

525 Office Help

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535 Hospital, Medical, Dental

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Markham-based Company seeking qualified individuals for the following positions:

Reception/Administrative Assistant

- Minimum of 2 years reception experience
- Intermediate level MS Word and Excel

Accounting Administrator

- University degree or professional designation an asset
- Minimum two years experience in an accounting role

Marketing/Design Assistant

- Minimum two years related work experience
- Excellent working knowledge of the following programs:
 - Photoshop
 - Quark Express
 - Illustrator
 - Microsoft Office suite

Please forward resumes to the attention of Carla Aedo at (Fax) 905-479-5235 or carlaa@yogenfruz.com. We thank all candidates for their interest, however, only those under consideration will be contacted.

A rapidly growing company is looking for an energetic **ADMINISTRATIVE ASSISTANT** with customer service/order taking experience. Please send your resume to (905) 471-3689 or job2fit@yahoo.ca

Part-time Bookkeeper

needed by a Markham/Steeles area small distributor. Responses to larry@patronproducts.com

Fax us your ad
1(905)
853-1765

JUNIOR ACCOUNTING CLERK/RECEPTIONIST

for busy Exhibit company in Markham
Fax resume to: 905-479-1765

Data Operators

Require keyboarding & computer skills. 8,000+K/S. Must be able to work at a fast pace. English skills required. Hwy 7 & Warden Ave.
Please fax to: 905-475-2227, or e-mail: cindy@ajddataservices.com

REAL ESTATE RECEPTIONIST

Full-Time Position in busy Markham Office. Experienced Applicants
Fax resume to: 905-471-3816

Admin. Assistant

Ganz Realty, a division of GANZ, requires an Admin. Assistant on a permanent basis to answer incoming calls, set appointments, maintain contact lists, process invoices, prepare reports and correspondence, and day-to-day office maintenance. You must have advanced skills in Excel and knowledge of WordPerfect is an asset. Experience in a real estate or contractor's office is preferred.

Showroom Sample Co-ordinator

You will co-ordinate and expedite the receipt, preparation and distribution of product samples which includes communication with manufacturers. You will also co-ordinate shipments of new samples to our various showrooms and process supporting paperwork. AS400 is an asset and you must be able to lift a min. of 25 lbs.

Please forward your resume to: Human Resources Department, Email: hrcanada@ganz.com Fax: 905-856-4647.

GANZ

RECEPTIONIST

Entry level position for full time reception and office administration. Must have excellent English communication skills. Stable and professional work environment, located at Woodbine and Steeles. Apply on-line at www.QUEUESystems.net.

Markham home décor distributor seeking individual for:

Accounts Receivable/Collections Clerk

Min. 2 years exp. with A/R and collections in a computerized environment. Email or fax resume by November 16, 2005 to thardy@burkartassociates.com or (905)479-4723.

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 9am-3pm or 5-9pm to: 905-889-1730, Attn: 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

A.W.S. & JUNK BUSTERS

requires **FULL-TIME ADMINISTRATOR** MSOffice, QuickBooks, Sales & Dispatching preferred. Fax resume to: (905)887-9973

F/T CUSTOMER SERVICE REPRESENTATIVE

required ASAP for accessory wholesale company located at Woodbine & 14th Fax: (905)944-3599 E-mail: info@hanhocollection.com

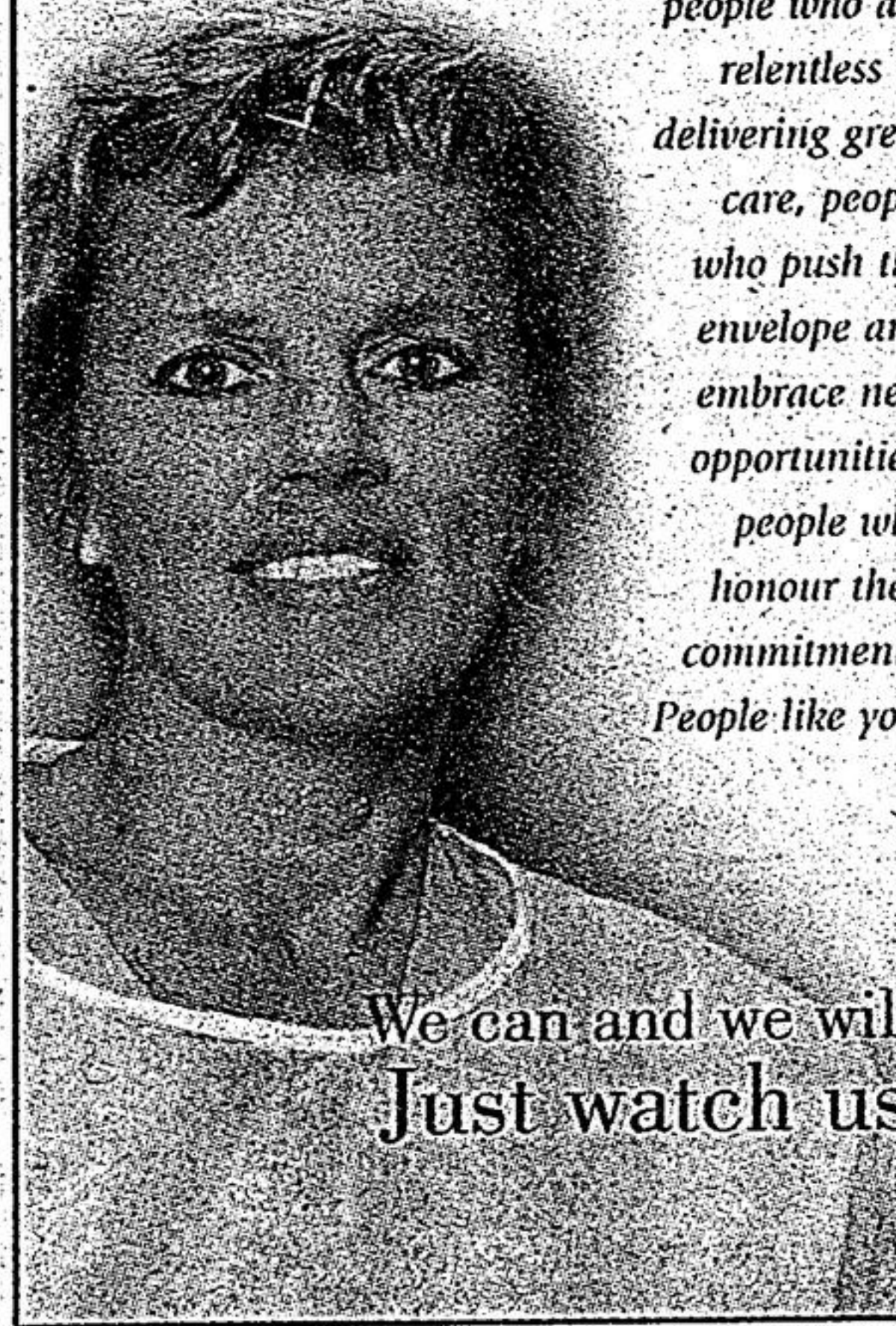
At Southlake, we care passionately about our people, our hospital and our community. That's why we're committed to



SOUTHLAKE
REGIONAL HEALTH CENTRE

We will empower you to embrace new opportunities.

providing shockingly excellent service. This means continuously striving to be the best, respecting individual needs, and valuing the personal contributions and expertise of every team member. Most importantly, it means welcoming people who are relentless in delivering great care, people who push the envelope and embrace new opportunities, people who honour their commitments. People like you.



We can and we will. Just watch us.

Career Fair

for Registered Nurses (all areas)

Tuesday, November 8th – 4:30 p.m. to 7:30 p.m. Southlake's Auditorium 596 Davis Drive, Newmarket

If your career plans include making a move, don't miss this exciting opportunity to be part of our vision for health care. We are particularly interested in meeting with RNs in the following areas:

- Educator in Medical Cardiology (including CCU)
- Cardiac Prevention & Rehabilitation Co-ordinators
- Cardiac
- ICU
- Medicine
- Cancer Care
- Emergency
- VNT (float team)

Please bring your resume to discuss these opportunities with our team members. Free parking is available. Allied Healthcare Professionals are also invited to stop by and drop off their resumes. For details on our organization and positions available, as well as directions to our Career Fair, visit us online.

If you cannot attend our Career Fair, simply send your resume to: Southlake Regional Health Centre, Human Resources Department, 596 Davis Drive, Newmarket, ON L3Y 2P9. Fax: 905-853-2218. E-mail (Word format): careers@southlakeregional.org

www.southlakeregional.org

SHIFT NURSING-R.P.N.'S

Ranked #1 in Toronto for Best Nurses



S.R.T. Med-Staff has immediate openings throughout York Region for R.P.N.'s with paediatric or palliative skills and expertise to work in the community. A minimum of one year recent experience is required.

Please fax resume to: S.R.T. Med-Staff Attn: Hanna Kreiger at 416.968.3652 or email: hkreiger@srtmedstaff.com

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Make a difference for our children - and your **Career!**

Nurses - Paediatric
• TORONTO & YORK REGION
INFORMATION SESSIONS

Monday, November 7 – 10:00 a.m. to 3:00 p.m.
Thursday, November 10 – 1:00 p.m. to 5:00 p.m.
Friday, November 11 – 10:00 a.m. to 4:00 p.m.
170 Merton Street (Yonge/Davisville) Toronto, Ontario

VHA offers flexible schedules, competitive remuneration, a benefits package, an employee assistance plan, supportive management, a strong emphasis on professional development opportunities, paid orientation, and a bursary program for education and training. If you're unable to attend the information sessions, please apply in writing, to:

VHA HOME HEALTHCARE
Fax: (416) 482-8773 e-mail: kfelizd@vha.ca
Accredited by the Canadian Council On Health Services Accreditation
VHA is an equal opportunity employer.

www.vha.ca

A mature, permanent part-time assistant Office Co-ordinator required for a very busy medical office located in Markham. Professional, authoritative personality. Strong command of the English Language, excellent computer skills, detail oriented, ability to multi-task. Accounting knowledge an asset. Hours- Wednesday 10-6, Thursday 9-5 & Friday 8-3:00. \$15.00/hour. Fax resume to (416)498-1589

PHYSIOTHERAPIST
Registered
Required for expanding multi-disciplinary programs. F/T positions & P/T evenings. Fax resume to: Markham Physiotherapy Clinic 905-471-3751

P/T RECEPTIONIST
Markham Doctors Office
Saturdays 6hrs, \$10.00/hr
Ideal for Student
Fax: 905-479-9635
staffing@refinedsearch.ca

530 Sales Help & Agents

530 Sales Help & Agents

CLOSET FACTORY - Rated #1 SALES/ DESIGNERS NEEDED
Job Benefits Include:
• Flexible working hours
• Pre-set qualified leads
• Car required
• Best training in industry
• Earn \$2K - \$5K per mth
• Health Plan
Give me a call 1-888-438-6742 or email: robert.smith@closetfactory.com
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www.closetfactory.com

ATTENTION
Due to the alarming number of returned cheques and declined credit cards used to pay for advertising, any such transactions will incur a \$25 service charge.