

505 Careers 505 Careers

NORMERICA

AUTHENTIC POST & BEAM HOMES
North America's leading Designer and Manufacturer of Post & Beam Homes is looking to hire for the position of:

Design Dept. Manager

Normerica is looking for an architect or senior architectural technologist skilled in residential housing design with experience in wood frame residential construction to lead our Design & Engineering Department. Post and Beam experience is an asset.

The successful candidate will lead our ten person design team both creatively and administratively in the development of custom residential post and beam houses and commercial projects. Scope of work will range from initial concept drawings through to permit and shop drawings. This position requires you to possess strong skills in scheduling work for all activities in your department. You are consistently able to set and meet aggressive deadlines. You must also excel in working with the sales group and their clients in helping to develop exciting and practical designs. Good communication skills are essential. Candidates must have significant experience in design of wood framed buildings pursuant to the guidelines of the OBC and possess strong AutoCAD skills. Experience with 3-D design programs such as Architectural Desktop and hsbCAD are a definite asset. Hand drafting and conceptual skills are also an asset.

If this exciting opportunity interests you, please forward resume to:
S. Ahrens by FAX: 905-841-3594 or e-mail to: s.ahrens@normerica.com

Normerica offers career growth opportunities and an excellent benefit package.

normerica.com

509 Drivers 509 Drivers

DRIVERS WANTED
Full time position, some experience preferred. Must be able to drive larger trucks (G class only) have a clean drivers abstract. Please apply in person to:
Valleyview Gardens
3012 Kennedy Road, Toronto.
416-291-1270

525 Office Help 525 Office Help

Part-time Marketing Position
Canadian publisher located in Markham looking for part-time marketing person. This newly created position responsibility will be to work on our catalogues, flyers, sell sheets and price lists. The candidate will require previous experience, a proficiency in Photoshop, Quark Xpress, and Microsoft Office applications. Also required is someone who is organized, has a strong attention to detail and can work independently.
Please forward resume with cover letter to: godwit@fitzhenry.ca
We wish to thank all candidates for their interest in advance and advise that only those selected for an interview will be contacted.

General Office Administration
Required for a fee-only personal financial planning firm in Markham. Duties include correspondence, filing, photocopying, switchboard relief, etc. Must be proficient in MS Office, (Word and Excel) and have excellent communication and organizational skills. Salary commensurate with experience.
Please fax resume and salary expectations to:
Liz Galloway at 905-471-3623
We thank all applicants in advance and advise only those selected for an interview will be contacted.

Marketing/Inventory Control Officer
Newly created position for growing dynamic Richmond Hill Food Wholesaler. Split Function. Work closely with Sales and Marketing to ensure adequate inventory levels and turnover. Creative graphic skills for sales presentation beneficial. Knowledge in Excel, Adobe Photoshop, Powerpoint. Approx. 18hrs/wk. Please email resumes to Dan-D Foods Toronto dianeting@dan-d-pak.com or fax 905-889-2684

ADMINISTRATIVE ASSISTANT
Established builder in Concord is seeking an Administrative Assistant to work for 3 Project Managers in a busy office. Successful candidate should have construction related experience. Computer literacy a must.
Please submit resume via fax: (905)326-2250
Attn: Project Manager

Financial Debt Recovery Limited - Richmond Hill
We are a rapidly growing Agency with lots of opportunity to excel. We are looking for serious self-motivated individuals to begin a new career or enhance an established career, as part of our collection team.
Please e-mail your resume to work@fdr.on.ca

Markham home décor distributor seeks: Admin Assistant - Sales & Marketing Must have excellent clerical (MS Office) communication and organizational skills with a min. 3 years exp.
Email or fax resume by Nov. 23, 2005 to thardy@burkartassociates.com or (905) 479-4723.

Richmond Hill Law Firm requires Legal Secretary
with fast, accurate typing skills.
Real Estate Assistant
with 3+ years experience.
Email: matteer@litowitz.com
Fax: 905.731.6986

BOOKKEEPER
Tuesday, 1/2 to 1 day.
Must be a trained Bookkeeper with knowledge of Simply Accounting including year end payroll.
Fax resume to: (905)642-2660

525 Office Help 525 Office Help

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.

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

BILINGUAL CUSTOMER SERVICE REP
French/English CSR for outbound call center. Updating customer information. Hwy 7 & Warden Ave area
Please fax to 905-475-2227 or email: cindy@globalservice.net

Busy construction office in Markham seeking an independent, reliable **ACCOUNTS PAYABLE/RECEIVABLE.** Quickbooks experience a must. Candidates must write and speak English fluently.
Please fax resume to 905-471-9177

Marketing & Customer Service Assistant
needed for Markham distributor. Requires proficiency in Microsoft Office, excellent telephone skills, accurate data entry, and the ability to work with minimal supervision.
Fax resume to 905-470-7787

ACCOUNTANT
for property management company. CGA level III or higher. Knowledge of full accounting cycle and Excel a must.
Fax resume with salary expectation: 905-850-7751

530 Sales Help & Agents 530 Sales Help & Agents

SALES ASSOCIATES
Stephenson's Rental Services requires customer service oriented people for our equipment rental location in Markham. \$12.00/hr plus benefits after 3 mths. Customer service experience and a mechanical aptitude are definite assets. Must be able to work weekends.
Please fax 905-471-5448 or email: careers@stephensons.ca
Stephenson's RENTAL SERVICES
HIGHER STANDARDS. TOTAL COMMITMENT

SALES & MARKETING PROFESSIONAL
required for young Markham-based software company. Proven sales experience essential - agents will be considered.
Email covering letter indicating compensation structure and resume to vpsales@pepperlabs.ca

Telephone Sales
Self Motivated, Keen Team Player for rapidly growing Sign company. Basic Photoshop skills an asset.
\$12/hr +bonus.
Email Resume: OSSHR@CreativeOutdoor.com

535 Hospital, Medical, Dental 535 Hospital, Medical, Dental

Naturopathic Foundations Health Clinic is looking for a **PHYSIOTHERAPIST** to rent space in a multi-disciplinary clinic in Markham, Ontario. Currently the clinic has four Naturopathic Doctors, and two Registered Massage Therapists. The start date is effective immediately.
For further information contact: Iva Lloyd, BScH, RPP, RHN, ND. Doctor of Naturopathic Medicine Owner of Naturopathic Foundations (905)940-2727

529 Inside Sales 529 Inside Sales 529 Inside Sales

Looking for a stimulating career in Business Development?
One of Ontario's leading AV Design & Installation specialists - seeks a motivated, organized person with strong oral & written communication & computer skills to work inside developing new sales opportunities (not close sales) for their Scarborough location. Experience in Business Development or B2B services a plus. Mid-\$30K (negotiable) plus benefits.
Fax resume to 416-489-5949 or email to info@focus-america.com

530 Sales Help & Agents 530 Sales Help & Agents 530 Sales Help & Agents

LA-Z-BOY Gallery of Markham is currently looking for talented sales professionals who are searching for exciting new job opportunities in sales.

We are looking for highly driven individuals who want to work in an environment that fosters individual growth and rewards performance. You enjoy the art of decorating, design, and have excellent people skills. Previous retail experience an asset but you must have a passion for selling.

Sales Professionals

We offer:
Base salary and commission.
Major medical and dental benefits.
Paid vacations; training via vendors, and administrative support.
Full-time and part-time positions.

Qualifications:
Highly productive with minimum guidance and supervision.
Ability to work varied shifts including weekends.
Proven track record in generating sales and capable negotiator.

Please send resumes in confidence to hr@interhomefurniture.com or fax resume to 905-475-0576. Check our exciting website at www.interhomefurniture.com



When only the best will do

535 Hospital, Medical, Dental 535 Hospital, Medical, Dental 535 Hospital, Medical, Dental

PERSONAL SUPPORT WORKERS

S.R.T. Med Staff has immediate openings for full and part time assignments throughout York Region. Candidates must have a P.S.W. certificate and 1 year recent experience.

- High Pay Rates • Travel Reimbursement
 - Weekly Pay (inc. Travel) or Daily/Instant Pay
 - Benefit Plan • Paid Inservices
- Please fax your resumé to Wendy Hobson at S.R.T. Med Staff, Human Resources
416.968.3652 or toll free 1.800.650.8839
or email: humanresources@srmedstaff.com

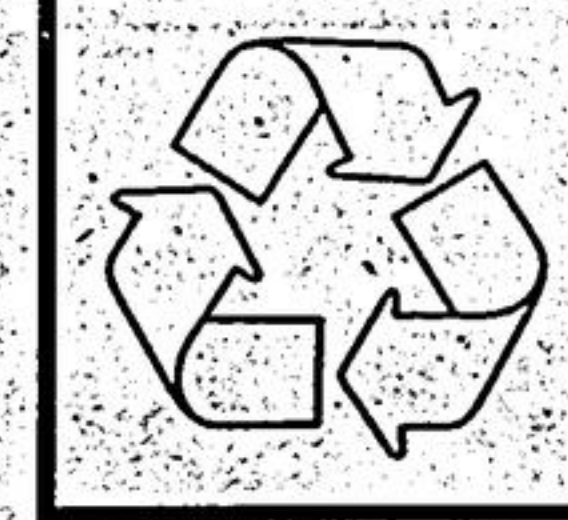


SHIFT NURSING-R.P.N.'S

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
Att: Hanna Kreiger at 416.968.3652
or email: hkreiger@srmedstaff.com

ACTIVATION PT
Retirement residence in Unionville seeks an energetic, self-motivated individual to implement therapeutic recreational programs. Certificate in Activation required. Submit resume to: christinaa@bethanylodge.org



IT Positions
QA ANALYST TESTER
and
JAVA PROGRAMMER ANALYST
See our web site for details
www.srb-intl.com/careers/careers.htm
or email: hr@srb-intl.com

