

525 Office Help

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535 Hospital, Medical, Dental

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545 Teaching Opportunities

Our client, a leading employer, is currently hiring an:

Administrative Assistant to HR Director

You will coordinate/book meetings and prepare a variety of presentations and correspondence. With a high school diploma and at least 7 to 10 years' related experience, you have advanced computer, organizational and communication abilities. A decisive and quick thinker, you also possess strong diplomacy skills and can handle stress with ease. An Administrative Services diploma and Access/Visio experience would be valuable assets.

Please forward your résumé and cover letter, stating your salary expectations, in confidence, to: stephaniem@hirepower.on.ca



Résumés 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. In your e-mail, please list those organizations to which you do not wish to submit your résumé.

confidentialreplyservice

Ontario Needs You!

Watch for Metroland's glossy magazine coming the week of April 4, 2005!

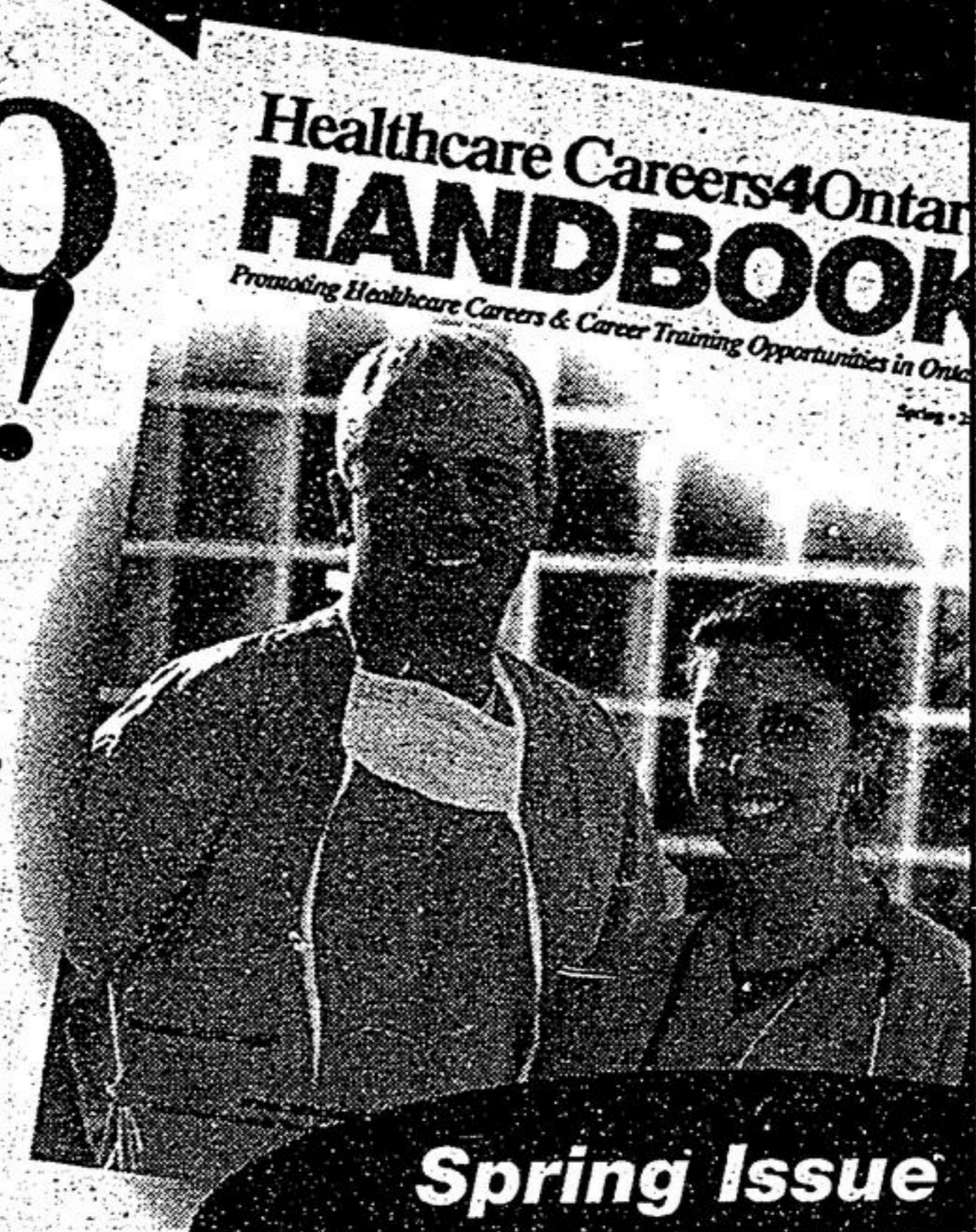
To advertise your career or career training opportunities, call 416-493-1300, ext. 237, 288 or 252.

ADVERTISING DEADLINE: March 18, 2005

To request a complimentary copy, email careers4ontario@metroland.com



Metroland Printing, Publishing and Distributing Ltd.



Spring Issue

Oxford Learning Centre
Markham/Scarborough requires
PART TIME TEACHERS
Preschool, elementary, high school. University degree required.
Call 416-321-1646 or email resume markhamsouth@oxfordlearning.com

510 General Help

Are you a happy, energetic coffee lover? We are looking for responsible, flexible people to join our team. Full or part-time. Apply in person with resume: Second Cup Warden/Hwy. 7 (905)477-6755

530 Sales Help & Agents

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510 General Help

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TELEPHONE INTERVIEWERS required on both a full-time and part-time basis for a national information gathering organization. Medical background and medical terminology an asset. Good computer and keyboard skills a must. Hours are Mon-Fri. 8 a.m. - 9pm, Sat. 9 a.m. - 5 p.m. and Sundays 11 a.m. - 4 p.m. This is NOT telemarketing. E-mail resume to hirings@hooperholmes.ca

Full Time Order Entry/ Receptionist
Bilingual(French)
Immediately
Email: nadia@advantagehealthmatters.com

THINKING OF A CAREER IN COMMERCIAL REAL ESTATE?
Become a Member of our Support Staff while pursuing your Real Estate Licensing requirements! Excellent communication and computer knowledge a must. Call (905)477-1011

Adecco THE EMPLOYMENT PEOPLE®
Adecco is recruiting for the upcoming busy season at Steelcase Canada in Markham. Are you a motivated team player with production experience and an excellent work ethic? If you fit the following criteria then we are interested in hearing from you!!!
-Assembly experience in a fast paced env't
-Able to lift 40lbs.+
-Machine Operations experience
-Brake/Punch Press experience
Shifts:
7a.m-3:30p.m. (\$11.25/hr)
3:30p.m.-12:00a.m. (\$11.25 plus \$0.40/hr shift premium)
Call to book an appointment with us today!
Contact us at 1-866-836-0132 or (905)836-0132 or email your resume to norma.davis@adecco.ca

EXPERIENCED PART OR FULL-TIME HELP required for horse farm. Muck stalls & turnout. Weekends required. Please call Ann Mon.-Fri. 8a.m.-5p.m. (905)888-0099

EXPERIENCED COLLECTIONS PERSON required immediately for busy Richmond Hill office. Must have references. Fax: (905)770-1901 or email darmagahardwood@bellnet.ca

530 Sales Help & Agents

540 Hotel Restaurant 540 Hotel Restaurant

Al Dente Restaurant Now Hiring!
•Full & Part-time Experienced Waitstaff
•Dishwasher
Please drop resume to: 39 Main St. N., Markham, ON

DATA ENTRY Full time positions available. Located at Denison & Warden. Accuracy a must. Windows/detail oriented an asset. Successful applicants must possess between 7,000-8,000 keystrokes per hour. \$9/hr. to start. Email resume to: resume@mesltd.ca

TECHNICAL SALES Significant commission \$\$\$ potential. Full/ part time. Work from home prospecting new clients and cold calling. Ideal position if you are just starting out or retired. Call 905-201-8711 416-471-0290

Needed immediately
•LINE COOKS
•DISHWASHER
•PREP PERSON
Full & Part Time
Great pay. Great working environment. Must be experienced. Fax 905-640-9960

IMMEDIATE POSITIONS
COOKS, CHEFS & DISHWASHER
Experience required. Fax: (905)773-5141 or email to: spunzo@bellnet.ca

2001 AUDIO VIDEO Full Time Salespeople
High Base Salary, High Commissions
Bonuses, Extensive Benefits, Management Training, Employment Stability
Retail (commission) sales experience preferred
Fax your Resume to the attention of:
Joe at 905-479-0371
or visit the Woodbine Ave. & Hwy 7 location hrdept@2001audiovideo.com

EXPERIENCED SHIPPING/ RECEIVING & INVENTORY CONTROL position available for meticulous and dedicated individual. Email resume to: info@watchnetdvr.com

BOOKKEEPING/ACCOUNTING required for expanding fast paced marina located at Hwy.#400 & Major Mackenzie. Candidate must have a solid background in bookkeeping/ accounting, be detail oriented and computer literate. Strong references required. Email: info@skylinemarina.com

535 Hospital, Medical, Dental

Busy medical office requires ASAP Accounts Receivable Clerk with experience in OHIP billings. Must be a team player, trustworthy and have great attention to detail. Approx 25-30 hrs/week. Please fax resume to (905)471-4348

510 General Help 510 General Help

STERNE ACURA
We have an immediate opening in our Parts Department for a: **PARTS COUNTER PERSON**
The successful candidate will be:
• Customer service oriented
• Self motivated
• Neat in appearance
• Reliable
Strong computer skills combined with Acura/Honda experience would be a valuable asset. We offer competitive wages & excellent company benefits. Apply in person or fax resume to: 15795 Yonge St., Aurora Fax: 905-841-8650

UNIONVILLE GOLF CENTRE
44 Main Street, Unionville
1/2 km. south of Hwy.#7
Seeking reliable individuals for:
•GROUNDS MAINTENANCE
•PRO SHOP HELP
•DRIVING RANGE
F/T & P/T, seasonal & summer. Students & Retirees welcome!
Apply in person from 10am-1pm Saturday, March 19th & Sunday, March 20th

FORKLIFT OPERATOR Must have experience Forklift licence an asset. Also, **GENERAL MAINTENANCE PERSON** for 80,000 sq.ft. building. Required for Leon's Insulation Relocated in Stouffville area. Competitive pay package & benefits. Fax resume to Mark or Chris: 905-640-8855

Office Clerk/ Receptionist required immediately. Various duties within fast paced contracting company. Please fax resume to: (905)474-1611

Busy medical office has Part-Time Clerical position available ASAP. Approx. 10-15 hrs/week. Students welcome. Please fax resume to: (905)471-4348

530 Sales Help & Agents 530 Sales Help & Agents

PROFESSIONAL SALES ASSOCIATE
Committed to quality service and never being undersold, maxill is a dental supply company that provides quality maxill brand products to dental offices, health care institutions, emergency services and retail locations. We currently have a position available in the Richmond Hill/Barrie area for a "HIGH ENERGY" Professional Sales Person. The appropriate territory manager will exceed sales expectations and maintain existing accounts. Please visit our website for more information. www.maxill.com or email your resume to chrisd@maxill.com

540 Hotel Restaurant

Coffee & Sandwich Shop Full and Part Time HELPER
Hwy. # 27 & 88
Please call: 905-960-8973 or 905-778-8418

Coppinwood Golf Development
Is currently seeking motivated individuals for the following positions:
• Golf Course Maintenance Staff
• Golf Course Construction Staff
• Laborers
Please forward your Résumé's to: **Coppinwood Golf Club**
C/O Sean DeSilva
sean@coppinwood.com
Golf Course Superintendent
P.O. Box 1329
Uxbridge, Ontario
L9P 1N5

SMALL MANUFACTURING COMPANY requires someone with Accounting background and good telephone manners. We require someone with strong accounting skills, from ordering stock to closing the accounting month. This involves, order entry, sales journal, cash receipts, cash disbursements, processing and verifying invoices, verifying sub ledgers. Our computerized system is IOA Accounting, very friendly. Please reply by fax: 905-477-2826 Email: rita@firedetectiondevices.com

WORKERS NEEDED
Warehouse and Factory Positions
Richmond Hill, Concord and Markham
Heavy Lifting
\$9 - \$10 per hour
Shippers/Receivers & Cert. Forklift
\$10 - \$13 per hour
Please Call Chris at (905) 737-2103
STAFFING SERVICES

Markham based landscape company serving the GTA requires **LANDSCAPE MAINTENANCE CREW MEMBERS & CREW FOREMAN (M/F)**
3-5 years experience. Call (905)887-5155 or fax: (905)887-9685

FULL TIME ASSEMBLY WORKERS required in the Woodbridge area for faucet manufacturer. Please fax or email resume to: 905-851-8031 john@rubinet.com

Mario's no frills FULL TIME GROCERY & FULL TIME PRODUCE CLERKS
Apply in person at: 9255 Woodbine Ave. at 16th Ave. Markham

FULL TIME DISPATCHER required for Gravel Pit located 10 minutes from Uxbridge. General computer skills and a good geographic knowledge of Toronto and surrounding G.T.A. are required. Please forward your resume to Box B, c/o Uxbridge Times Journal, Box 459, Uxbridge, ON L9P 1M9