

525 office help

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532 retail sales help

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**ADMINISTRATIVE ASSISTANT - WHITBY**

We have a one year contract available for a full time Administrative Assistant. The ideal candidate must possess excellent communication and computer skills, a pleasant telephone manner, and have the ability to multi-task. Previous experience within the construction industry an asset.

**PAYROLL CLERK-MARKHAM**

We have a permanent full time position available within our Payroll Department. The ideal candidate will have at least 2 years payroll/data entry experience, detail oriented and be computer literate.

Interested applicants are invited to send their resume in confidence to:



Human Resources  
The Miller Group  
P.O. Box 4080  
Markham, ON L3R 9R8  
Fax: # (905)475-3852  
E-mail: DAmodeo@millergroup.ca

We thank all applicants however, only those selected for an interview will be contacted

**COORDINATOR**

Position in the print/ advertising field. Must have good command of English, communication/ computer skills. Detail oriented a must. MYOB helpful. Will train. Fax resume to: 905-305-9110

Barefoot Science is a dynamic fast growing company located in Markham. We are currently looking for enthusiastic, team players to fill the following positions:

**Administrative Receptionist**

Energetic and well organized, you possess excellent communication and MS Office skills along with the ability to multi-task.

**Customer Service Co-ordinator**

Health and fitness minded customer service co-ordinator required. Background in Kinesiology would be an asset, but is not a requirement.

Fax resume to: Cynthia Boston-Brown  
Operations Manager  
(905)943-8992, or email to  
bostonbrown@barefootscience.net  
www.barefootscience.net

**OLD NAVY IS HERE... AND WE'RE HIRING!**

Do you have exceptional talent, uncommon drive and outstanding customer service skills?

Old Navy is now hiring **SALES ASSOCIATES**

Join our team and work where shopping is fun again.

Apply in person at the hiring sites below  
Monday to Saturday, 10 a.m. to 7 p.m.

February 19 to March 10

- Toronto Eaton Centre, Toronto
- Promenade Shopping Centre, Thornhill
- Upper Canada Mall, Newmarket
- 468 Bayfield Street, Barrie
- City Centre Bramalea, Bramalea
- Erin Mills Town Centre, Mississauga
- Best Western Hotel at 730 Hespeler Road, Cambridge
- Lime Ridge Mall, Hamilton
- Burlington Mall, Burlington
- Eglinton Town Centre (Warden & Eglinton), Scarborough
- Markville Shopping Centre, Markham
- Oshawa Centre, Oshawa

Old Navy Canada Inc. is committed to equal opportunity employment.



**ClubLink**, owner and operator of some of the finest golf clubs and resort properties in Ontario and Quebec, is gearing up for another great season of golf. We are seeking highly motivated individuals to join our team at our King City head office.

**TEE TIME RESERVATION AGENTS**

We require a team of 20 enthusiastic individuals with excellent communication and customer service skills. Computer literacy and keyboarding skills are essential. Bilingualism is an asset, but not required. These are seasonal positions commencing in late March. You may be required to work evenings, weekends and holidays.

PLEASE SUBMIT YOUR RESUME IN CONFIDENCE TO:

Human Resources

ClubLink Corporation

15675 Dufferin Street

King City, Ontario L7B 1K5

Fax: (905) 841-7033 Email: JOBS@CLUBLINK.CA

530 sales help & agents

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**INSIDE SALES**

IPC Direct is expanding again!

We are one of Canada's largest direct computer retailers, looking for experienced, enthusiastic individuals to take on new sales positions in our company. If you are a good communicator, can work on your own and with our winning team, we want you!

Please fax resume to  
905-472-8945  
or e-mail: jobs@ipc.ca

535 hospital, medical, dental

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525 office help



**RIVER GLEN HAVEN NURSING HOME**  
A LONG TERM CARE FACILITY IN SUTTON

**DIRECTOR OF CARE**  
RNs, and RPNs  
PSWs & HCAs

River Glen Haven Nursing Home is part of a leading organization in Long Term Care, which has been in operation for the last 25 years. We are a very progressive company known for its commitment to providing Excellence in Long Term Care. River Glen Haven is an accredited facility, a valued and integral member of the community. We are an outstanding long-term care facility that cares for 120 residents. River Glen Haven is situated 30 minutes north of Newmarket in the town of Sutton.

**Director of Care**

Currently we are looking for a dynamic Director of Care to lead our Nursing department in its commitment to excellence in Long Term care service. The successful applicant must have experience in Long Term Care and a working knowledge of current standards, have current registration from the College of Nurses of Ontario, have experience in management. A Bachelors or Masters degree in Nursing preferred. Strong leadership skills, be a motivator, be compassionate and solution focused, possess exceptional communication skills to provide sound and effective leadership and thrive on challenge.

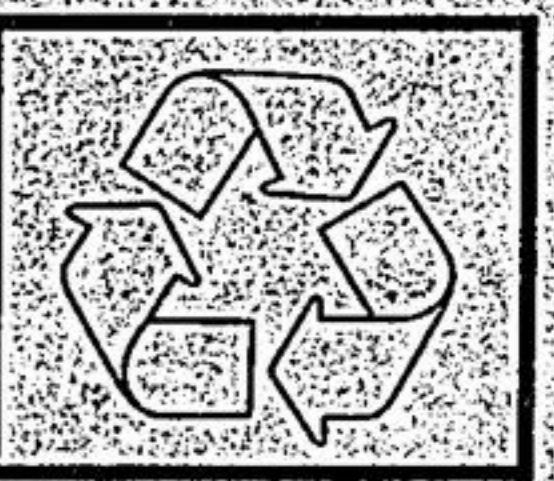
**Registered Nurses, Registered Practical Nurses, PSWs, HCAs.**

Currently we are looking for RNs, RPNs, PSWs & HCAs. As a key member of our Care Team you can expect excellent wages, good benefits and educational opportunities to facilitate self-growth. Salary will commensurate with experience and qualifications.

If you are seeking a challenging and rewarding career in Long Term Care, have a genuine interest and respect for Seniors, come and join our team.

Please fax resume to Human Resources at  
905-722-8638

**PART TIME RECEPTION/ OFFICE ADMIN.** required to manage small office of manufacturing company. Approx. 2 days per week. John/Woodbine (905)946-8104



535 hospital, medical, dental

**RN'S RPN'S & PSW'S** Required now



for all shifts  
NHI Personnel  
(416)368-9871  
Downtown  
(416)754-0700  
Scarborough  
Nursing Students Considered

**No Shifts - Days Only  
No Weekends - \$12 To Start  
Good Money Incentives**

**Customer Assistants Job Code: CA/23**

Customer Assistants Required in Markham PC Assembly Plant. Training Provided.

Above Average Communication Skills

verbal and written required

3D Microcomputers

150A Bullock Drive, Markham

Please fax cover letter and resume to Vanessa at:  
905-472-6633 or Call (905)472-8822 ext. 211

The White-Rodgers Division of Emerson Electric Canada Limited, a highly recognized world leader in the manufacture of HVAC controls is currently seeking a:

**SALES ASSISTANT**

The primary functions of this job will be to perform sales support duties for the Director of Wholesale Sales as well as coordinating the work of supporting departments as it pertains to the Director of Wholesale Sales.

The job involves preparing presentations and contracts in Word, Excel and Power Point, maintaining files, organizing customer training schedules, providing assistance to field sales representatives and liaising with other White-Rodgers departments to ensure completion of customer requests.

Candidates must have a Grade 12 education with proficiency in Word, Excel, Power Point and Outlook. Excellent telephone and people skills are required as well as knowledge and methodology of sales.

Interested applicants should fax your resume to:

Lots Marshman  
Emerson Electric  
Canada Limited  
Recruiting & Employee  
Relations Coordinator  
Fax Number:  
905-201-4630



**Baker's Saddlery requires  
Retail Manager**  
Part-time/ Full time  
**Leather and/ or Blanket  
Repair Person**

Must have English riding experience.

Call (905)887-9441 or  
fax resume to (905)887-9232

**411HomeNet Rlty. (Ont) Inc**

Is now accepting applications for licensed Real Estate Exclusive Buyer Agents. \$30K base salary + commission + benefits. Must be buyer focused, computer savvy, Pleasant personality. Send resume to: Fax: 905-763-2889 or E-mail: Toronto@411home.net Web: www.411home.net

**LONGMAN'S**

MARKHAM DODGE CHRYSLER JEEP is looking for professionals to join our growing sales staff.

Applicants should be:

- Ambitious
- Energetic
- Customer satisfaction oriented

We offer strong management support, demo plan, full benefits, excellent working environment.

Please fax resume to: 905-471-7682  
Attn: Steve Depelleau

**BETHANY LODGE**  
A long term care facility, requires  
**NURSING SECRETARY/**

4 days/week, 1 year maternity contract position. Must have good communication skills, computer (Word, Excel) required and a Medical Secretary background preferred.

Interested applicants fax resume to Bethany Lodge (905)477-2888 or phone (905)477-3838, and ask for Dian Cairns, Director of Care.

**Markham Physiotherapy Clinic** currently has the following positions available:

- REG'D PHYSIOTHERAPISTS - FT & P/T
  - REG'D MASSAGE THERAPISTS
  - MEDICAL SECRETARY - FT
- Fax resume to Jennifer Zavitz Hicke  
905-471-3751

535 hospital, medical, dental

**RN/ RPN**

Part-time, days required for a luxury retirement residence in Thornhill. Experience working with seniors, current medication, certificate, registration with the College of Nurses and the ability to work with minimal supervision required. Submit resume to:

Shelley McGinnes  
Fax: (905)881-9490



525 office help

**RECEPTIONIST**

We require a receptionist/bookkeeper for 2 days per week. Must have some bookkeeping background and good communication skills.  
Fax: 905-474-3200



**Clerical Position**

Available for someone who:  
• Deals well with people  
• Learns quickly  
• Has excellent computer skills  
Insurance experience would be an asset.

Please fax your resume to:  
905-477-0965