

500 career training

HALTON BUSINESS INSTITUTE
460 Brant St. Burlington
637-3415

CAREER DIPLOMAS

- Accounting
- Office Admin.
- Medical/Legal Assist.
- Dental Reception
- Micro Computers

FALL Classes

505 careers professional

Executive Director
Lead a not-for-profit group created to promote the performing arts community in Burlington & build support for a state-of-the-art performing arts facility. Reporting to the volunteer Board of Directors, the Executive Director will manage the day-to-day operations of Performing Arts Burlington including strategic planning, membership, brand building, sponsorships & fundraising and external relations. Competitive salary. An opportunity to build a community & create a landmark resource. For more details, visit www.performingartsburlington.com, or send resume: **PAB Search Committee at info@performingartsburlington.com** or at 3017 St. Clair Ave., Suite 270, Burlington, Ontario, L7N 3P5. Deadline for submissions is October 15th.

The Oakville Beaver & Affiliated Publications are looking to fill the following positions for a new issue:

Advertising Manager
Editor
Production
Distribution

Competitive Compensation & benefits
Please forward resumes to:
Box #6455, The Oakville Beaver, 467 Speers Road, Oakville, ON L6K 3S4 or email: kellis@metroland.com

Dobson & Toncic is a major provider of insurance and financial services to GTA area residents and businesses. We have the following position available:

Employee Benefits Customer Service Representative

Job Summary: Support the sales team in the Employee Benefits department by coordination of new business proposals, renewal proposals, & marketing to insurers. Qualification: Min. 2yrs. exp. in Employee Benefits field required. Proficiency in Microsoft Office, Word, Excel, & PowerPoint. Fax 905-829-8791, email kpooledobson-toncic.com

509 drivers

BROOKVILLE CARRIERS
NEW MILTON TERMINAL

Looking for 6 Owner-Operators to run open board Canada & US.

- \$1000. sign on bonus
- New pay package

Contact Joan
1-800-422-9069 #225

510 general help wanted

CANADIAN TIRE
400 Dundas St.E.
@ Trafalgar, Oakville, ON

AUTO SERVICE ADVISORS
F/T & P/T available days, nights, weekends; Previous automotive background preferred; Wage commensurate with experience

LOGISTICS MANAGER
Mon-Fri plus occasional weekends; Ability to multi-task and work under pressure; Strong interpersonal & management skills.

DAY CASHIERS
P/T 20-25 hrs/wk; Mon-Fri, 6 positions.

FILL CREW
9-2 Mon-Fri, some lifting required.
Apply within or fax resume with salary expectations 905-257-9218

Family • Achievement • Integrity • Respect

It's nice when you discover the Job is as good as the coffee

Quality Training • Incentive Programs
Benefits or Savings Program • Free Uniforms
All Positions Available

NEW STORE OPENING
Guelph Line & Derry (ESSO)

Honesty, caring and a workplace that feels like home. An employer you can count on.

Apply in person with resume at 575 Ontario Street, Milton

Timothy's World Coffee in Oakville is seeking:

Store Manager
F/T & P/T Service Positions

Do you love coffee? Are you friendly, enthusiastic and possess a positive attitude?
If yes, we'd love to hear from you.
Please send your resume to Human Resources, fax: (416) 638-5603 or via email at hr@timothys.com
Only applicants considered for interview will be contacted.

KELLY SERVICES REQUIRES 100 GENERAL LABOURERS

\$12.00 - \$14.45/HR
VISIT OUR OPEN HOUSE
MON. SEPT. 27 - FRI. OCT. 1, 9am - 2pm

Apply at **KELLY SERVICES** 710 Donal Dr. Ste. 105, Oakville, and enter to win a Prize Package of \$300.00
Certain Conditions Apply

To Apply please bring Resume, S.I.N., Photo I.D., 2 Work References.
Must have car, able to work shifts and have good command of English.

ACT FAST
\$800-\$1500
Guaranteed Monthly Profit
Burlington

Early morning door to door delivery of the Hamilton Spectator & Toronto Star
Must Have a Reliable Vehicle
CALL NOW! 905-639-7700
Lyngar Inc. ~ New Management

505 careers professional

Interautomation Inc. designs and develops automated test systems for the major automotive companies in North America and Europe. Our systems are used in research and development of next generation engines, transmissions and powertrains. Immediate opportunities exist for multi-faceted team players who possess strong communication skills and thrive in a technically challenging environment working on projects from concept to customer acceptance.

Systems Designer
Systems Designer (Applications)

To join our talented team within our Oakville head office, conveniently located off the QEW, please refer to our website under **Career Opportunities** to review our list of qualifications and submission address.

interautomation
www.iainc.com

We thank all applicants for their interest, however only those under consideration will be contacted.

510 general help wanted

510 general help wanted

510 general help wanted

SHOPPERS DRUG MART

Join Canada's Number One Drug Retailing Team

Hiring for new store opening at
Trafalgar & Cornwall Oakville

- Assistant Front Store Manager
- Beauty Boutique Advisors
- PhotoLab Technicians & Managers
- Receiver
- Merchandisers
- Cashiers

Mon. October 4 4pm to 8pm
Wed. October 6 4pm to 8pm
Sat. October 9 9am to 1pm

JOB FAIR
Holiday Inn
Oakville - Centre
590 Argus Road
(please bring resume)

DELIVERY DRIVER
Construction rental company requires F/T permanent truck driver (Class G or better). Some lifting required. Self-starter, responsible, mechanically inclined. Must supply drivers abstract. Uniform/ benefits/ pension/profit sharing. Forward resumes to: **1363 Cornwall Rd, Oakville, ON L6J 4Z5** or Fax: **905-844-5122** or e-mail: bwarmington@directequipment.ca

A HELPING HAND
Exciting career opportunity to work with well known Charities. Entry level positions with room to grow. No telemarketing. Guaranteed pay plus bonuses.
Call 905-844-1025

ADVENTUROUS Careers Teaching English begin with professional training
A 5 day course will be offered at Sheridan College, Trafalgar Campus Oct. 20-24, 04 evenings/weekends. To Register for an Open House on Oct. 5, 04 call or for more info **888-246-6512**
www.MTLC.ca/teachingenglish

Oakville VW/Audi

Full-Time Auto Detail/Clean-up Person Required

- Must be dependable and punctual
- Must be automotive oriented, be a team player and possess good communication skills
- Must have clean, valid drivers license and able to drive Manual Transmission
- Work must be reflect attention to detail
- Must have own transportation
- Experience an asset or we can train

Starting salary \$12-\$14 depending on the individual.
Send resume to: mark.seibert@oakvillevwaudi.com or fax to 905-844-2719, attention: General Manager

the OAKVILLE BEAVER
CIRCULATION DEPARTMENT
Requires
Part-time Staff
(great for High School Students)

Applicants must:

- Have a professional phone manner
- Work well with minimal supervision
- Be comfortable with computers & office equipment
- Be willing to work closely with our youth carrier force
- Be a quick Learner
- Be very reliable and responsible
- Be able to work evening and weekends

Please send your resume and availability schedule to:
Susan Roseblade
E-mail: sroseblade@oakvillebeaver.com
Fax: (905) 337-5557
NO PHONE CALLS PLEASE

BURLINGTON POST
Needs Part-Time
INSERTERS

Days/Afternoons ~ 10-20hours a week
Must have work boots

Please apply in person to
Rob @ 4390 Paletta Court
(south Service near Appleby)

EXPANDING Burlington Industrial Distributor has General Warehouse and Receiving positions available. Successful candidate must possess a grade 12/ clean drivers abstract. Full-time +benefits Fax resume 905-335-5260 email hr@abslmpson.com with salary expectations.

FULL-TIME cashier, dishwasher, deli clerk, bakers assistant, cake decorator and pastry chef required for busy Oakville bakery. Call Leo 905-847-1020

CASHIERS, Deli Clerks, F/T & P/T, Good wages. Apply to: Lenny, Fantasy Fruit Market, 427 Speers Rd., Oakville, Tel: 905-842-3602, Fax: 905-842-3666

DUTCHMAID House cleaning looking for part-time help. Must have car. Call Kate at 905-681-3708

LABOURERS/ Drivers required for busy construction company. Full-time. Call Waterdown, 905-689-2959

ASSISTANT manager helps and Santes needed for Santa Land in local mall. Call Nancy 905-549-5478 or fax resume 905-549-1136. Between 9-6pm

EARN \$50-\$75-\$100+ per day, part-time. Oakville newspaper home delivery. Call Cathy 905-618-5774

OVERNIGHT Stockers required 7 nights/ week. Shifts 9pm-5am or 10pm-6am. Must be flexible. No experience necessary- will train. Drop off or Fax resume: 905-681-0372 Burlington Mall Zellers location.

SALES and Warehouse people required full-time for new carpet and flooring store. Fax resume to: 519-880-0083, email: burlington@endothermi.com

SHIPPER/ Receiver, busy flooring retailer has position for Shipper/ Receiver and small manufacturer in Burlington. permanent afternoon shift. Starting at \$10/hr. Fax resume attn: Cecilia 905-319-3851

MACHINE Operator & Sheeter Operator needed for small manufacturer in Burlington. permanent afternoon shift. Starting at \$10/hr. Fax resume attn: pharria @aztec-nel.com

510 general help wanted

DUCT Cleaner, experienced Top pay. Call 905-820-7335

BE paid to talk! National company needs appointment setters. Evening shift \$9/hr +bonus own transportation. Call Mr. Reid 905-333-0282

MANAGER for Portrait Studio- Bay @ Mapleview photography exp. sales a plus. Good pay + bonus. 905-634-1799

ACTORS/ Models- All ages shapes and sizes welcome (newborn to senior). The Model and Talent Bureau will be holding auditions in Burlington on Wed Oct. 8/2004. By appointment only: 519-354-0003 fee of \$34.50 refundable if you do not qualify.

P/T or F/T (days) counter help required for busy Oakville Bakery. Call Anna 905-825-2835

514 salon & spa help

FIRST Choice Haircutters. Full part-time. Hourly wage, commission, benefits +bonus, advanced training programs, equipment provided. No clientele required. New graduates welcome. Call Virginia 905-315-9870

DOWNTOWN Burlington - free parking, reasonable rent. Ideal for healthcare, esthetics or retail professional. 905-631-6654

HAIRSTYLIST wanted for fulltime opportunity. Downtown Burlington. Flexible hours. Guaranteed clientele. Call Kim 905-529-3697

515 skilled & technical help

Licensed Sheet Metal Workers and Registered Apprentices Required.
Positions available in GTA and surrounding areas. Competitive wages and benefits. Please e-mail dean@mrmmech.com or Fax Dean at 905-831-1628.

Certified Forklift Driver
Raymond Reach
Must have 2yrs min. exp. as a Shipper/ Receiver. Position located in Oakville, \$12/hr-40 hours/week, shift work. Please fax resume Attention Carol : **905-825-9292**

Automotive Apprentice for Oakville mechanical shop. We require a Second or Third year Apprentice with Drive Clean Inspector Certification. We offer excellent wages, benefits and opportunity. Call Eric 905-510-2208.

HEATING & A/C company located in Flamborough requires Gas Technician II for insulation services - duct cleaning. \$20-\$27.50/hr depending on exp. call 905-659-5734

GAS fitter, duct technicians and helpers- Training provided. Call 416-220-4618 or fax 905-681-8300

525 office-clerical

BUSY Real Estate office looking for part-time front desk help. Experience preferred, evening & alternate weekend hours. Fax or drop off resume to Sutton Group About Town, 235 Fairview Street, Burlington or fax 905-681-8121

PART-TIME Office/ Warehouse Flexible afternoon hours Mon-Thurs, Hourly rate negotiable. Downtown Oakville. Cathy/ Henry 905-337-8895

Full-Time OFFICE/ ACCOUNTING ASSISTANT
Knowledge of General Office Procedures including A/P & A/R. Must be detail oriented. Salary to commensurate with experience. Fax resume along w/salary expectations to fax# **905-634-7122**

DR's Office requires filing clerk, part-time. Position involves filing and photocopying. Tues/ Wed/ Fri, 2-5pm. Please fax resume: 905-847-9782 Attention Nancy

COOK (F/T). Cert. of qualification required. L.T.C. experience an asset, also seeking Dietary Aids; Fax: 905-668-6724 kjbimburgh@novaservice.sinc.com

WANTED: Gardener. Experienced, enthusiastic. To tend and spruce-up tired gardens of private Burlington home. 905-333-9957

EATON Electrical seeks experienced Receiver to work on afternoon shift. Requirements include: Grade 12 Diploma & minimum previous experience, Lift Truck Certification and Intermediate Computer Skills. Fax resume to 905-693-0852

MOLLY Maid seeks energetic, dependable people Mon.-Fri., 8:30-4:30. Driver's license an asset. Benefits & transportation available. Not suitable for students. Call 905-681-7484 (Burl/Oak)

SUPERVISOR (full-time) & Merchandiser full-time required for Shoppers Drug Mart- Oakville Place, days, nights & weekends. Apply in person to Halg or Dara.

CAPABLE person required for shop/ field manufacture/ repair of electric kilns, controls and pottery equipment. Basic electrical experience, mechanical aptitude, good customer relation skills. Send resume: The Pottery Supply House Limited, 1120 Speers Rd., Oakville Fax: 905-849-0001, E-mail: gfr.row@psh.ca

CLEAN homes in Oakville/ Milton area. Mon.-Fri. days, permanent, weekly pay. All applicants welcome. Call Susan, 905-847-2210

OFFICE ASSISTANT- Full-time. Burlington leasing company requires a mature person with computer skills and pleasant telephone manner. Duties to include: Accounts receivable, lease preparation, insurance follow up. General office duties. Reply by fax 905-634-8219

CLEANING Ladies required full-time for local cleaning company. Car is not necessary. Call 905-464-0967

530 sales help & agents

DETERMINE Your Own Income! Get paid for helping families solve financial problems. High earning potential. Sell your own home. Instruction provided. Call Derek 905-681-5515 ext.88

PART-TIME Sales help to call on retail stores about 1 day/week. Pleasant work, good cause, suit semi-retired person. Must have references, experience & car. Call 1-800-251-3166

LIVING Lighting expanding into West Mississauga/ Oakville. Full part-time. Prefer motivated, enthusiastic individuals with retail experience, superior communication and interpersonal skills. Some evenings/weekends. Training provided. pharria @aztec-nel.com

515 skilled & technical help

WANTED IMMEDIATELY!
General Machinists
CNC Machining Centre Setup & Operators

Burloak Tool & Die Ltd. in Burlington has several openings for qualified individuals seeking employment with fast-growing ISO9001 facility. Applicants must have a Certificate of Qualification as a General Machinist or equivalent; CNC applicants must have additional upgrading courses involving CNC technology. Min 5 years of precision machining exp., working to close tolerances, in a machine shop or toolroom environment and/or exp. running CNC machines.

Fax resumes to 905-331-7256 or email: sandy@burloaktool.com

AKRIDGE COLLISION

\$800 Per Week
STARTING SALARY
AUTOMOTIVE PREPPER PAINTER

We require an experienced person who wants to grow with our new business to prep and paint.
Monday to Friday 8am-5pm
OAKRIDGE COLLISION
286 Wycroft Road Oakville L6K 2G7
905-338-9600 John Trebble General Manager

525 office-clerical

BILINGUAL CUSTOMER SERVICE
Fully bilingual individual required for customer service, for Burlington based distributor. Computer skills & basic accounting definite assets.

Submit resumes to:
Ener-Gard Energy Products Inc., by October 6, 2004.
Fax: **905-336-1507**
Email: admin@ener-gard.com

GERRIE

Gerrie Electric, Ontario's largest independent electrical distributor has an opening for a motivated individual to join our growing team.

TRAINER/ISO COORDINATOR
Ref TNR 05

Based at the Head Office in Burlington you will be responsible for the design and facilitation of all training. Your strong background in teaching Microsoft Office Programs as well as an understanding of Process Flows, ISO Procedures and the ability to ensure our Quality system is maintained across our 15 branches will make you an ideal candidate.

Please send resume with salary expectations to:
HR@gerrie.com • FAX: 905-681-1774 or mail to:
GERRIE ELECTRIC WHOLESALE LIMITED
4104 South Service Road, Burlington Ont. L7L 4X5
Attn: Human Resources Manager

Please note, only those considered for an interview will be contacted. All resume's held in confidence.

ADMIN. ASSISTANT
Oakville-based Metals-trading company is seeking an enthusiastic individual to assist with administrative and accounting functions in a fast paced, exciting and growing environment. Duties will include answering the phone, typing, faxing, filing general banking, data entry, contacting customers and suppliers and assisting with transportation logistics. Proficiency in excel and word are a must have. If you possess an attention to detail, have a strong teamwork mentality and are open-minded and flexible.

Please fax your resume in confidence to:
Paul Miller/ Cathy Jennings at 905-338-9351

RECEPTIONIST / SECRETARY
Part-time, mainly evenings & weekends (approx. 15 hrs/ wk). Must be flexible. Applicants must be capable of handling a busy, multiple line switchboard in a professional manner, possess excellent communication and organization skills, accuracy on keyboard is essential, work with minimum supervision and enjoy working with a diversity of people in an extremely productive office. Please fax or forward resume to:

June Carter
Re/Max Garden City Realty Inc
720 Guelph Line,
Burlington, ON L7R 4E2
Fax: 905-333-5907

Reception/Administrative Assistant
Bateman Mackay Chartered Accountants has a challenging position available for an Administrative Assistant. This position requires a multi-tasker who presents in a professional, courteous manner with excellent phone manners. The accounting profession is deadline oriented and you MUST work well under pressure. Skill requirements are: Office 2000, Microsoft Outlook; team player; excellent organizational; communication and interpersonal skills. Send resume, including salary expectations, to: **Laura Reade, 4200 South Service Road, P.O. Box 5015, Burlington, ON L7R 3Y8 • Fax: 905-639-2285**

530 sales help & agents

Leading Ford dealership is currently seeking applicants for the following positions:

New & Used Automotive Sales Consultants

This position offers:

- Strong management support
- Professional training
- Monthly bonus levels
- Health and dental plan
- Opportunity to grow with us
- Blue Oval certified
- Pension Plan

Ford experience is preferred but not necessary, however, a serious commitment to excelling in vehicle sales/leasing is necessary.

Submit your resume by fax to: Shirley Holman, Quality Manager.

570 Trafalgar Rd, Oakville, L6J 3J2
Fax 905-844-4472
sholman@oaklandfordlincoln.ca

HAFELE

Established in 1981, Hafele Canada Inc. is part of a global distribution and manufacturing company specializing in the supply of fittings to the furniture and associated industries, as well as a growing presence in the Architectural hardware market. Based in Burlington, we currently have a vacancy for an

Internal Sales Representative

The successful candidate will be customer focused, computer literate and able to work as part of a small but busy team. A customer service background is preferable but not essential as full training will be given. Competitive salary, benefits package & bonus.

Please apply in the first instance to:
Warren Cleaver
Customer Service Manager
Fax: 905-319-4446
or e-mail to: wcleaver@hafelecanada.com

530 sales help & agents

SERVICE MERCHANDISING REP.
FULL-TIME POSITION AVAILABLE.
Required to call on Rona Big Box stores in Ontario. Entry level position. Salary, car allowance, benefits. Must be comfortable with simple hand tools. We will train. Must be flexible to travel. Occasional overnight or weekend work required.
Reply with a brief resume to:
MCDONALD SALES & MERCHANDISING
Fax 905-855-8559
e-mail: email@mcdonaldsales.com

530 sales help & agents

IMPORT DEALERSHIP
in the Halton area looking for 2nd year registered automotive apprentice.
Please send resume to: The Post, 5040 Mainway Burlington L7L-7G5 Box #2016

LOCAL Burlington retail party stores seeks part-time position. Not suitable for students. The Paper Factory 905-681-1115

MANAGER and sales staff required for New gift store opening in Burlington Mall and Oakville Place. Fax resumes 905-831-8401

535 hospital, medical, dental

535 hospital, medical, dental

Ian Anderson House and Resource Centre is seeking a Coordinator

a Registered Nurse with palliative care and administrative experience, to report directly to the Board of Directors. Leadership and communication skills essential. Role will include: development and management of educational and support programs for resource centre; quality management of resident care services; supervision of all daily operations of 6-bed residential hospice. For further information call 905-844-1703 or fax resume to 905-844-3074

The Kensington RN / RPN
Part-time Nights
Exp. working with seniors. Current medications certification, CNO. Ability to work w/min supervision
Contact
Judy Martin
Fax: 905-842-9229
judymartin@irc.ca

Immediate opening for Exp. Dental Receptionist /Assistant
for F/T hours. Must have ABEL exp. Hours included evenings and weekends
Please fax resume to: **905-333-1603**

EXP. Dental Assistant required for busy Oakville Dental office. No evenings or weekends. Please send resume along with references to Box-6458, c/o Oakville Beaver, 467 Speers, Oakville, L6K 3S4

EXPERIENCED Part-Time Dental Hygienist required for busy Oakville Office. please fax resume to 905-827-4235

540 hotel restaurant

540 hotel restaurant

ASSISTANT MANAGER
We offer a competitive starting salary, benefit package & opportunity for advancement.

Email Resume to:
sboyce@twincorinc.com
Or Apply at Taco Bell:
546 Trafalgar Rd

550 domestic help wanted

HOUSEKEEPER/ driver- 4pm-5:30pm Mon-Thurs. \$100/week. References. 905-829-5664

LIVE-OUT. Must have your own transportation, part-time care for 68 yr. old children. Laundry, shopping, cooking, day to day housework required. 5 min. south of Kildee. Call Martha or Dave 905-319-2255

The "Original" Chaps
requires
- Line Cooks
- Dishwashers
Top \$\$\$ Paid to qualified applicants
Apply in person
3315 Fairview St., Buri

CINNABON- We require full-time salaried Manager for our Bakery in Burlington Mall. 1+ years' food service or retail supervisory experience is required. Excellent benefits and a 5 day work week. Please email resume to: admin@cinnabon.ca

SERVERS with bartending experience & Dishwasher required immediately, evenings/ weekends. Lisa Brown Food & Beverage Manager, The Oakville Club, 58 Water St., Oakville, L6L 2Y3 905-845-0231 ext.303

SEEKING enthusiastic hard working Line Cooks, Dishwashers and Bartenders. Full-time or part-time. Apply with resume to: The Dickens Pub, 423 Elizabeth St., Burlington, call 905-333-4991

CINNABON Burlington Mall bakery requires part-time Cashier/Production Personnel. Must be able to work flexible days and hours. Apply w/resume or fax to: 905-333-2873

LINE Cook, full-time required for downtown Burlington casual fine-dining restaurant. Experienced. Email resume linda.howard@essaystreetbist.ro.com. No phone calls please

BOSTON Pizza requires experienced Bartenders, Cocktail waitress, Delivery drivers & F/T Kitchen help. Apply in person- 3120 South Service Rd., Burlington

MANAGER/ Waiter/ Bartender F/T positions available. Apply w/resume and interviewing between 3pm-5pm Only. Cop Shop Cafe, #1-2544 Speers Rd. (@Bronte), Oakville

CHAMPLAIN Cafe & Catering. Full-time Help required Mon.-Fri. Call Burlington, 905-332-2007. Call after 2pm

NEW Steak House Opening. Hiring all positions. Please send resume to: 132 Dundas St. E., Dundas, ON, L9J 7K6 or fax 905-690-4742

545 teaching opportunities

NOW Hiring!! E.C.E. Teachers. Send resume to: 132 Dundas St. E., Dundas, ON, L9J 7K6 or fax 905-690-4742

LOST & FOUND

Found Something? Place your "Found" ad FREE of charge.

Burl. & Flamb.
905-632-4440
Oakville
905-845-3824
Fax: 905-632-8165

ARE you thinking about becoming a teacher? Start now! High demand field. TESL, TA, ECE programs. Teach English in Canada/ Over Seas. TESL Canada recognized diploma. Now accepting applications January 2005. Canadian College of Teachers. 905-898-0000 www.BEaTEACHER.ca Discover the teacher