

525 office help

OFFICE MANAGER
Part-Time position (3 days/week).
Health-care practice in Milton seeking individual to be responsible for office administration and reception duties. Previous health-care or professional services administrative experience an asset. Emphasis placed on interpersonal, communication, organizational, and computer skills.

FAX RESUME TO: 905-878-0868
Thank you for your interest - only applicants selected for an interview will be contacted.

Nicholson and Cates Limited
(Burlington location)

We are hiring for an entry level **Accounting / Administrative** position that is perfect for a recent college (Accounting or Business Administration) graduate.

Duties include:
Invoicing Receiving Order entry
Basic accounting tasks and reconciliation's

The successful candidate must have superior Excel and math skills (that will be tested), be detail-oriented and enjoy problem solving. This is a great start in a growing company.

Please email resume and salary expectations to: julier@niccates.com.

ADMIN Assistant for Oakville welding shop- A/R, A/P, B/Rec., invoicing, collections, Proficient in Quickbooks, Excel, Word, general office duties, communication skills. Fax resume & salary expectations to: 905-842-0011, cam@weldex.ca

FAST paced recruitment agency seeks result oriented team player with professional phone presence. Training provided. Call 905-842-4262 or 905-847-2785

FULL-TIME Office clerk/Receptionist needed immediately. Oakville company has an opening for a detail oriented, well organized individual. Duties include General office duties, coding and entering of accounts payable, daily bank deposits and reception. Please fax resume 905-845-9551 or email bkent@aitec.ca

PART-TIME Agent Support Co-ordinator required for busy Real Estate office. Must possess excellent customer services skills, computer and typing skills and the ability to multi-task. For more information or to apply for this position please email johnston@royallepage.ca

BURLINGTON FT Administration & Marketing Assistant. Excellent phone/written communication skills required. Computer skills required: MSOffice, CRM, Internet savvy. Sales/Marketing experience an asset. Resume Fax: 905-331-7280, email: BurlAdmin@solidcad.ca

530 sales help & agents

The Oakville Beaver

Has an opening for an: **INSIDE SALES REPRESENTATIVE**

The qualified candidate will be a motivated, independent, self-starter with an interest in advertising sales. You will possess excellent written and verbal communication skills and be familiar with Microsoft computer applications. An educational background in advertising would be an asset. A great place to start your career!

In this role, you will be customer focused and will build strong relationships with new and existing clients by ensuring that their advertising needs are met. You will be goal-oriented and capable of meeting regular sales budgets and special section targets within a deadline focused environment.

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 to: dbaird@oakvillebeaver.com

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

AUTOMOTIVE CONSULTANT

Come grow with us in one of Ontario's Fastest growing communities, Milton

We are currently seeking a highly motivated and enthusiastic individual to join our new/ used and Internet sales team.

We offer a superior compensation plan along with a company vehicle and professional training for the right individual. Vehicle sales experience is not required.

Apply in confidence to j.langevin@wallacepontiac.com fax 905-878-0178

Wallace

PONTIAC-BUICK-CADILLAC LTD.

801 Main Street East
Milton, Ontario L9T 3Z3

525 office help

PART-TIME Office Assistant required for Burlington. The ideal candidate should have a minimum of two years experience within the administrative field. Job responsibilities will range from receptionist to clerical work. E-mail resumes to (info@ofsa.org) or fax to 416-695-3583.

PERSONABLE PT clerk wanted for 3D Ultrasound Centre in Oakville. Computer and customer service skills a must. Email resume: piggins@3dbaby.ca

RAPIDLY growing health-care office in Burlington seeks individual to organize patient flow, administrative duties and greet patients. Hours: 8-12, 2-6:30 M/W/F with occasional hours Tuesdays and Thursdays. Professionalism and an outgoing nature are definite assets. Fax Resume/Cover to 905-632-1892

RECEPTION/ Office Support. Busy env. engineering firm on Winston Park Dr, Oakville, seeking organized person with Word & Excel. Reception, report preparation, filing, etc. Fax 403-294-4240 to A.Smith or email hr@occonnorassociates.com

RECEPTIONIST needed for an Oakville based company. Duties include switchboard, greeting clients, as well as basic administrative tasks. Microsoft Office and financial background, helpful. Salary based, FT, benefits offered. Fax resume 905-339-3407 attn Nikki Doorbal or email ndoorbal@romcocorporation.com

SENIOR Residential Real Estate Law Clerk required for busy Mississauga Law Firm. Solid knowledge of conveyancer and tearview required along with a min. 5 years experience. Please fax resume to 905-279-2735

530 sales help & agents

NCI

SECURED INTELLIGENCE

Outside Sales

IT Security Solutions

Salary, Commission & Car Allowance

Send Resumes: hr@nci.ca

SALES Executive required by printing company attractive pay + commission and benefits. Fax 905-336-5465 Email rais@theprintmachine.com

535 hospital / medical dental

ProHome
Health Services Inc.

535 hospital / medical dental

"Our employees are the source of our strength, reputation & vitality."

ProHome Health Services is looking for a RPN with **Paediatrics Experience** in Ancaster and RNs / RPNs for Staff Relief in Hospitals & Long Term Care Facilities. Must have current registration with College of Nurses. Qualified individuals are invited to forward resume & covering letter indicating availability. Quote Ref # 030107.

Human Resources

Fax: 905-275-9791

Email: hr@prohome.ca

Visit us at: www.prohome.ca

The Healing Path

is a new upscale Chiropractic and Wellness Centre looking to rent space to a

Naturopath, Holistic Nutritionist, Homeopath and/or Registered Dietician

Located in the busiest and fastest growing area in Burlington. Call 905-634-4411

530 sales help & agents

SALES REPS required for HVAC Company. Good compensation. Burlington/ Mississauga locations. Call 905-592-0803, Fax: 905-319-7947

530 sales help & agents

WE are looking for motivated, energetic people to join our fast growing team! If you are looking for a role in marketing, sales or admin, have a positive attitude and excellent communication skills, please send your resume to: resumes@brashavenues.com

TELEMARKETERS wanted for HVAC Company, Burlington area, hourly pay+ commission, Call (905)592-0803 or Fax: (905)319-7947



The Oakville Shopping News/ Oakville Today, a division of Metroland Media Group, is seeking an

ENTRY LEVEL

ACCOUNTS RECEIVABLE CLERK

The qualified candidate will be a motivated, independent, self-starter with strong interpersonal skills. You will possess excellent written and verbal communication skills and be familiar with Microsoft computer applications.

In this role, you will be customer focused & will build strong relationships with new & existing clients by ensuring that accounts are kept up to date.

If interested please fax your resume by to: Fax: 905-632-0951

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



Gold Book

Gold Book, a division of Metroland Media Group Ltd, is seeking a dynamic individual for the full time position of a Jr. Programmer for our online business directory Goldbook.ca.

Goldbook.ca is a Local Online Business Directory servicing regions across Southern Ontario, providing consumers with a complete listing of all businesses in their local community.

The qualified candidate will be a self motivated and creative problem solver with excellent verbal and written communication skills. You will be a team player working and capable of working non technical staff.

In this role you will be responsible for maintaining and adding features to a PHP/MySQL web application as well as writing scripts to operate on large text files.

The successful candidate will have working knowledge of PHP, MySQL, Linux, Apache 2 and HTML. You must have a minimum year two diploma in programming or computer science or equivalent experience. In addition, you will have a minimum of one year experience using PHP and MySQL. Desired skills with the following programs are an asset; Perl or Ruby, PHP 5 with OO experience, AJAX and knowledge of MVC pattern.

If you would like to work for a leader in the media industry this opportunity may be the right one for you. We offer a competitive compensation and benefits package, as well as opportunities for future career growth.

If interested please forward your resume no later than **January 26th, 2007 to: info@701.com**

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

535 hospital / medical dental

REGISTERED NURSES
Grow your Career. Live the lifestyle

Halton Healthcare is a vital, growing organization with three hospital sites, located in thriving communities in southwestern Ontario. Our environments are friendly and team-oriented, and our programs and services are expanding to meet the growing needs of the diverse populations we serve. We offer supportive, progressive settings where your unique skills can be nurtured.

Full-time and part-time opportunities exist at our three hospitals located in Georgetown, Milton and Oakville. We are seeking RNs with recent hospital experience for many of our departments/programs, including in-patient medicine, surgery, mental health, and obstetrics. We are also seeking experienced RNs to work in our Intensive Care Units, Operating Rooms and Emergency Departments.

For more information, please send your resume to our RN Recruitment Host, **Lucy Martins**.

E-mail: lmartins@haltonhealthcare.on.ca

Fax: 905-338-4137. Lucy may also be reached

by telephone at 905-338-4690, ext. 6385. For

a full listing of all of our career opportunities, please visit our website.

www.haltonhealthcare.com



Halton Healthcare

GEORGETOWN • MILTON • OAKVILLE HOSPITALS

532 retail sales help

JOIN THE FAMILY!
NOW HIRING
part/ full-time **SALES ASSOCIATE(S)**. Must be avail days, evenings, weekends, sales experience an asset. Please apply with resume to **Fred's Furniture and Home Decor 1881 Fairview St. or call 905-639-6131**

PART-TIME Retail Sales Royal Mattress, Speers Road. About 20 hours weekly. We'll Train. \$9-\$10 hourly plus bonuses. Fax 905-681-2294, email jackie@royalmattress.com

DENTAL Hygiene Coordinator- Oakville, Tues, Wed, Thurs. Computer experience. Assisting experience an asset. Fax resume to: 905-827-0309

IF you want a fabulous working environment and be part of a wonderful and caring team, fax your resume 905-829-3072 or email info@sherwooddental.ca

MEDICAL Receptionist required P/T (approx. 25-30hrs. / week) for busy clinic. Medical terminology, excellence in customer service. Available to work afternoon & evenings. Fax 905-845-0963

PHYSIOTHERAPIST required for busy private clinic, Waterdown, regular part-time includes evenings. Fax resume 905-689-9659

OPTOMETRIST office seeks dynamic part-time addition to our team. Reliable, multi-tasking individual needed for 2-3 evenings/week and several Saturdays/month. Please drop resumes off to 203-247 N. Service Rd.W. Oakville; fax 905-338-9192 attn: Judy or e-mail judy@vsionsource-drgall.com by Feb.2, 2007.

PART-TIME Activities Assistant for Park Avenue Manor, Burlington, Suitable for student. Fax resume 905-634-3933

536 veterinary help

KENNEL Help required Oakville/ Mississauga border. Full-time/ Part-time. Weekdays and weekend shifts. Must have own transportation. Call 905-257-5927 or 905-257-2275

540 hotel / restaurant

KITCHEN Help Wanted-Full/ Part-Time, no evenings or weekends. Apply in person or fax resume to: 3245 Harvester Rd., Burlington; 905-632-2291

MANAGER needed F/T 40hrs+ per week, pays well. Must have at least 15yrs experience in restaurant industry. Angel's Diner Restaurant Waterdown. Ask for Phill 905-690-4109 or fax: 905-690-4110

MONTFORT Oakville requires experienced line cook chef with mediterrain food Call 416-807-5622, Fax: 905-337-7045 or drop off resume: 376 Iroquois Shore Rd.

SERVERS required full/part-time for busy Oakville restaurant. Fax resume to: 905-338-2784

TRAVELDGE Burlington QEW now hiring Weekend P/T Housekeepers. 950 Walker's Line, Fax: 905-639-6900, email: whg7101c@whg.com

540 hotel / restaurant

THE OAKVILLE CLUB
56 Water St., Oakville, ON, L6J 2Y3
www.oakvilleclub.com

The Oakville Club is seeking mature, outgoing, goal-oriented individuals to join our team for the following positions:

Dining Room Supervisor

Has experience managing a team of service staff in a fast paced environment. Must be a team-oriented individual, have experience in training service staff, working knowledge of Point of Sale systems, food and beverage ordering and inventory controls. Must be available to work evenings and weekends. **Please submit your resume by e-mail to bmacey@oakvilleclub.com or fax to 905-845-3186.**

Service Staff - Full & Part Time

Candidates should be experienced in casual and fine dining service, have working knowledge of Point of Sales systems. Must be available to work evening and weekends. **Please submit your resume by e-mail to bmacey@oakvilleclub.com or fax to 905-845-3186.**

Receptionist/Adminitrative Support - Full Time - 6 Month Contract, with possibility of Permanent Part Time

Responsible for assisting Member Services Department and General Manager in daily tasks. Monday-Friday, enjoys working closely with people, excellent verbal/written communication skills, must be able to multi-task and work in fast pace setting, strong computer skills, self motivated, well organized, excellent knowledge of MS-Office. Previous experience preferred. **Please submit your resume by e-mail to dcolotelo@oakvilleclub.com or by fax to 905-845-3186.**

Part-Time Child Care Attendant Monday to Friday, 4 to 7 p.m., Saturday, 8:45 a.m. to 12 p.m.

Responsible for children's programs, caring for children ages 4 months and up. CPR certification and child care experience required. **Please submit your resume by e-mail to mmurphy@oakvilleclub.com or by fax to 905-845-3186.**

Maintenance - Part Time - Weekends/Holidays

Responsible for cleaning and general upkeep of all areas indoor and out, assisting Property Manager in repairs and renovations. **Please submit your resume by e-mail to memberservices@oakvilleclub.com or by fax to 905-845-3186.**