

505 careers

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515 skilled & technical help

515 skilled & technical help

532 retail sales help

532 retail sales help

545 teaching opportunities

545 teaching opportunities

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*****No Agencies*****
Contact Information
 Patricia Weise-Hoover,
 Human Resources
jobs@renlearn.ca
 Renaissance Learning of Canada
 PO Box 220 Aurora, ON L4G 3H3
 Fax: 905-726-8119

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Wastequip Cusco a leading manufacturer of high quality mobile vacuum cleaning equipment located in Richmond Hill is looking for a **Junior Shipper/Receiver**. Must have knowledge of domestic and international shipping along with data entry.

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SALES ASSOCIATE
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 For appointment, call David (905)640-4646

LOVE CHILDREN? SUPERVISORS & ASSISTANTS: Supervisors must be ECE, Rec. Leadership, C & Y Worker, Psychology or equiv. student or grad. Please fax resume to: 905-477-0285

PART-TIME Graphic Designer/Desktop Publisher
 A fast-paced R. Hill marketing company requires individuals to work part-time days and/or weeknights/weekends. Must possess a good working knowledge of the MAC platform, Quark, Photoshop and have excellent keyboarding skills. Freehand an asset, but willing to train the right person.
 Fax Pauline @ (905) 764-4730 or pauline@grantonmarketing.com

525 office help

RECEPTIONIST/ ADMINISTRATIVE ASSISTANT for construction/development company. Experience required. Fax resume with salary expectations to: 905-479-2934.

SENIOR LEGAL ASSISTANTS IMMEDIATE for 3-4 month contract. Busy family law practice at Warden and 14th in Markham. Fax resume to: 905-415-0785 Attn: Susan

FULL-TIME SECRETARY/RECEPTIONIST for modern professional real estate office in Markham. Must have real estate office experience and be able to manage front desk. Fax your resume in confidence: 905-471-0832 or call Shahan Guler: 905-471-2121

SECRETARY/ RECEPTIONIST Required for a full time position. Experience necessary. Please fax resume to: 905-640-7681 Attn: Marilyn or call 905-640-1424
 Eligible candidates will be contacted for interview

BILINGUAL (ENGLISH/FRENCH) CUSTOMER SERVICE REPS. Well established distribution company in full expansion with permanent and permanent part time positions available in Markham. Must be organized with communications skills. For more info, contact **Jamie Norton** Tel: 416-431-9538 (REF: 6401)

ACCOUNTING CLERK required by Wholesale Distributor in Stouffville. Must have working knowledge of A/R, Collections, A/P and Journal Entries. Computer literate with knowledge of MS Excel, Business Vision accounting s/w, BDI processing a definite asset. Send resume to awray@choko.com

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540 hotel restaurant

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 We want to make sure that we continue to serve our customers in the best way possible. So, we are in need of more staff.
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 John
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515 skilled & technical help

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SWIM COACH ASSISTANT 4-20 hrs week Stouffville & Aurora contact: 905-898-5453

535 hospital, medical, dental

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 • Ensure quality standards are enforced through routine inspection of all aspects of production
 • Advise production of any non-conformance's or quality concerns.
 • Report test results to appropriate production supervisor and Quality Assurance Manager.
 • Possess the ability to communicate specific product information to various departments with particular reference to quality.
 • Compose, to the point, reports relating to Quality Assurance testing.
 • Ensure that accurate and up-to date Quality Assurance files are being maintained.
 Qualifications:
 • Minimum Post Graduate Diploma
 Responses:
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MILESTONES MARKHAM
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 We are currently hiring **Experienced Servers, Bartenders, Hosts and Kitchen Staff.**
 Please apply in person at 3760 Highway 7 East.

EXECUTIVE ASSISTANT
 Richmond Hill national distributor seeking a highly motivated experienced professional with the ability to multi-task and work independently on detail oriented projects with accuracy. Advanced organizational and computer skills with excellent communication and decision making skills. Salary mid \$40's.
 Submit resume to: perelra103@hotmail.com

514 salon & spa help

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 Email: cleung@leisureworld.ca

530 sales help & agents

CSR - CLIENT SERVICE REPRESENTATIVE
 Required for direct mail/marketing company in Markham to supply backup and support sales department. Must have direct mail and client contact experience. Also be friendly, detailed, motivated and enterprising. Work under pressure and direct teams. Fax resume to: (905)477-4473 or e-mail: rmayes@market-focus.com

525 office help

ADMINISTRATIVE ASSISTANT
 A highly motivated assistant to the President required for a busy consulting practice. Must have 5 years experience, superior organizational & communication skills, strong MS Office background and A/R/A/P experience.
 Fax resumes to HR: (905) 946 8966

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