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**General Help** 

### **Full-Time Seasonal Labourers**

Catholic Cemeteries & Funeral Services - Archdiocese of Toronto is seeking team oriented individuals for Assumption Catholic Cemetery in Mississauga to join our team as Seasonal Labourers. These are full-time seasonal positions for the 2019 season starting in April and ending in November, working five days per week, Monday Saturday. The Seasonal Labourer is responsible performing landscaping and hardscaping duties on property, participating in the Catholic burial process, performing general maintenance and basic janitorial services and assisting in the preparation of on-site religious celebrations.

The ideal candidate will have a minimum two years of previous work experience in light construction or landscaping. Physically able to lift up to 50 lb with the ability to work from heights, work within confined spaces and in various weather conditions. Must be fluent in English, have basic numeracy and computer skills. A valid Ontario G Driver's License in good standing, a clear Criminal Record Check and a High School Diploma or greater is required.

The starting rate is \$19.99/hr with potential to earn up to \$31.54/hr, if recalled for future seasonal work terms. offer on the job training, partial uniform with the opportunity for annual recall and permanent full time employment.

Interested candidates are asked to forward their resume along with a cover letter to resume@cc-fs.ca or fax (416)733-9944. For further information on this position, please refer to our website at: www.catholic-cemeteries.com

Office / Administration

Office / Administration

Office/ Administration

### **Administrative Assistant**

Local insurance brokerage has an opening for a permanent, full-time, administrative assistant. Duties will include reception, correspondence, invoicing, data entry, filing, etc. The successful applicant will have excellent communication skills and a pleasant telephone manner. Previous office experience and proficiency with Microsoft Office are required.

Please e-mail your cover letter and resume, including salary expectations, to general@dunlopinsurance.com by May 15, 2019

While we thank all applicants for your interest, only those who are selected for an interview will be contacted.

**General Help** 

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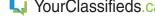
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