

525 Office Help

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535 Hospital, Medical, Dental

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510 General Help

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COOK

Inventory Control Coordinator

Cook (Canada) Inc. is a well-established distributor of medical devices located in Stouffville, ON. We emphasize team spirit and employee involvement. We have an immediate opening for an energetic and resourceful Inventory Control Coordinator. This is a six month renewable contract position.

Responsibilities include:

- effective purchasing of products to meet company objectives and customer requirements;
- manage and control inventory levels ensuring service level objectives are not compromised;
- identify, recommend and implement continuous process improvement;
- analyze obsolete and slow moving products

Critical Experience and Attributes:

- 1 to 3 years applicable experience
- a 3-year college diploma in Business Administration - Operations Management;
- APICS affiliation (CPIM designation preferred);
- strong working knowledge of desktop computer applications including MS Excel, Word, and Outlook;
- an innovative, high energy, flexible personality that is adaptable to change;
- excellent oral and written communication abilities;
- an ability to establish rapport easily and build both internal and external relationships;
- a team player who understands the importance of working to a collective goal;
- proven organizational and administrative abilities, sound investigative and analytical skills;
- effective negotiation skills;
- exhibits personal integrity and has a tolerance for ambiguity.

If your skills, abilities and experience match these requirements, please submit a resume along with salary expectations by **Friday, October 28, 2005 to:**

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

Receptionist/Administrative Assistant

Osprey Media Group, a growing, fast-paced company, requires a highly professional receptionist/administrative assistant for its corporate head office in Markham. The successful candidate will answer the main switchboard, greet visitors, open and distribute mail, coordinate meeting room schedules, procure supplies for a central supply room and kitchen, and regularly update the company web site. This individual will also provide support to two Vice Presidents and perform occasional administrative/clerical tasks and projects for the President's EA. This dynamic individual should possess a pleasing and courteous phone manner, above-average communications skills, a high degree of initiative, and a desire to learn new skills. She should also be reliable, flexible, organized and detail oriented. Basic knowledge of Microsoft Word and Excel and a typing speed of 60 words a minute are required. Deadline for applications is October 21.

Please e-mail your resume to dalker@ospreymedia.ca or fax to Dina Alker at 905-752-1138.

Well established Fashion wholesaler in Markham, hiring Qualified persons for the following full-time positions:

- 1) Customer Service
- 2) Bookkeeper, A/R, A/P, Collection
Applicants must be fluent in English, French an asset. Pleasant telephone manner, typing 45wpm+, good knowledge of MS Office & Quickbooks, experience needed for Job (2)
- 3) Warehouse Helper
Apply in confidence. Fax resume & salary expectations to: 905-940-9911

FULL TIME LAW CLERK MARKHAM

Andrew Feldstein & Associates
Experience in family law & knowledge of Divorcemate, PC Law and Word an asset. Law Clerk Diploma required.
Please e-mail resume to: melanie.rain@andrewfeldstein.com

PHONE HELP

Needed to complete Education Awareness Surveys for Early Childhood Development. Must have a strong command of the English language. No selling. Training will be provided. Hours: M-F: 9am-3pm, or M-F: 5pm-9pm.
Fax resume quoting hours to: 905-889-1730, attention Cindy

APPOINTMENT SETTERS

Seeking reliable and energetic people with courteous phone manner to help promote Pre-School Child Development Program. Must be fluent in English. No selling.
Hours: Monday-Friday (evenings)
Location: Leslie/Hwy#7
Fax resume to Patricia 905-889-1730

525 Office Help

FRONT DESK SECRETARY RECEPTIONIST required evenings 4-8pm/ some weekends for busy real estate office in Stouffville.
Fax resume to: 905-640-3606

RECEPTIONIST

Markham law firm seeking F/T Receptionist/ Assistant. Legal and or real estate experience an asset.
Fax to: (905)477-3978

Small packaging company looking for **Office Secretary/ Administration**, Suits retired person.
Call 905-940-2356
Fax resume to: (905)940-3650

PG Parts Now, a leading Canadian distributor of printer parts, has an immediate opening for **Inside Sales/ Customer Service Rep.**
The ideal candidate must be a team player, responsible, have strong communications skills both written and verbal. Computer experience an asset. Will train.
Fax resume to: 905-752-0999

Mechanical Contracting firm requires experienced full time **Office Person.**
Position includes payroll, A/P, A/R, etc. Business Visions an asset. Warden and Steeles area.
Fax resume to 905-475-8249

530 Sales Help & Agents

BOOKKEEPER for printing co. Must be experienced in Simply Acctg. Part time-set your own schedule
Fax resume to: 905-415-2766

530 Sales Help & Agents

SALES Earn Top \$\$\$ P/T or F/T
Call Jesse (647)293-3901

SALES PROFESSIONALS Earn \$7,000-\$10,000/month

Vacation Club is looking for talented energetic professional people who enjoy working with the public to market our vacation club memberships. No cold calling, meet with qualified guests that we bring to you. We will train you!

Earn large commissions!

Candidates must be able to work weekday evenings and weekend days at our Richmond Hill Sales Centre (Highway #7 & Leslie)

Weekdays contact Linda (416)490-0222 Ext.234
Weekends contact Tanya or Richard (905)482-0419

An International Insurance Company located in Markham (Warden/ Denison) has immediate opportunity for several: **Bilingual Tele Sales Representatives**

The successful candidates will have sales, customer service and/or telemarketing experience and possess excellent communication skills in both French and English. Resident and Non-resident insurance licenses an asset however training will be provided.

If you are a self-starter looking for growth opportunities, please email your resume to: human.resources@ca.combined.com or by fax to 905-305-4361

HAVE YOU CONSIDERED A CAREER IN REAL ESTATE?

Take the job for a test drive in our **REAL ESTATE SIMULATOR.**
www.suttonheritage.com go to career information, then skills assessment and take a free on-line, confidential assessment to determine if you have the skills and personality. Please R.S.V.P. if interested in attending our Career Seminar, Oct. 20th, at 7 p.m. 6061 Highway 7, Markham.
Call Lyn at 905-471-2000

532 Retail Sales Help

What Girls Want Shoe Store is seeking **Experienced Mature Retail Sales Person.**
Apply with: 161 Main Street, Unionville

535 Hospital, Medical, Dental

DENTAL RECEPTIONIST/ ASSISTANT needed. Minimum 1 year dental experience. Please fax resume to: 905-479-6110

535 Hospital, Medical, Dental

FULL TIME DENTAL ASSISTANT for Modern Pediatric Dental Practice in Unionville, Ontario. Individual should be patient, hard working, conscientious person who is willing to go that extra mile.
Fax resume to 905-513-7833

Well established dental centre is looking for **F/T DENTAL HYGIENIST** for its Stouffville/ Uxbridge offices. Candidate must be flexible, reliable and have a positive attitude.
Please fax resume to: 905-852-0284

P/T DENTAL HYGIENIST

required for modern dental office in Markham. Some evenings. Experience a must.
Fax resume to: 905-927-1135

540 Hotel Restaurant

Music manufacturer seeks P/T **INSIDE SALES HELP.**
Entry level position, flexible hrs. Musical background an asset.
Email: nathalie@jendan.com

540 Hotel Restaurant

EXPERIENCED HOST, BARTENDERS & SERVERS
Full-time and part-time. Flexible hours.
Call: 905-305-9792 ext. 27 or fax: 905-305-9719

540 Hotel Restaurant

WAIT STAFF NEEDED For Restaurant. Experience Preferred.
Vincen/ Nila 416-917-9462 647-836-6502

545 Teaching Opportunities

Grace Church Daycare requires a **Qualified ECE** with diploma for their Pre-School program.
Fax resume to 905-895-3940 or email to daycare@gracechurch.ca

545 Teaching Opportunities

QUALIFIED TEACHERS B.Ed needed for tutoring in Science, Math, English & French. Gr. 1-12
Luv 2 Tutor (905)883-5301

510 General Help

Asst. Manager **NOW HIRING** Rapidly Expanding Company Taking Applications All Positions
Asst. Manager
Manager
Manager Trainees
Marketing
Customer Service
Must be available immediately
Call Universal Energy Corp 416-849-0026

510 General Help

HOMEWORKERS NEEDED!!
To Assemble Products,
• Mailing/ Processing Circulars
• Copy/ Mailing PC Disk Program
Up to \$1,500/wk. No experience needed!
FREE information at www.WorkAtHomeConnections.com
Reference 7-301

510 General Help

RESPITE SUPPORT WORKERS
Needed for Respite Registry that supports individuals with special needs (ages preschooler to adult) within York Region. Part time variable hours, contract basis (before/after school, days, evenings, weekends). Experience working with special needs desirable, access to a vehicle an asset. References required.
Please fax/email resume with cover letter to: CHAP Program - York Region
Fax: 905 898 1171 e-mail: kdelong@yssn.ca

THE GARDEN BASKET FOOD MARKETS
www.thegardenbasket.ca

FULL TIME POSITIONS AVAILABLE FOR

- PRODUCE CLERKS
- HEAD CASHIER
- HEAD DAIRY CLERK
- MEAT CUTTERS
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Excellent Pay and Benefits
Immediate Employment

Apply in person at: **THE GARDEN BASKET**
9275 Markham Rd., (at 16th Ave.)
or fax/email resume to 905-471-0922
anna@thegardenbasket.ca

We appreciate all responses, but regret that only those selected for an interview will be contacted.

DEVIL'S GLEN COUNTRY CLUB

Devil's Glen Snow School and Racing Programs are seeking individuals for the following positions:

- Ski Instructors CSIA Level 1 and 2
- Snowboard Instructors CASI Level 1
- Race Coaches all levels CSCF and/or CSIA
- Current opening at all levels from entry level to advanced (6 yr. olds to Adults)

As well Race Assistants / Volunteers
• Strong skiers needed to help set up and run race events
• Ski privileges at a private club
• Training & Certification provided
• Fun, Social, Rewarding Volunteer Activities

Reply in writing, email or by fax to:
Devil's Glen Country Club
Suki Chapman
Alpine Program Co-ordinator
Glen Huron, ONT. L0M 1L0
Tel: 705-445-4890
Fax: 705-445-5762
E-mail: racing@devilsghen.com

RESPITE SUPPORT WORKERS
Needed for Respite Registry that supports individuals with special needs (ages preschooler to adult) within York Region. Part time variable hours, contract basis (before/after school, days, evenings, weekends). Experience working with special needs desirable, access to a vehicle an asset. References required.
Please fax/email resume with cover letter to: CHAP Program - York Region
Fax: 905 898 1171 e-mail: kdelong@yssn.ca

5000+ CAREERS Unlimited Opportunities

Hbc offers you 5000+ potential careers, a culture dedicated to people and unlimited possibilities for growth in one of the finest and largest networks of stores in Canada. We connect with Canadians coast-to-coast under The Bay, Zellers, Home Outfitters, Designer Depot and Fields banners.

the Bay
Markham
(Markville Shopping Centre)
5000 Highway #7 at McCowan

HOLIDAY RECRUITMENT FAIR
Friday, October 14 2 pm - 8 pm
Saturday, October 15 10 am - 4 pm

Canada's fashion leader is looking for enthusiastic, style-savvy individuals to act as Seasonal Consultants this holiday season. If you enjoy building customer relationships in a fast-paced environment, we want to meet with you. As part of our team you can enjoy competitive pay, top-notch training and an attractive shopping discount.

Wherever you want to go, Hbc has all the opportunities you need to build a great career with unlimited possibilities.
www.hbc.ca

