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TOWN OF NEWMARKET

The Town of Newmarket, an organization with a spirited and enterprising approach to business and lifestyles, is in the heart of York Region between Toronto and cottage country. We're known for our proactive and supportive environment, one that's the talk of the town!

Website Administrator

Utilizing demonstrated analytical, interpretive, and multi-tasking abilities, you will develop, implement, and maintain the Intranet/Internet sites (inclusive of content management software), ensure the integration of various software with the system, and conform with standards established by the Communications and I.T. Divisions. Client-focused and able to organize and interact effectively, you will liaise with employees to ensure the utilization of technology and orient/train staff in the use of corporate sites. Your Computer Science diploma (ideally with Webmaster and/or Developer, Computer Graphic Design or Corporate Communications certification) is complemented by knowledge of HTML, XML, ASP, JavaScript, graphic/web publishing software, MS Office and browser capabilities, and web content management software and techniques. Familiarity with business application software in a government environment is also required. Willing to work unscheduled overtime, you have a Class "G" driver's licence in good standing. **File #CS04-015**

Salary range: \$45,951 - \$57,439 per annum plus a comprehensive benefits plan.

Applications Support Analyst

A proven problem solver who is able to analyze and prioritize, you will implement, enhance, and maintain business applications, investigate and resolve system application issues, and create specialized reports and program code to meet user information requirements. Deadline-oriented and highly organized, you will coordinate between the I.T. Division and other departments on these projects and design/analyze system solutions based on practices and requirements of the departments. A university degree or diploma in Computer Sciences and progressive business systems is required along with customer service expertise, preferably in a municipal environment, or the equivalent combination of education and experience. Your specialized training in related technologies is coupled with a solid understanding of municipal business functions, policies, and requirements. A team player, you are willing to work unscheduled overtime. **File #CS04-014**

Salary range: \$37,342 - \$46,677 per annum plus a comprehensive benefits plan.

Please apply by 4:00 p.m., June 25, 2004, quoting the appropriate file number, to: **Human Resources Division, The Corporation of the Town of Newmarket, 395 Mullock Drive, Box 328, STN. MAIN, Newmarket, Ontario L3Y 4X7** Fax: (905) 953-5337, e-mail: hr@town.newmarket.on.ca

Visit www.newmarket.ca for detailed job descriptions, or to learn about opportunities currently available at the Town of Newmarket.

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

This personal information is collected under the authority of the Municipal Act and will be used to determine eligibility for potential employment. Questions about this collection of personal information should be directed to Human Resources.

Allstate

You always knew that with your drive and ambition you could be a success in Sales. Now Allstate is giving you the opportunity to turn your dream into reality.

Grab this great chance to join a recognized industry leader offering a broad portfolio of products, unlimited income potential, and a monthly guarantee while you get established on the road to running your own business as an Allstate Neighbourhood Office Agent.

Forward your resume in confidence to: **Larry Hogan, Allstate Insurance, 4997 Hwy 7 East, Unit 9, Markham, Ontario, L3R 1N1** Fax: 905-947-9207 Email: lhogan@allstate.ca

Maple Star

Specialized Foster Care

Be a Foster Parent

As a foster parent, you can expect to receive:

- \$1,650 per month, per child
- generous, monthly allowances for social activities, tutoring and psychological services
- extensive support, including social workers, youth workers & on-going training
- two days per month paid relief, per child

Previous experience in foster care or working with challenging youth preferred; however, all inquiries are welcome.

For more information: Call: 905.475.1630 E-mail: len.rutman@sympatico.ca

ADMINISTRATION ASSISTANT

Mature, Independent and Qualified Administrative Assistant. The ideal candidate must be Bilingual (French/English); Proficient in Excel, Word, Power Point. Organized and works independently, natural interpersonal skills; professional telephone skills. Candidate will report to President. Full time position. Salary plus Company Benefits. Head Office in Markham, Ontario. Please forward c.v. to hr@nsd.ca

SERVICE DISPATCHER/ADMINISTRATOR

Service oriented individual with:

- Excellent communication/interpersonal skills
- Able to communicate effectively by telephone/email
- Highly organized/professional
- Excellent computer skills
- Background in customer service

Please respond by email to roland.fernandes@baseibs.com

RECEPTIONIST

Consulting firm located at Steeles/404 is searching for an enthusiastic person for general administrative duties. Must have excellent English communication skills. For details & to apply online, visit: www.QUEUESystems.net

P/T ADMINISTRATIVE ASSISTANT

required to perform general office duties for small construction company in Gormley with experience in QuickBooks, Excel and Word. Rate \$13/hr. Vehicle required.

Fax resume to: (905)888-5412
Only qualified applicants will be contacted.

OFFICE MANAGER

Small but prestigious international retail consulting firm based in Old Unionville requires an experienced bookkeeper for full-time office administration (including reception, bookkeeping, telephone answering etc.). Excellent English, extensive experience with MS Office Professional & Simply Accounting (or equivalent) and a working knowledge of computer graphics packages are essential. A second language and knowledge of computer network maintenance would be helpful. Starting August to cover maternity leave. Could lead to permanent position.

Visit our website then email ONLY your customized CV with references and your expected starting salary to: jobs@talbotconsultants.com

Markham Co. seeks

BILINGUAL CSR

Must have excellent oral and written English and French, advanced keyboarding skills and a minimum of 1 year experience handling a high volume of calls in a customer service/order entry environment. Excellent working knowledge of Excel & Word, exceptional telephone communication skills and the ability to multi-task enables you to respond quickly and effectively to customer needs.

Please submit resume by fax: 905-470-7787 or e-mail: mail@remingtonmedical.com

OFFICE ASSISTANT

Cook (Canada) Inc. is a fast growing established distributor of medical devices located in Stouffville. We emphasize team spirit and employee involvement. We have an immediate opening for an energetic permanent part-time Office Assistant. This position's core hours would be Monday to Friday 10am - 2pm with the occasional full time hours.

JOB DUTIES INCLUDE:

- Reception relief
- General office tasks
- Vacation coverage

REQUIRED SKILLS:

- Computer literate with Microsoft Word and Excel experience
- Highly motivated and energetic
- Superior organizational skills
- Ability to prioritize
- Attention to detail and accuracy

Interested individuals please submit your resume or complete an application along with salary expectations no later than Wednesday June 23rd, 2004 to:

Cook (Canada) Inc.
Attention: Human Resources
111 Sandford Drive
Stouffville, ON L4A 7X5
Fax: 905-642-7712
E-mail: humanresources@cookcanada.com

Full Time RECEPTIONIST/ADMIN CLERK

The FSA Group, a full service direct marketing production company requires a Full Time Receptionist/Admin Clerk. Must have excellent communication skills and pleasant telephone manner. Knowledgeable in Microsoft Office, Excel, Word and Power Point. Must be able to handle a fast-paced environment and offer administrative support to all other departments. If you are a responsible, motivated individual fax your resume to:

905-513-6035 Attn: Nicole
or E-mail: nicoleh@thefsagroup.com

No phone calls. Only those candidates being considered for interviews will be contacted. Thank you.

1351 Rodick Road, Markham, ON L3R 5K4
www.thefsagroup.com

525 office help

INSURANCE BROKER

Full-time Personal Lines position. Must be RIBO + 5 years experience. Hwy #7 at DVP. Call Gary 416-225-9401

530 sales help & agents

KIA Kia of Markham

New/Pre-owned Car Sales Consultants

We want the best candidates with relevant experience in the field.

- experience is a must
- basic salary plus commission
- car allowance
- are confident, self-starters
- a supportive, professional work environment

Interested parties, please fax your resume to: **905-201-6077**

All responses will be kept confidential.

530 sales help & agents

CUSTOMER SALES & SERVICE REPRESENTATIVES

\$16.00 per hour

Looking for work in a fast-paced, dynamic environment?

Join a Leader in the financial industry. State of the art call centre located in Markham. Responsibilities will include:

- Answering incoming calls
- Upselling and cross-selling on every call

Minimum 1 year customer service and sales experience in a call centre is required. Must be flexible to work a variety of shifts, 7 days a week. Must have superior communication and computer skills with excellent credit record. Excellent benefits.

Please call Kim for an interview at: **905-477-4450**

532 retail sales help

ROGERS WIRELESS STORE

Part Time Sales Support Staff required at our Markham location. (11am to 4pm) Fax resume to **905-513-8623** Attn: Darwin

540 hotel restaurant

Cafeteria Help required Full-Time

- Mon-Fri
- Warden/Hwy 7 area

Fax resume to 905-853-7135

Running Room

The Markham Running Room is looking for enthusiastic, outgoing, runner/walker to join our sales team. Applications are being accepted for Assistant Management position. If you are an individual with a strong interest in promoting the sport of running and walking please forward your resume to:

Leslie Marnoch
Running Room
Unit 1 4981 Highway #7
Markham, ON L3R 1N1
fax 905-479-3774
email markham@runningroom.com
no phone calls please

515 skilled & technical help

Well Experienced SENIOR INDUSTRIAL MECHANIC

With welding & fabricating knowledge. References are required. Fax resume to G.M @ **905-738-2098**

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LEGAL SECRETARY

Busy Markham law firm, looking for experienced Litigation Secretary.

Fax resume to Mingay & Vereshchak @ 905.294.9141 Attn: Maria

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BILINGUAL EMERGENCY RESPONSE SUPERVISORS (French/English)

Day/night shifts
Keele/Hwy#7
Fax/email resumes: 1-866-277-4086
mporter@apialarm.com

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LEGAL SECRETARY

required for litigation firm. Steeles & Weston

Fax resume to 905-264-6679

532 retail sales help

Italian Fine Dining Restaurant

at Hwy 7/ Leslie seeks:

Experienced Pasta Cook for evening shift.

Call: (905)764-0559 ask for Chef George

532 retail sales help

SALES ASSOCIATE

Enthusiastic, sales person needed for retail store in Stouffville. Full-time Tuesdays to Saturdays.

For appointment, call David (905)640-4646