

505 careers 505 careers 505 careers 525 office help 525 office help 525 office help 525 office help 525 office help 510 general help

Principal JK - Grade 8
Applications are invited from candidates holding Ontario Principal Qualifications for:
Principal, Burkevale School
39 Burke Street
Penetanguishene, Ontario

Burkevale is a publicly funded school following the Ontario Curriculum. Enrolment is 250 students. Further details: website www.pssb.ca. The successful candidate will be an enthusiastic leader with strong interpersonal skills. Please submit resume and an outline of your philosophy of leadership to:

Ms. Lynne Cousens, Chair
Protestant Separate School Board of the Town of Penetanguishene
2 Poyntz Street, Box 107
Penetanguishene, Ontario L9M 1M2
Fax: (705)549-2768

Closing Date: Tuesday, May 11, 2004, 12 Noon

Our client, a leading employer, is currently looking for an:

Events & Sales Assistant

Full-time (12-month contract)

You will perform all general and specialized work assignments essential to the planning and logistical coordination of events, partnerships and sales. This will involve acting as a central point of contact for internal and external event stakeholders, monitoring and tracking expenses, database entry, assisting with regular communication and the logistic coordination of events including set-up and tear down. You will also be responsible for providing office and administrative support for the department, assembling sales proposals, making sales calls, and securing sponsorship and in-kind donations.

As our ideal candidate you have three to five years training or experience in marketing, sales, communications and event coordination.

A strong presenter, you also have excellent written and oral communication skills, and a superior attention to detail. You are able to exercise independent judgment and deal with sensitive situations. Your schedule permits extended and flexible work hours. Your ability to organize and manage multiple, ongoing and spontaneous projects effectively and proficiency with keyboarding and computers (MS Office and the Internet) round out your qualifications.

Salary: \$40,000 - \$45,000 per annum (commensurate with experience)

Please forward your resume, in confidence, by Friday, May 14, 2004, quoting competition #SD31468, to: **RecruitAd Confidential Reply** 60 Bloor St. W., Suite 1400 Toronto, ON M4W 3B8 events@recruitad.com

(No telephone calls, please)

Resumes will be forwarded to our client and only those selected for an interview will be contacted. All replies will be treated with the strictest confidence. On your envelope or in your e-mail, please list those organizations to which you do not wish to submit your resume.

RecruitAd
DIVISION OF CMC GLOBAL

confidentialreplyservice

ADMINISTRATIVE ASSISTANT/ RECEPTIONIST
Part/ Full time, Markham. Fluent English, computer, A/R, A/P, shipping & receiving. \$12/ hour. Own vehicle preferred. Please forward resume to **Ripplepak, 410 Hood Road, Markham, ON, L3R 3X2**

COME GROW WITH US!
No Nights! No Weekends!
No Holidays!
#1 Home cleaning service
• Weekly pay cheques
• Friendly atmosphere
• Paid training & mileage
• Car an asset.
CALL MERRY MAIDS TODAY 905-471-2929

RECEPTIONIST/ ORDERING PERSON
req'd. ASAP for very busy roofing company. Must be fluent in English, computer literate & organized. Full time Mon.-Fri. 9am-5pm. with benefits.
Please fax resume to: **905-640-7352**

CONSTRUCTION LABOURERS
wanted for golf and landscape construction. Must have vehicle.
Call **1(888)649-4653**
fax resume to: **(905)473-7510**

515 skilled & technical help

515 skilled & technical help

509 drivers

HEAVY CONSTRUCTION PEOPLE NEEDED

NAC is an extremely successful, aggressive Heavy Construction company, specializing in large municipal projects across Canada. We are currently seeking the following trades, people and Managers for The Water Pollution Plant expansion in Uxbridge:

Civil People:

- Project Superintendent
- Project Coordinator
- Civil Foreman (M/F)
- Carpenters
- Labourers
- Rodmen (M/F)

Mechanical Trades People:

- Mechanical Foreman (M/F)
- Plumbers
- Pipe fitters
- Millwrights
- Welders
- Mechanical Apprentices

Electrical Trades People:

- 309A & 309D Licensed Electricians

✓ Knowledge of heavy construction methods and materials is required
✓ Willingness to relocate as necessary will be considered an asset for future employment with NAC

Please fax your resume to: RECRUITER Fax 519-821-1111 www.nacsworld.com

AZ DRIVERS WANTED
Driver abstract required.
Please call **(905)642-8350**

514 salon & spa help

Positions available for **HAIRDRESSER, NAIL TECH & ESTHETICIAN** for Fame Int. Salon & Spa Stouffville Plaza
Phone Andy: **905-640-2299**
or fax: **905-640-3959**

530 sales help & agents

EXPERIENCED MORTGAGE SPECIALIST
Largest provided. Largest broker in Richmond Hill.
Call **Northwood Mortgage (905)889-7676 ext 232**

535 hospital, medical, dental

DENTAL ASSISTANT/ RECEPTIONIST
Full time, 2 years experience, Logitech Level II.
Fax resume to: **(905)882-1411**
New Richmond Hill office!

DENTAL HYGIENIST
required part time. Markham area. Flexible hours.
Fax resume **905-479-6110**

510 general help

GENERAL OFFICE HELP
q-data

We are a Markham based distributor of bar coding equipment and require a general office person in the service area.

QUALIFICATIONS:
Must have car.
Able to lift 60 lbs.
Good computer skills & experience with receiving/ shipping software.
Experience handling customer inquiries.
Experience in warehousing environment.

Hours: Monday - Friday, 9:30am - 3:30pm.
Good benefit and competitive salary.
Apply: **Fax: 905-477-0874**
Email: dgarabet@qdata.com

510 general help

AVON EARN \$\$\$ TODAY
Work From Home Be Your Own Boss
Receive Gift **Samina (905)201-5873**

Student Work
Local Co. has many openings in Richmond Hill, Markham, Stouffville, Unionville and the surrounding areas.
\$13.25 Base
• Scholarships Available/ Cond. Apply/18yrs +
• No Exp. Nec./Will Train
• Customer Sales & service
• Great Summer Resume Experience
Call Mon.-Sat. 9am-7pm **(905)764-3155**
www.workforstudents.com/eco

INSIDE SALES
Bay Portrait Studio Markham.
Great \$\$\$! Responsible people only.
P/T, F/T
Call **1-647-293-3901**

Landscape construction company requires a **DRIVER/ LABOURER**
Please call **(905)640-8374**

530 sales help & agents

Large real estate publisher expanding its York/Markham sales team. Seeking self-motivated, experienced **SALES CLOSER**. Must be customer-oriented, possess good time management and computer skills, and the ability to handle multiple tasks. Compensation based on experience. Great opportunity for a sales person to learn the advertising trade.
E-mail resume to: **realestatebook@on.aibn.com**
or Fax: **905-852-5806**

535 hospital, medical, dental

535 hospital, medical, dental

OPTOMETRIC ASSISTANT
required full-time for growing practice in Stouffville. The successful candidate will have excellent relationship skills, energy, task focus and organizational skills.
Please forward resume by fax to: **(905)640-9836**

510 general help

TOW TRUCK OPERATOR
wanted. Must have towing experience in past 2 years. Guaranteed salary + commission. Apartment available.
Please call **(905)852-3447**

540 hotel restaurant

DENTAL ASSISTANT (HARP certified)
Full-time or job sharing available. If you are an enthusiastic, outgoing, caring person who would enjoy working in an environment committed to providing patients with superior service and gentle quality care. Unionville office.
Fax resume to: **905-475-4809**

510 general help

WAREHOUSE ASSISTANT
Full-time for distributor of marble products. Assist moving inventory, packing samples and orders. Forklift exp. needed. Woodbridge.
Fax resume **905-264-1982**

540 hotel restaurant

Prime Restaurants is one of Canada's leading chains of casual dining restaurants and premium pubs. Our brands include East Side Mario's, Casey's Bar & Grill, Flinn MacCool's and Esplanade Bier Markt.
•GENERAL MANAGERS •CHEFS •MANAGERS

We are currently seeking dynamic professionals with exceptional leadership and management skills for corporate locations in the GTA. You need:

- Minimum 2-5 years senior level restaurant management experience
- Strong business acumen
- Demonstrated ability to develop and lead a successful team
- Red Seal certification for Chefs an asset

We offer:

- A culture that supports and encourages your professional growth
- A competitive salary and performance-driven bonus plan
- Excellent benefits package

Interested candidates, please email your resume to: **recruiter@primarestaurants.com**
www.primarestaurants.com

540 hotel restaurant

AVON EARN \$\$\$ TODAY
Work From Home Be Your Own Boss
Receive Gift **Samina (905)201-5873**

540 hotel restaurant

INSIDE SALES
Bay Portrait Studio Markham.
Great \$\$\$! Responsible people only.
P/T, F/T
Call **1-647-293-3901**

Testma
A division of Testma International Inc. located in Vaughan, is currently looking for **SENIOR MAINTENANCE MECHANIC**
Licensed Millwright. Minimum 5 years in automotive manufacturing. Knowledge of hydraulic, pneumatic and mechanical theory. Team player, ability to work with minimum supervision. Excellent communications skills both written and spoken English.
We offer a competitive wage combined with an extensive employee benefit package, including profit sharing. Interested applicants please fax your resume no later than **Monday, May 10, 2004.**
Attention: H.R. Department
Fax: **905-851-5286**
We thank all applicants for their interest, however, only those under consideration will be contacted.

Licensed Automotive Mechanic
Minimum 3 years experience. Must be able to work on all models up to one ton trucks. Scan Tool experience required. Must be able to work well with others in a supportive friendly environment.
Please fax resume to: **(905)477-1521**
We thank you for your interest, only those requested for interview will be contacted.

Paul Cosburn Associates Limited
Landscape Architects
Landscape Architectural consulting firm is looking for an experienced **Office Administrator**.
The successful candidate is professional, fluent in English both written and verbal, self-motivated, detail oriented, organized and customer focused. The job is multi-faceted and includes accounts payables and receivables, customer inquiries and follow-up, document and file management and the efficient and effective operation of a fast pace office environment. Proficient in Word and Excel is a must.
Qualified candidates should e-mail a cover letter and resume to sue.montgomery@cosburn.ca

Fax us your ad
1(905) 853-1765

545 teaching opportunities

Love Children? SUPERVISOR Required
For school age daycare in Markham. Must be ECE, Rec. Leadership, C & Y Worker, Psychology or equivalent student or grad. Split Shift/Part time. Must be available in September. **ALSO MAY BE PERFECT FOR SOMEONE RE-ENTERING THE WORKFORCE.**
Please fax resume to: **905-477-0285**

545 teaching opportunities

Full or Part-time CAR WASH ATTENDANT.
Exp. or will train. Wash, wax, vacuuming & detailing. Call: **(905)471-2722**
or apply in person, Unit 16, 190 Bullock Dr. Markham

510 general help