

505 Careers

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515 Skilled & Technical Help

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DURHAM REGION DIABETES NETWORK CO-ORDINATOR

Play an exciting new strategic and operational role within the regional diabetes program.

The Durham Region Diabetes Network (DRDN) Program is a community-based initiative of the Ministry of Health and Long-Term Care, bringing together a regional network of partners to serve the growing needs of Durham Region's evolving communities.

Working closely with Network partners, you will implement and monitor a Durham Region Diabetes Strategy, including a model and framework for regional diabetes education services. A proven leader and relationship builder, you will serve as the chair and member of the DRDN Council overseeing the successful operation of region-wide adult and paediatric diabetes care and services. Looking to the future of our communities, you will develop short- and long-term Program goals and objectives to ensure the ongoing application of evidence-based standards in diabetes care and treatment across all Network partner services.

This newly created mandate will be of interest to a health-care professional with a degree (master's preferred)

in Health Sciences/Administration, Nursing or another health-related discipline, and a track record of success in health-care project management and/or systems change, and research. Your expertise in diabetes education services is combined with a good knowledge of financial and human resources management, quality improvement, and utilization management systems. Above all, you are able to manage and foster a changing environment that promotes autonomous practice and collaborative decision-making. Membership in a relevant professional association would be an asset.

If you have the drive, expertise and commitment to take on this exciting challenge, please send your resume, quoting file #UNEX-060000114, by March 3, 2006, to: Durham Region Diabetes Network Program, c/o Lakeridge Health, Human Resources, 47 Liberty Street South, Bowmanville, Ontario, L1C 2N4. Fax: 905-697-4690. E-mail: careers@lakeridgehealth.on.ca.

HIRING

Telecommunication Service Centre is seeking for Technician, day and second shift is available

- Technician in either Telecommunications or Electronics
 - Two years manufacturing experience in a maintenance role, ideally with wireless telecoms equipment
 - Troubleshooting and circuit is an asset
 - College graduate in electronics
- Fax resume to 905-415-2688 or email to katie.chan@futuretel-service.com

525 Office Help

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REAL ESTATE SECRETARY
Busy, multi-branch company is searching for an experienced secretary with knowledge of Quick Office and Easy Offer. Ideal candidate is customer service oriented, cooperative and friendly.
Email: valerie@remaxrealtron.com
Fax: 905-944-1980

Chartered Accountant office requires
OFFICE HELP
Duties include answering telephone, filing, Exp. in Word and Excel to do financial statements, etc. Also some accounting. Quickbooks would be an asset. Room for advancement.
Please email or fax resumes to: sabrown.ca@rogers.com, 905-470-9167

529 Inside Sales

529 Inside Sales

TECHNICAL INSIDE SALES CUSTOMER REPRESENTATIVE
A well established growing Automation Company requires a Technical Inside Sales Customer Representative. This challenging position is being created to maintain our growth.
Requirements: Fluid power technical knowledge; Excellent communication skills (oral, written and presentation); a high standard of professionalism and character; Computer skills
Fax resume to 905-479-3755 or email to: dregis@pneumation.ca

530 Sales Help & Agents

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A growing cruise franchise has an immediate opportunity for
A RETIRED SALES PROFESSIONAL
If you're retired, and want to keep active, and love travel, this could be your chance to relaunch your career in a whole new direction!
Please contact us at Toronto East Cruise Ship Centers for more information about joining our team of independent, commission-based Cruise Sales Consultants, or email tchau@cruiseshipcenters.com for the time and location of our next information session.

cruiseshipcenters
Your Dream Vacation Specialists
Unit 179 - 1571 Sandhurst Circle
(Woodside Square Mall at Finch and McCowan)
Scabourough, Ontario M1V 1V2
416-335-7437
www.torontoeast.cruiseshipcenters.ca

Full-Time PROFESSIONAL FLOORING SALESPERSON
wanted for a well established flooring & window fashion business. Experience required.
Send Resume by fax to 905-640-0639 or email to leanne@patti-lynn.com

vork region
Check Out Real Estate Listings Every Week!
It clicks home

Markham law office seeking
LEGAL R.E. ASSISTANT/RECEPTIONIST
Convey, PC Law an asset. Serbo-Croatian speaking an asset.
Fax resume to: 416-773-0016

Full or Part Time Order Desk/ Customer Service, good communication, computer skills, pleasant french manner, French an asset. Mon-Fri.
Fax Resume 905-479-6237

529 Inside Sales

Be a Part of Our Team INSIDE SALES REP
Needed for growing Alarm Call Centre
Email resume: lewisj@apidealers.com

530 Sales Help & Agents

SALES REPRESENTATIVE
A fast paced wood products manufacturer requires an experienced Sales Rep with excellent communication skills and time management attributes. Must be able to travel. Excellent remuneration opportunities.
Fax resume 905-859-4654

SALES MANAGERS
Powerful compensation plan rewards you B\$G.
Serious inquiries 1-800-480-9608

535 Hospital, Medical, Dental

DENTAL ASSISTANT
Needed immediately. Part-time. Certified and Italian speaking preferred.
Call Ann (905)475-7515

545 Teaching Opportunities

Immediately ECE's ASSISTANTS KITCHEN HELP
Warden/16th Ave Fax 905-480-9544

509 Drivers

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525 Office Help

525 Office Help

525 Office Help

525 Office Help

BETZ POOLS LTD
Stouffville, requires
AZ DRIVER
Must have 5 years experience with clean abstract and CVOR
Fax or email resume to: 905-640-7681
Email: tbennett@betzpools.com

SALES
We are looking for nice, kind, warm, individuals who are outspoken, team players to join our Stadia family. We are a Glass & Door service company servicing the Commercial Property Management industry in the GTA.
If you are looking for a new career, this is the perfect opportunity for you. This is an on-the-road sales position.
We provide:
• Salary plus commission
• Car
• Cell Phone
• Training
• Career Path Planning
• Educational Assistance
Must have:
• Clean drivers abstract
• Toronto driving knowledge

STADIA
Please call 905-841-3982 ext. 109

LEGAL ASSISTANTS
required for Richmond Hill Law Firm (F/T P/T). Excellent typing skills, Word, WP required. Conveyancer, Teraview and/or Fastco an asset.
Email resume to matteer@litowitz.com or fax resume to 905.731.6986.

Richmond Hill - Rapidly Growing Agency
Looking for full time recovery/collection specialists. Experienced/ inexperienced are welcome. You need a positive attitude, Team Spirit, be PC Literate and have good communication skills. E-mail: work@fdr.on.ca or fax 905-771-6005

EXPERIENCED BOOKKEEPER
Full-time for investment company. Up to trial balance, A/P, bank reconciliations. Must be proficient in Simply Accounting, good communication skills and must be fluent in English.
Call 416-665-9112 evenings 905-761-9355

RECEPTION/SHOWROOM AUTO DEALER Part Time Position
Experience an Asset
Fax resume to: 905-471-8350
Only those being considered will be contacted.

Markham company requires
PART-TIME OFFICE HELP
two days a week and vacation coverage. Word Perfect and dictaphone experience preferred. Good telephone manner and good command of English essential.
Please forward resume by fax: (905)474-2825 or email: j.taylor@alston.ca

CUSTOMER SERVICE - PRINT SHOP
Must have experience in a print shop preparing quotes & processing orders, an engaging ability to handle customers and strong computer skills.
To be part of our Markham Kwik Kopy Design & Print Centre, Canada's leading print franchise group, email your resume to: kkinfo@rogers.com

OFFICE ASSISTANT
Mon-Fri 9:00am-3:30pm (Oct-May)
Reception, correspondence, typing, filing and other general office duties.
Fax Resume to: 905-479-9313 by February 28th

509 Drivers

514 Salon & Spa Help

DZ DRIVERS REQUIRED
For local trucking company. Min. 3 yrs. exp. Clean abstract.
Call 905-513-9600

ESTHETICIAN RMT NAIL TECHNICIAN HAIR STYLIST
needed for new salon and spa in Stouffville.
Call (416)287-6000

520 Computer Data Processing

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JUNIOR PRODUCTION DESIGNER
EMG is looking for a full-time in house Junior Production Designer to begin work immediately. Must be a team player, good personality, excellent communication skills and the ability to work in a fast paced environment. Proficiency in all PC graphic programs: Corel, Illustrator, Photoshop, and other related applications. Web and multi media knowledge is an asset as is knowledge of production graphics in the promotional industry.
Resume info @ 3emg.com, Phone 905 477-8777; Fax 905 477-9262

JUNIOR SECRETARY/ GENERAL OFFICE HELP
Required F/T for fast paced Builder/ Developer/ Property Management firm in Buttonville. Experience in development/ construction industries an asset. Knowledge of Excel and Word. Candidate should be fluent in English, have a professional telephone manner, strong communication skills, be well organized and able to multi-task. Vehicle required.
Fax 905-940-1913 or email: patty@geistproperties.com

PART-TIME PAYROLL ADMINISTRATOR/ACCOUNTS RECEIVABLE CLERK
Rapidly growing computer company requires a Part-Time Payroll Administrator and an Accounts Receivable Clerk. The candidates must have strong organizational, computer (Excel & Word) and English language skills.
Fax resume to 905-477-6615 or email tiger_hr@tigerdirect.ca

Well established Fashion Wholesaler located in Markham is looking to hire a person for the office.
General office work with knowledge of bookkeeping is necessary along with a pleasant speaking telephone manner. Computer knowledge and fluent in English a must. This is a full time position.
Fax resume to: 905-940-9911
Attn: Eileen Cahill

525 Office Help

525 Office Help

Full-Time RECEPTION & DATA ENTRY PERSON
wanted for a well established flooring & window fashion business. Experience required.
Send Resume by fax to 905-640-0639 or email to leanne@patti-lynn.com