



Technical/Skilled Trades

PIPING ESTIMATOR- Westlake Industries is currently seeking a Piping and Structural Steel Estimator for their fabrication facility in Burlington, Ontario. Experience in preparing bid packages, reading drawings and specifications. Send resume to: hr@westlakeind.com

Office/Administration

CALL CENTRE Debt Collectors F/T, Perm. No exp. Req. Must have good phone manner. QEW & Erin Mills Competitive Wages T: 905-855-0856 F: 905-855-0603 Ref#99.

LAW CLERK- Experienced, F/T-P/T. Family, Real Estate, Wills and Estates. Knowledgeable in Divorce, WP, W, Teraview, Conveyancer & PCLaw. Must be capable of working independently. Salary commensurate with experience. Excellent benefit package. Please reply in confidence to Sally Chiarelli: dycor@on.abn.com

P/T RECEPTIONIST for Real Estate office. Weekends only, Saturdays 9am - 5pm, Sundays 10am - 3pm. Real Estate and/or Reception experience preferred, will train. Please email: diane.gale@century21.ca

REQUIRED BOOKKEEPER: Permanent part-time for small Burlington law firm. Must be experienced in all aspects of Bookkeeping in a legal firm. PCLaw a must. Please E-mail Resume to: carol@hclawyers.ca

Technical/Skilled Trades

BECOME A LICENSED GAS FITTER IN ONLY A FEW WEEKS Limited Seating Remains In Our Courses Beginning Next Month. Learn to install/ service furnaces, fireplaces and other natural gas and propane appliances. Launch a new career with the help of Niagara and Halton Skilled Trades Academies. 1-877-685-9393 Locations in Oakville & St. Catharines

LONG ESTABLISHED PAVING COMPANY requires: •Tail End Man •Asphalt Rakeman •Bobcat Operator Experience Necessary Good pay with lots of hours. 905-842-4141

Careers

2001 AUDIO VIDEO FULL TIME RETAIL SALESPeOPLE You must enjoy serving and satisfying customers, exhibit work ethic, values and integrity, and also be confident in your abilities.

LONG TERM CAREER Base Salary, Commissions, Bonuses, Extensive Benefits, (manufacturer's points program & trips), SPIFFS, Management Training.

email resume to hrdept@2001audiovideo.com or visit the store in person with resume. 3350 Fairview Street, Burlington Ken - Manager Burloak and QEW (South Oakville) 3715 Wycroft Road, Luke - Manager

Dental

DENTAL ASSISTANT (Certified) required for a state of the art dental practice in Burlington/Oakville. P/T Hygienist also required. Fax or email resume to: 905-333-5283, burlingtondentist@gmail.com

EXPERIENCED CERTIFIED Dental Assistant needed for general practice in Oakville. Fax 905-844-1444 or oakvilledentist2@gmail.com

FULL-TIME HYGIENIST required for a busy dental practice. Hours include 2 evenings and every other Saturday. Fluent English, well spoken and confident. Fax resume to: 905-842-0128.

Drivers

Looking for AZ/ DZ CLASS DRIVERS for snowplowing in the City of Burlington. Please fax resume to: 416-743-6664

Careers

metrolandmedia Operations Manager Metroland West Distribution Centre Metroland West Media Group requires an Operations Manager for its Harvester Road Distribution Centre. Reporting to the Regional Director of Distribution & Warehouse Operations, this position will directly oversee the manual and automated inserting mailroom operation as well as have involvement in the regional distribution and circulation departments.

Metroland West Distribution Centre is a 62,000 square foot 24 hour operation that services the flyer production needs for the Oakville, Burlington, Milton, Flamborough, Niagara and Hamilton markets. As a part of the management team you will be required to participate in the strategic planning process for our markets and should be comfortable in being part of the big picture.

- Position Responsibilities: • This position will oversee production and provide direction to floor supervisors for the day to day management of the mailroom operation • You will be responsible for the workflow process through monitoring production, maintaining production schedules & setting production goals • You will maintain consistent workflow by troubleshooting and ensuring preventative maintenance, repair and upkeep of equipment and the facility. • Provide clear, concise communication to employees on operational policies and procedures, taking necessary action as required. • Responsible for staff recruitment, timesheets submission, completing training and orientation, performance reviews & succession planning. • Complete budgeting & monitor expenses • Oversee inventory control & supply ordering • Ensure a safe working environment in accordance with the Occupational Health and Safety Act and Company Health and Safety policies • Produce and analyze production reports, taking action where necessary to meet internal compliance requirements & FDSA audit reporting • Interact with other distribution centres to promote benchmarking and best practices • Strong team work skills a necessity • Other duties as assigned by the Regional Director of Distribution.

Competencies, Skills and Experience Competencies: Problem Solving, Time Management, Business Acumen, Process Management, Drive for Results, Delegation, Planning, Managing & Measuring Work, Building Effective Teams • Minimum 5 years warehouse operations or related experience • Demonstrated leadership and communication skills a must • Previous experience working in a production environment. • Previous newspaper distribution experience an asset. • Ability to work in a deadline driven environment • Proficiency in written and spoken English • Health and Safety knowledge and experience preferred. IAPA certification an asset

Interested and qualified candidates should forward their resume and cover letter to laurelle.maharaj@metroland.com no later than December 1, 2010.

FACILITY ADMINISTRATOR- Primacy in Burlington requires a Facility Admin. Must be flexible, organized, resourceful, have good time-management skills, be able to read legal documents/building blueprints & have a winning attitude. Must have 1-2 yrs exp. Resume to: melanie_holek@primacy.ca

WAREHOUSE SUPERVISOR Crane Supply in Hamilton seeks a warehouse supervisor for Day Shift (6AM - 3PM). We offer: Competitive Compensation, Company Paid Pension Plan, Family Health/Dental Coverage & Career Advancement. Must have 3 years supervisory exp. Email: paul.bourque@cranesupply.com

CLASSIFIED E-MAIL classified@haltonsearch.com INTERNET! www.burlingtonpost.com www.oakvillebeaver.com

Pet Supplies/Boarding/Service

F1B LABRADOODLES pups. First vaccine/microchipped. Family raised. 905-692-5925. www.macleodoodles.com

Cars

2000 CHEVY Cavalier, Excellent Condition. 166,000 km. A/C, cruise, power locks, 4-speed automatic, AM/FM, \$4,295. obo 905-639-5463

'94 BENZ E320, driven everyday, good running condition, mechanically sound, \$1300, as is, obo, 905-634-2689. MERCEDES SUV ML320 model 2002 available for immediate sales in Oakville. Black on Black leather immaculate condition, fully loaded certified and e-tested. Priced at \$12,000. For immediate delivery contact 905-257-1355 or 416-574-5144 for appointment.

Trucks & SUVs

2003 4RUNNER 4x4- Well maintained Canadian vehicle. Black on grey interior. Options include tinted glass, sunroof, CD player, running boards, alloy wheels, A/C, cruise, keyless entry, roof rack, power-locks, mirrors, windows, and rear heat/air. \$13,300. Phone: 905-632-2518.

Vehicles Wanted/Wrecking

ALWAYS CASH \$200. (Average) Paid for usable and scrap vehicles. Free pickup. 905-320-3287 pedder@rogers.blackberry.net

Auto Parts & Accessories

4-WINTER TIRES 195/60R14. Asking \$250.00. Ford F-150 Truck Tool Box. Asking \$250.00. Call 905-336-3685 after 5 p.m

LOST & FOUND Found Something? Place your "Found" ad FREE of charge. Burl. & Flamb. 905-632-4440 Oakville 905-845-3824 Fax: 905-632-8165

Articles for Sale

APPLIANCES FOR Sale, washer, dryer, fridge, stove, also gas dryer. excellent condition. Will separate, also blackberry cell phone, with 2 batteries, charger & case, mint. 289-337-1328

MOVING SALE- Gibbard Dining Set, \$700. 2 chesters, like new, floral, \$75 each. Walnut display unit, glass shelves, \$35. Round white kitchen table & 2 chairs, \$25. White wallunit, \$50. Filing cabinet, 4 drawers, \$20. Radio, \$7. No calls after 9pm, 905-827-5718.

MOVING SALE: various furniture, and some antiques. Call 905-827-8299

SNOW TIRES (4) on steel rims, 175/65/R14 \$400 for all. Used one season. 905-849-1730 evenings.

SOFA AND Loveseat- 3 years old, like new, professionally cleaned, cream/taupe. \$700 obo for both. 905-582-5540.

TREADMILL, \$300; Walking Cast, \$30; Elliptical, \$150; Card Shuffler, \$25; Exercise bike, \$99. 905-814-1416.

WEIGHT LIFTING multi-position work-out exercise bench with accessories, \$135. Reebok's Step-Up/Stackable exercise stepper, paid \$130, asking \$59. Solid stationary exercise bike, paid \$325 asking \$85. Solid rowing exercise machine, paid \$385, asking \$90. OBO for all. 905-842-7404.

WHITE ELECTRIC range 6 year old white electric Kenmore range. Excellent clean condition, good for home or cottage. Call Ken or Vi at 905-876-0597

WHITE MINK jacket, \$600; matching mink headband, \$100. 84 bottle wine cooler, glass front, whole sale, \$1200, asking \$600. 905-827-4081, call after 12pm.

JOHN DEERE 318 law tractor, complete with mower deck, snowblower, push blade, sprayer, dump trailer, aerator. Toro riding lawnmower complete with grass bagger. Solid oak dining set, 6 chairs, 2 extension, hutch, like new, \$500 firm, can deliver. 905-335-6391, 905-208-3156.

HAIR SERVICES: Experienced hair dresser will do your hair in your home, Alder Shot area (905)-639-8216

REQUIRED- LIVE-IN Caregiver for senior in private household in Oakville, ON. 44 hours/week. Must hold high school diploma, fluent in English and Urdu. 1 year related experience. Wage \$10.50/hr, private room provided. Call Ali 905-270-8139 ext.22. or fax resume: 905-270-9358.

SENIOR HOMECARE By Angels. Experienced Caregivers will provide up to 24 hour In-home care. 905-634-2400.

Dogs

DACHSHUND, MINI, 2 black & tan left, shiny and healthy, home raised with love, 905-684-0909

LAB SHEPARD cross puppies for sale. \$75 each. Please call 289-256-6008, leave message.

Tutoring

HALTONTUTORING.COM Experienced and certified teacher will tutor your child (Grades K-12) at your home. info@haltontutoring.com

PATIENT TUTOR for elementary aged students (Grades 1-6). Experienced and certified teacher (B.A., B. Ed.) \$35/hour. 905-635-0074.

LOOK SUMMIT TUTORING - Individualized programs support the Ontario curriculum. -Qualified teachers target your child's unique learning style. -Flexible scheduling and payment options with no contracts to sign. -Free academic assessment. Location: Summit Learning Centre, 760 Brant St, Suite 424, Burlington 905-634-7506

Articles Wanted

\$ Best Cash Paid \$ We make housecalls Jewellery, Coins, Gold, Silver, Paintings, Diamonds, China, Crystal, Silver, Figurines, Royal Doulton, Swarovski, Art, Antiques Collectibles, etc. Estate Specialists, Top Cash. Call John/Patti 905-331-2477 www.tjtraders.com

TOP PRICES paid for used laptops, any condition and Mac Computers. Free pickup. All Recycled properly. Call Joe, B&D Auto recycling. 905-208-3652, 905-827-8015

WE BUY appliances if you are moving, upgrading or renovating. We pick-up. Call 905-339-8017.

JOHN DEERE 318 law tractor, complete with mower deck, snowblower, push blade, sprayer, dump trailer, aerator. Toro riding lawnmower complete with grass bagger. Solid oak dining set, 6 chairs, 2 extension, hutch, like new, \$500 firm, can deliver. 905-335-6391, 905-208-3156.

MAHOAGANY DINING Table, Duncan Phyfe style, double pedestal, three leaves, four chairs, excellent condition, \$650. 905-469-6324

REFRIGERATOR FRENCH Doors GE 22.1cu.ft. white. Only 1 year old! Bottom mount freezer. 4 split shelves inside/ 3 adj shelves on doors. Dimensions 68.5" h, 35.75" w, 35.5" d. \$1200 obo. Many extras. 905-632-5336.

KITCHEN CABINET doors. Complete face-lift for the older kitchen or bathroom. JF Restorations. Call 289-837-2285

KITCHEN CABINETS- 50% discount, designers showcase, custom woodwork, all finishes, decorative wood hoods, islands, counters included. More savings, granite, tiling, wall units, bars, vanities. 905-930-9618.

4 HANKOOK winter tires, on rims, 235 x 75r x 15, for Jeep Cherokee, \$300. 905-334-4252

**A1 MATTRESS Factory direct, delivery available. All sizes including custom Split boxsprings, Orthopedic 20yr sets starting \$240. 30yr tight-top sets starting \$340. Deluxe no-flip Pillowtop & Crown series, Eurotop sets from \$390. New Waterbeds, Futons, End-of-line/ discontinued items available. 905-847-2020; 905-681-9496

Classifieds GET THE JOB DONE

BURLINGTON Campus Enrolling NOW! Earn your College Diploma in: Sports Injury Therapy, Dental Chairside Assistant, Personal Support Worker. Trillium College www.trilliumcollege.ca 1.866.565.6766