Paid training, benefits, car provided. Driver's license req. Not suitable for students. 905-681-7484 (Burl/Oak) [anderson@mollymaid.ca](mailto:anderson@mollymaid.ca)

**LANDSOURCE ORGANIX**

Milton based company seeking hardworking, reliable individuals for FT seasonal position to work on a blower truck in the landscaping industry (Apr - Dec). Send resume to [sales@landsourceorganix.com](mailto:sales@landsourceorganix.com)

**MONASTERY BAKERY**

We are NOW HIRING for positions within all the departments. Please submit your resume to: [antoniop@monasterybakery.com](mailto:antoniop@monasterybakery.com)

**Office/ Administration**



Madison Chemical Industries Inc.

**Part-Time Procurement Administrator**  
Monday to Friday 9am to 2pm

As part of the accounting team, the Procurement Administrator supports the Production and Research & Development Teams by proactively managing the supplier network in a cost-effective manner.

**KEY RESPONSIBILITIES**

- In conjunction with the Corporate Manager, Accounting & Finance, ensures supplier compliance with the terms and conditions of the agreement, including measurement of supplier performance against key performance indicators to identify opportunities for service improvement.
- Develops and maintains ongoing cost-effective relationships with suppliers.
- Manages the systems for tracking perpetual inventory.
- Ensures corporate compliance with ISO and administers NAFTA documentation.
- Provides reception/switchboard relief

**QUALIFICATIONS**

- 3 to 5 years of related work experience in a manufacturing environment
- Sound knowledge of procurement and general accounting practices; inventory control, costing, etc.
- Demonstrated experience in managing suppliers and developing ongoing relationships.
- Strong analytical and problem solving skills.
- Purchasing Management Association of Canada (PMAC) designation - an asset.

Interested candidates please forward your and resume to:

Madison Chemical Industries Inc.  
490 McGeachie Drive, Milton, ON L9T 3Y5  
Attn: Debbie Dickie, CHRP  
Director Strategic Planning & HR  
Email: [debbie@madisonchemical.com](mailto:debbie@madisonchemical.com)

We thank all applicants, however, only those who are selected for an interview will be contacted.

**LEGAL ASSISTANT/ RECEPTIONIST**

The successful candidate must have a minimum one year experience in a law firm. Excellent communication and organizational skills. We offer group benefits, RRSP plan, and a competitive salary. Position in Oakville office. Interested candidates should email their resume in confidence to: [Feltmate.Delbato.Heagle.LLP](mailto:Feltmate.Delbato.Heagle.LLP) Email: [ptekoe@fdhlawyers.com](mailto:ptekoe@fdhlawyers.com)

**Bilingual Administrator**

for Primacy in Burlington. French is a must. University degree. Understanding of leasing & construction is beneficial. Excellent customer service skills. Duties: Scheduling, online research & marketing. Some travel required. For more information: <http://sn.im/bilingualadmin> Send resume to: [tara\\_stanford@primacy.ca](mailto:tara_stanford@primacy.ca)

**Classifieds WORK 905.875.3300**

**EMPLOYMENT OPPORTUNITY**

We are an ISO registered manufacturer of world class high performance coatings. Our growth rate is fuelled by the development of new products and new market niches.

We are looking for talented person to make a difference in our growing enterprise.

**COMPUTER SYSTEMS & COMMUNICATION SPECIALIST**

**Roles and Responsibilities include:**

- Computer Setup and Maintenance
- Networking Administration & Security - LAN design implementation and Mtce, Server integration/upgrades, VPN, External Devices (Printers, cell phones, etc), Wiring (Network, Audio Visual, etc.)
- Website programming/maximization, corporate imaging

**Key Applications:**

- Microsoft Exchange Server
- Microsoft Office
- Design & Publishing Software (InDesign, Publisher, Photoshop)
- Microsoft CRM
- Batchmaster

The candidate must be customer focused and organized, as end user training is a key component of the role. A Community College Computer Systems Diploma or Computer Science Degree will be required. MSCE certification would be considered a definite asset.

If you are a strong team player, and are driven to succeed with a world-leading organization, this contract position could be an excellent opportunity for you. Please forward your resume and cover letter to the address below.



Attn: Director Strategic Planning & Human Resources  
Madison Chemical Industries, Inc.  
490 McGeachie Drive, Milton, ON Canada L9T 3Y5  
fax: (905) 878-1449  
E-mail: [debbie@madisonchemical.com](mailto:debbie@madisonchemical.com)

[www.madisonchemical.com](http://www.madisonchemical.com)

**Technical/Skilled Trades**

**FORKLIFT MECHANIC**

Other trade mechanics or apprentices considered. Excellent wages and benefits package. Apply by fax for email to [glendon@halton-lift.com](mailto:glendon@halton-lift.com) or [halton-lift.com](mailto:halton-lift.com) or 905-849-3515

**Technical/Skilled Trades**

**INSTALLER/ SERVICE TECH**

Atlantis Heating requires Full-Time, Salary. Call Tony 905-845-4009 or email: [tsp@cogeco.net](mailto:tsp@cogeco.net)

**CATION EXCAVATING HEAVY EQUIPMENT OPERATOR**

Minimum 3 years exp. DZ Licence a Must. AZ Licence preferred. Local Work. Email resume to: [cation@cogeco.ca](mailto:cation@cogeco.ca)

**Mechanic or 4th yr Appr**

Busy Oakville shop. No Saturdays. Call 905-842-3001 Ext. 5 or gino@4thlineauto.com



**What do you think of when you read these words?**

A good day's work. Getting your hands/ boots dirty on the job. Working to construction schedules. Following build codes and standards. Leading staff, volunteers, and sponsors on site. Good organization skills. People person. Clear communicator. Increase your construction experience on the job. Enthusiastic/ safe working environment. Working for a cause. Helping dreams come true in your own community.

**"Construction Site Supervisor"**

for Habitat for Humanity Halton, you were right! We're building now, and we're hiring now. Please submit your resume to: [rbroad@habithalton.ca](mailto:rbroad@habithalton.ca), by April 25th. Let us know what your salary expectations are from a "Not for Profit" organization?

**Sales Opportunities**

**INSIDE TELEPHONE SALES**

\$14/hr + Commission + Benefits (Approx 35K/yr) Call on qualified contacts and some cold calling. Halton Lift Truck is a 30 year old Oakville company. Apply by email or fax at [info@halton-lift.com](mailto:info@halton-lift.com) or 905-849-3515

**MONTFORT BRANT**

looking for Mediterranean Pastry Chef. Full time. 3-5 years exp. Salary negotiable. Arabic is an asset. Send resume to [Racheal@montfortrestaurant.ca](mailto:Racheal@montfortrestaurant.ca)

**SEASON'S RESTAURANT**

Now Hiring full-time experienced Cooks & Sue Chefs and Breakfast cooks. Please apply at location 134 Lakeshore Rd E, Oakville. 905-844-0676.

**Find it in CLASSIFIEDS**



**SALES CONSULTANTS**

Looking for a fresh start? Kennedy Ford is hiring New and Used Sales Consultants for a growing dealership in Oakville. Aggressive pay plan, benefits, car/ allowance. Email resume in confidence to: [rick@kennedyford.ca](mailto:rick@kennedyford.ca)



The Toronto Good Food & Drink Festival and Canada's Gluten Free Market, a division of Metroland Media Group Ltd, is seeking an experienced:

**Exhibit Space Sales Representative**

To work as an Independent Contractor, on a commission only basis, with our Sales Team to source new and service existing clients for the Good Food & Drink Festival and Canada's Gluten Free Market.

The qualified candidate will be a motivated, independent, self-starter with a proven track record in sales. You will possess excellent written and verbal communication skills and be familiar with Microsoft computer applications. Exhibit and sponsorship sales experience preferred. Knowledge of the food and beverage industry an asset. Access to a reliable vehicle is required.

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

If interested, please forward your resume no later than April 11, 2014 to:

[jmiller@metroland.com](mailto:jmiller@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.