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Career Opportunities at Mattamy Homes New East Division.



Customer Care Coordinator, Sales & Marketing Department

Acts as on-going point of contact for homeowners from post purchase through to post warranty periods. Qualifications: University or College degree or suitable blend of education and related work experience; Strong customer service background; Experience in homebuilding industry an asset; Ability to multi-task with flexible approach to work style.

Marketing Coordinator/Administrator, Sales & Marketing Department

Assists in the day-to-day working of the department along with all Marketing department staff. Qualifications: Bachelor degree or suitable post-secondary education; Excellent organization skills, with the ability to work in a fast paced environment; Ability to exercise independent judgment on routine tasks; Strong command of MS Office applications such as Word, Excel and Outlook.

Design Centre Receptionist

One year contract position. Supports daily business activities of the Design Centre with a friendly and helpful disposition. Qualifications: High school diploma required; Business administration courses an asset; Experience in a Sales/Customer Service role; Computer literacy with experience in MS Office applications.

Design Centre Weekend Showroom Associate

Assists homeowners with interior design pricing and information. Qualifications: Prior customer service/sales experience is essential; Interest and flair in colour and design; Excellent communication skills with the ability to resolve issues amicably and effective solution/decision solving; Ability to work flexible hours.

Design Administrator

Ensures timely and accurate review of all documentation and payments related to the homeowner design centre processes. Qualifications: Completion of college diploma, preferably in Office or Business Administration; Strong customer service background with good working knowledge of MS Office applications; Ability to do numerical analysis; with prior experience in performing such tasks; Good organizational and time management skills.

email: easttjobs@mattamycorp.com or
mail to: 2360 Bristol Circle, Oakville, Ontario, L6H 6M5
or fax: Customer Care Co-ordinator & Marketing Co-ordinator: (905) 477-5085
All Design Centre Positions: fax to: (905) 477-7301

BILINGUAL CUSTOMER SERVICE REP

English/ French.
Salary commensurate upon experience.
Fax resume to:
905-943-9001

ORDER DESK

Busy steel company requires full time order desk personnel. Must have strong written and oral communication skills and professional attitude. Previous computer experience an asset. Please fax resume and hand written covering letter to: (905)780-1490

Customer Service Rep needed immediately

Busy, growing company in northeast Scarborough looking for someone who is organized, with a positive attitude and excellent communication skills. A minimum of two years Order Desk & Customer service experience required. Must have fluent written and spoken English and French. Please fax your resume and salary expectations to 905.887.7488

RECEPTIONIST

Permanent P/T. Wanted for dental office in Scarborough. Wed., Thurs., 12-8pm. Must be fluent Cantonese and English. Please call Paulas at: (416)321-9500, Wed. to Fri., 9am-3pm.

Student Express

A progressive, growing school bus company located in Richmond Hill requires a full time ACCOUNT REPRESENTATIVE to manage a large School Board contract. You will liaison with School Board officials, parents, and Student Express drivers & staff to provide on time, safe transportation for students. The successful applicant will:

- Have strong knowledge of roads in Toronto and York Region
- Possess strong interpersonal skills
- Speak French
- Have experience dealing with customers
- Be computer literate
- Demonstrate superior organization skills

Fax or email resume to: 905-883-6667
marnie@studentexpress.org

BOOKKEEPER

Required for a growing hi-tech company in Markham. Minimum of 5 years Canadian computerized experience in all accounting functions. Responsible to maintain complete set of books in accordance with GAAP, including A/R, A/P, G/L, Payroll, Job Costing, together with other administrative duties. Applicant must be proficient in MS Office, with construction experience an asset. Salary commensurate with experience. Fax resume to: (905) 284-1950

530 sales help & agents

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TELEMARKETERS

Work from home. Suit stay at home parents or semi retired person. Must have good communication skills. \$10 per hour + commission, up to \$100 per closing. Call (416)803-2761 Serious inquiries only.

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Sales Positions Available

Terabyte I.T. Systems Inc. is looking for energetic sales people to help promote and sell our offsite data storage services. Computer and Networking experience a definite asset. Commission paid in full for total sales during first two months. Fax Resume to 416-444-7631 or email sales@terabytecorp.com

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Looking For Work??

That's great....We're looking for SALES People. Only the Best need Apply.... Must have:

- Outgoing personality
- Good work ethic
- Desire to earn a high income
- Willingness to learn

We offer:

- Bonuses & Incentives
- Positive Work Environment
- Career Advancement Opportunities

Only 5 Sales Executives need call!!!
Call us at our Richmond Hill Sales Centre (Leslie & Highway 7) Ask for Ted Curtis at 905-482-0419

509 drivers

509 drivers

514 salon & spa help

514 salon & spa help

514 salon & spa help

Drivers required

Good English and knowledge of city. F/T Nights with Mini van, hourly+ kms. F/T Days with/without van. Fax: (905)479-2688 email: info@occasionscatering.com

the SPA at markville

This busy DAY SPA located in the Markville Shopping Centre at Hwy #7 & McCowan Road is presently Seeking

EXPERIENCED ESTHETICIANS

Wages & Commissions will be based on experience. For an interview, please call Yvonne: 905.513.0045

RUTHERFORD (Hwy 404/Stouffville Rd) is looking for an experienced Triaxle Truck/ Float Driver. The candidate must be able to operate heavy equipment and have a valid Class A-Z driver's license with a clean driving abstract. Fax/ e-mail resume: 905-888-9445 ldspe@rutherfordcontracting.com

515 skilled & technical help

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ASSISTANT FINANCE MANAGER

Responsibilities:

- Manage a team of accounting associates
- Oversee the day to day accounting operations
- Assist in budget and forecast process

Assets:

- CGA or CMA designation
- Intermediate to Advanced MS Office skills
- Knowledge of Mapics
- Effective communications skills
- Problem solving abilities
- Ability to work in a fast paced environment

We offer a competitive salary and a comprehensive benefits package. Please forward your resume to:

E-mail: SCI_HR@showal.com

We thank all applicants for applying however, only those selected for an interview will be contacted. Please No Agencies

509 drivers

514 salon & spa help



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

HAIR STYLIST

Licensed for children's salon in Markville Shopping Centre. Call Paul: 416-434-1144

511 retail opportunities

511 retail opportunities

SHOPPERS DRUG MART

New Shoppers Drug Mart at McCowan and BurOak (1st light north of 16th Ave.) is hiring for full time PHARMACY TECHNICIAN. Call (416)271-4531 or Fax resume to (905)927-2623 or drop by and visit us!

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BOOKKEEPER/SECRETARY

Successful distribution company in York Region has a great full time opportunity. Seeking a well organized and cordial person with general accounting and secretarial experience (recent graduates welcome to apply). Competitive salary and benefits offered. Fax resume in confidence to: 905-887-4117

OFFICE ASSISTANT/ RECEPTIONIST

needed for small, fast-paced, growing company in the Markham area. Fax resume to: 905-475-0954 or email: sandi@lsrec.com

PART TIME RECEPTIONIST

Thursday & Friday Woodbine/ Steeles area. Fax resume to: 905-475-3718

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EXECUTIVE/ SALES ASSISTANT

for Richmond Hill national distributor, reporting to Senior Vice-President and the Sales Manager. Skills must include computer knowledge, able to multi-task, customer relations and some managerial background. French would be an asset. Salary mid 30's. Submit resume to: marcel@selkocan.com

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EXPERIENCED MORTGAGE SPECIALIST

Leads provided. Largest broker in Richmond Hill. Call Northwood Mortgage (905)889-7676 ext 232