

Classified Direct Lines
845-2809 or 632-4440
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DEADLINES
Wed issue - Mon 6 pm
Fri issue - Wed 6 pm
Sun issue - Thurs 6 pm

EMPLOYMENT OPPORTUNITIES

HALTON BUSINESS INSTITUTE
Est. 1982
637-3415

ENROLL FOR SEPT. '96
DIPLOMA COURSES

- Accounting
- MicroComputers
- Legal Office Assistant
- Medical Receptionist
- Dental Receptionist
- Financial Aid May Be Avail
- Placement Assistance
- REG. MIN. COLLEGES & UNIVERSITIES

ENTRY LEVEL SHIPPER/RECEIVER
We have an immediate opening for an individual in our head office and warehouse facility. Duties include packaging of customers' shipments; receiving from our suppliers; and preparing shipments to our branches. Previous experience preferred but not necessary. Please mail or fax your resume to the attention of:
Attn: Douglas Fox
DAEMAR INC.,
861 Cranberry Court
Oakville, Ontario L6L 6J7
Fax: 905-847-6943

ATTENTION
If you are a Licensed Sales Rep or currently enrolled in SEGMENT 11 or 111 of pre-licensing program
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or
Laurie Panchyshyn
Area Mgr., Assoc. Broker
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335-3042
ROYAL LEPAGE

burlington mall
has the following opportunity in their Administration Office for an energetic team player.
Intermediate Secretary
Mature and able to work effectively in a fast-paced environment. Duties include: Receiving and directing incoming calls in a friendly manner. Communicating effectively face-to-face with correspondence and reports including Sales and Leasing Reports, leasing of temporary space, handling in-trust accounts. Must be able to work with confidential material. Assist Marketing Director with various activities and special events. Other general office duties as required. Must have good organizational and communication skills.
Please forward your resume in confidence, quoting salary expectations no later than 20th June, 1996, to:
General Manager, Burlington Mall
777 Guelph Line, Burlington, Ontario. L7R 3N2
No Telephone Inquiries


When they let you go, we help you land on your feet.
If you are over 45 and have been permanently laid off in the last six months due to work shortage, plant closure or business failure, you may qualify for training assistance from the provincial government.
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CALL NOW - FUNDING IS LIMITED
Burl: 333-1335 Oak: 338-6600
ACADEMY OF LEARNING
Computer & Business Skills Training

ACCOUNTANT/OFFICE MANAGER
A dynamic, rapidly growing commercial services business requires an individual to manage our office and to be responsible for our accounting functions.
QUALIFICATIONS:
- sound knowledge of all accounting functions is essential (AccPac Plus, A/R, A/P, budget development, ability to create monthly financial statements and review results)
- payroll, remittances and all related responsibilities
- word processing and spreadsheet development
- strong analytical skills
- customer service experience
- excellent organizational and interpersonal skills
No telephone calls. Please send resume including salary expectations by mail or fax (905) 822-3141.
Greenspace Commercial Services
935 Winston Churchill Blvd.
Mississauga, Ontario L5J 4P2

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SR & ED Engineering Consulting Inc.
Suite 203, 1175 North Service Rd
Oakville, Ontario L6M 2W1
SR & ED Engineering is a firm assisting technologically advanced Canadian and American Corporations in their Scientific Research and Experimental Developmental activities and Tax Incentive Claims. We have an immediate requirement for a person who would have at minimum the following qualifications:
♦ Highly organized, trust worthy and presentable
♦ Highly proficient in "Bedford" Simply Accounting
♦ A good working knowledge of Spreadsheets
♦ Highly Proficient in WordPerfect, or Word for Windows
♦ French Language is a definite asset.
We will respond to principals only. Please no drop out will be allowed. Security clearance will be required.
Please send your resume via mail to the above address.

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JOIN THE TRAVEL INDUSTRY TRAVEL COUNSELLOR CLASSES STARTING JULY 2ND
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Gemstar Communications Inc. requires OFFICE MANAGER
For 6 month maternity leave possible leading to permanent positions.
• Two to three years receptionist/ secretarial experience
• Must be proficient in Microsoft Word and Excel and have experience using Simply Accounting.
• Bookkeeping/ Payroll capabilities required
• Ability to deal successfully with all levels of management, employees, suppliers, sub-contractors and customers a must.
• Salary 23k to 26k.
Please mail/fax your resume in confidence to:
Elizabeth St. Cyr,
GEMSTAR COMMUNICATIONS INC.
760 Pacific Road, Suite 7
Oakville, Ont. L6L 6M5
FAX: (905) 847-3016 by June 28
No calls please

20 GENERAL LABOURERS AND ASSEMBLERS NEEDED IMMEDIATELY
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Contract RESOURCE TEACHER
40 hours per week. Start immediately through November 30, 1996. ECEDH or ECE RT or MCSS EQUIVALENT, car and valid first aid. The ideal candidate will be prepared to work in a variety of integrated PRESCHOOL settings. You must have the ability to administer functional assessments and develop individual programs. You must work effectively in a team with parents, families and teachers. Experience working in an Integrated Child Care Centre with preschool children with special needs an asset. Please reply with resume by Fri., June 21, 1996, 4:00 pm.
COMMUNITY LIVING OAKVILLE
1108 Speers Road
Oakville, Ontario L6L 2X4
or Fax: (905) 844-1832


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Our company offers:
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If you're willing to give your best, please send your resumé to:
Rick Mason,
Sales Manager,
DURATRODE,
249 Orenda Road,
Brampton, Ontario
L6T 1E6.
Fax: (905) 457-9992.

General Class "A" Mechanic
Rate of Pay: \$22. per unit
Experienced Service Advisor
Part time position

Apply in Person
Bernice Oke
550 Kerr Street,
Oakville
Service Dept.

SHIPPER/RECEIVER
Required by west Oakville company. Must be experienced in preparing B/L's, picking/packing orders, calculating freight costs and dealing with various trucking companies across Canada and the U.S.A. Applicants must be conscientious, energetic and like a "hands-on" work environment. Send a brief outline of your background along with your salary expectations to:
BOX 4936, c/o Oakville Beaver
467 Speers Road
Oakville, Ontario L6K 3S4

SALES SEMINAR
A Canadian Government approved program requires ENROLMENT OFFICERS to represent the "Child's Tax Benefit"
High income. P/T, F/T, car required
Contact Mr. MacDonald at
1-800-280-4533
Call to confirm attendance

BILINGUAL ACCOUNTS RECEIVABLE/ ACCOUNTING CLERK
Westroc Industries Limited is a leading Canadian manufacturer and distributor of gypsum-related products widely used in the construction and renovation of residential, commercial and industrial buildings. We are committed to our leadership role through a program of supplying consistently high quality products, an expanding product range and outstanding service.
To achieve our mission we require a Bilingual Accounts Receivable/Accounting Clerk to work at our Central Services location in Mississauga. A minimum of three years' experience in accounts receivable, including experience with credit control and collection is required. Enrollment in a recognized accounting program (CMA or CGA) and/or the credit program sponsored by the Canadian Credit Institute (CCI) would be beneficial.
The successful applicant will have strong communication and organizational skills and must be completely bilingual with strong computer skills, particularly within a Microsoft Windows 95 (Microsoft Office), DOS and AS400 environment.
Westroc offers competitive salaries and benefits. This position will be of interest to those individuals who are comfortable operating in a team oriented work environment.
Qualified applicants are invited to submit their resumes to: **MARC FARRELL, HUMAN RESOURCES, WESTROC INDUSTRIES LIMITED, 2424 LAKESHORE ROAD WEST, MISSISSAUGA, ONTARIO L5J 1K4.** FAX: (905) 823-4860.
No agencies or phone calls please.

We appreciate all responses but only those candidates selected for an interview will be contacted.

FOR MORE Employment Opportunities See Page 28