

505 Careers



Be a Foster Parent
As a foster parent, you can expect to receive:
• \$1860-\$3720 per month
• generous allowances for social activities & tutoring, paid relief
• extensive support, including social workers, youth workers & on-going training
Previous experience in working with challenging youth preferred; however, all inquires are welcome.
For more information:
Call: 905-475-1630
Email: maplestar@bellnet.ca

525 Office Help

ADMINISTRATIVE ASSISTANT-MARKETING
Growing company needs a flexible, detail oriented person to join small growing company. Ideal candidate: 2-3 years experience in insurance or personal finance, exposure/education in marketing and skilled in many MS office applications. Ideal for someone starting marketing career. Strong written and oral English required.
Email resume ASAP to: marketing@newcompany.ca

532 Retail Sales Help

Assistant Manager
needed for Trade Secrets in Markville Mall
Call 905-946-0757 or fax to 416-630-5989

535 Hospital, Medical, Dental

Markham Physiotherapy Clinic requires:
• Registered
PHYSIOTHERAPIST
FT position & P/T prns.
• RMT
Cert. May/06.
Fax resume to: 905-471-3751

510 General Help

Sleepy Hollow Golf & Country Club in Stouffville is currently seeking to fill the following seasonal positions:
WAITSTAFF
DISHWASHERS
GENERAL MAINTENANCE GREENS DEPARTMENT GOLF SERVICES
Please forward resume to Sleepy Hollow Country Club 13242 10th Line Stouffville, ON L4A 7X4
Fax: (905)642-0308
Email: info@sleepyhollowgolf.on.ca

510 General Help

Landscape maintenance firm requires qualified full time **LEAD HAND**. Also hiring **LABOURERS**. Experience & driver's license required. Good pay, small company atmosphere. Please call (905)888-9056

505 Careers

Unipac, an ITW Company
The Leader in Manufactured Inner Seals and Closure Liners is looking for a Customer Service Sales Development Specialist.
Main Responsibilities
• Reporting to the North American Supply Chain Manager.
• Main contact for established key accounts.
• Answering incoming customer calls.
• Processing phone and email Purchase Orders.
• Handling customer service problems such as complaints, late shipments, damaged or short shipments.
• Handling customer returns and issuing credits.
The ideal candidate must have:
• College and/or University degree.
• Minimum 1 to 2 years of customer service/office experience.
• Comfortable working with people at all levels and group presentations.
• Strong Computer skills, Word and Excel, experience with "Navision" an asset.
• Strong analytical and math skills required.
• Secondary language skills an asset (French, Spanish, Chinese).
We offer competitive wages and a comprehensive benefits package. Fax: 905-727-3930
e-mail: humanresources@unipac.ca
Visit our website at www.unipac.ca

525 Office Help

ADMINISTRATIVE ASSISTANT FULL TIME
For a fast paced growing company in Aurora. Applicant must possess a pleasant/professional telephone manner. Proficient in Microsoft Office. Strong verbal & written communication skills required. Experience preferred. If you are reliable and self-motivated, fax your resume to: (905)222-0344

535 Hospital, Medical, Dental

Well established dental centre req's **DENTAL HYGIENIST** in the Uxbridge/Stouffville area. Candidates must be flexible, reliable and be a positive team member.
Please fax resume to: 905-852-0284

DO YOU THINK LIKE A DETECTIVE?
Do you want to work from home? Are you a stay at home mom?
Allied International Credit is currently recruiting for an exclusive home-based, skip-trace opportunity. This is not a collections position.
• Training is fully paid for, exciting and comprehensive.
• Base plus commission.
• No previous experience necessary.
Please forward your resume to Patricia at hometraceinfo@aiccorp.com

Construction company in Stouffville area seeks **MOTIVATED INDIVIDUAL** for full time employment. Experience in residential/commercial construction an asset. Willing to train. Apprenticeship available.
Fax resume to: 905-640-9932

525 Office Help

OFFICE CLERK
Full time. Must be computer literate with experience in Simply Accounting.
Fax resume to: 905-642-2088

525 Office Help

RECEPTIONIST
for new home sales office in Stouffville. Monday to Thursday from 1-8pm. Must have computer experience.
Call 905-640-0002

540 Hotel Restaurant

MEDICAL COORDINATOR
for a busy medical office in Markham, experienced in medical billing, dicta-typing, Excel and Power Point.
Fax resume to: 905-471-7154

RECEPTIONIST/BOOKKEEPER (Permanent Part time)
We are looking for a person to handle the following duties:
• Answer incoming telephone calls.
• Prepare daily bank deposits.
• There will be other clerical duties as well.
Please forward your resume to:
OHS
1550 16th Avenue
Building B, Suite 201
Richmond Hill, Ontario
L4B 1E1
or Fax to: (905) 886-3392

Office coffee service requires **TECHNICIAN** to service and install various types of coffee equipment. Own car or van a must.
Email resume: reardon@canadacoffee.ca

ACCOUNTING/ADMIN ASSISTANT
The ideal candidate should have experience with QuickBooks and able to handle variety of accounting tasks.
Forward your resume to: provisionbiz@rogers.com

CUSTOMER SERVICE REP
Computer knowledge required.
Hwy#48/16th area.
Email resume: navi@stentechcanada.com

540 Hotel Restaurant

PRINCE ALBERT PUBLIC HOUSE Mt. Albert
Are you willing to learn? We are willing to train.
COOK- KITCHEN HELP REQUIRED
Experience an asset.
Phone: (905)473-1629
Fax resume: (905)473-5204

Esso
Bloomington & Hwy 48
ATTENDANT (night shift)
Immediate opening.
Previous experience an asset, will train.
Apply in person or
Fax resume to: (905)640-6071
We thank all applicants however only those under consideration will be contacted.

LEADHAND
2 yrs. exp. in landscape construction.
2 Labourers with experience for landscape constructions. Must have car.
(416)697-6715

514 Salon & Spa Help

Hair Stylists
Build a career starting day one.
9570 McCowan Road, MARKHAM
• hourly wage plus commission
• excellent benefits package
• full and part-time positions
• flexible working hours
• equipment provided
• advanced training program
• no clientele required
Call Shelby: 905-887-3590
www.firstchoice.com
Welcome...to a world of choice

530 Sales Help & Agents

Come grow with us!

We are looking to add to our team in the following positions:
New Car Specialist
Applicants must have three to five years luxury automotive sales experience with a proven track record in sales as well as CSI.
Confidentiality is assured.
Please send your resume to: jobs@tcbmw.com
Only the best need apply!
Town+Country

540 Hotel Restaurant

GREEK 2 GO
hiring **MANAGERS Exp. COOKS & CASHIERS**
Apply within 8 Washington Markham

510 General Help

JOIN THE MERRY MAIDS FAMILY
#1 Home Cleaning Company
• Guaranteed hours
• Weekly pay
• Paid training
• Car & valid license required
Call 905-471-2929

Markham Golf & Country Club is currently seeking to fill the following seasonal positions:
WAIT STAFF COOKS
PRO SHOP STAFF GREENS DEPARTMENT
Please forward resume to: Markham Golf & Country Club, 9064 Woodbine Ave., Markham ON L3R 0J7 or fax: 905-477-7654

EXP. CLEANING LADY
needed for homes in York Region. Car and references required.
Call (416)628-6988.

2 reliable CROSSING GUARDS
• Kennedy/
• Bridle Trail
• Castlemore/
• The Bridle Walk
Call 416-606-0901

530 Sales Help & Agents

OUTSIDE SALES POSITION
The Markham Board of Trade is looking for an enthusiastic, confident, outside sales person. Must be able to develop strong relationships with key account customers at all levels. You are able to successfully make cold calls and are driven toward achieving measurable goals. Strong customer service skills, excellent communication skills, both written and verbal are needed in this high energy position. We are looking for an honest, outgoing, team player to join the MBT team.
Email your resume with Outside Sales Position in the subject line to: info@markhamboard.com by March 15, 2006.
We thank all those that apply however, only qualified candidates will be contacted.

545 Teaching Opportunities

EDUCATION COORDINATOR
You are a dynamic and motivated professional with strong people skills and enjoy working with children. A minimum of an undergraduate degree required. Part time Math and language teachers are also needed. Resumes to: Unionville@oxfordlearning.com & Markham_east@oxfordlearning.com

COLLECTORS & TRACERS
Success feels great find out for yourself and as part growing receivables management firms. We're looking for experienced **Collection Officers and Skip Tracers** to expand their careers with us! Many shifts and positions available. Enjoy great salaries with excellent commission structure. Visit www.tch.ca for more info. Fax resume to: (416)447-5972 or email: angie.bull@allianceoneinc.com
AllianceOne Ltd.

PARK MAINTENANCE
Musselman's Lake \$10. hour. Full-time. Experience working on golf course or farm an asset.
(905)642-1700

525 Office Help

Come grow with us!

We are looking to add to our team in the following position:
Sales Assistant
A successful candidate will possess the following skills: proficient computer skills; possess excellent organizational skills; have mathematical strengths; possess a valid driver's license and the ability to drive a manual transmission as well as having a positive outgoing attitude when dealing with clients.
Confidentiality is assured.
Please send your resume to: MNK@tcbmw.com
Town+Country

510 General Help

LEARNING CENTRE MANAGER
Entry level management position for our campus in Newmarket.
WE REQUIRE: University degree, Excellent computer & organizational skills. Fluent in English & great people skills. Must be available immediately. Must own a car.
WE PROVIDE: Excellent training and growth opportunities, salary, bonuses & benefits.
Fax resume to Suzanne at Academy for Mathematics & Science: 905-709-3045 or email to: irene@acadfor.com

Glen Cedars Golf Club
requires F/T & P/T seasonal
• **GROUPS MAINTENANCE STAFF**
Must be reliable, dependable and (must have own transportation).
• **ALSO FT SEASONAL BANQUET CHEF**
Fax resume to: 905-294-7252

A US Entry Waiver or Remove Your Criminal Record. Gone In 60 Seconds.
www.canadanpardons.ca
1-800-298-5520

Greenbelt Volkswagen Markham/Unionville
requires a **FULL-TIME PARTS PERSON**
Experience preferred, but willing to train the right candidate. If you are a hard worker, reliable with a clean drivers record and are ready to work
Please fax resume to: (905)477-7530

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.CanadianFromHomeJobs.com
Reference 7-301

PART-TIME daytime driver for cleaning company. Call 746-818-6237.
START NOW! Earn \$22.70/hr. Registration work. Guaranteed by contract. Company Sponsored Savings Plan. Management Trainees. Registration Reqs. Call now for interview. 905-277-5285