

525 Office Help

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530 Sales Help & Agents

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535 Hospital, Medical, Dental

540 Hotel Restaurant

510 General Help

510 General Help

510 General Help

REAL ESTATE SECRETARY
We are seeking an exceptional candidate for a medium-sized full service law firm in Vaughan - Keele & 407.
Tired of commuting downtown? Looking for something closer to home? This may be perfect position for you.
The successful candidate will have at least 5 years of solid real estate, commercial financing and leasing experience. You should have strong organizational and technical skills, be comfortable working on your own, in a fast paced environment and willing to take on new challenges.
If you feel you possess the qualities we are looking for you and if you would like to work with a very collegial group of people, we would like to hear from you.
Please Fax your resume to Donna Woerlein at 905 760 2900 or Email dwoerlein@bratny.com

RECEPTIONIST
Required for progressive vehicle leasing company located in Markham. Ideal candidate enjoys working in a fast-paced environment. Experience is a must. Please fax resume and salary expectations, in confidence, to Sheryl Terzo at Landmark Vehicle Leasing: 905-477-5902

Debt Collector (for Law Office)
Must be fluent in English (other languages an asset) and have basic computer skills. Position involves mostly phone work and requires strong communication skills. Able to work flexible hours. Preference to candidates with A/R experience, but willing to train.
Reply by fax to: (905)474-3636

RECEPTIONIST
required for very busy company in Markham. Must have excellent organization, computer and phone skills. Accounting background an asset. 40 hour week, days.
Call 647-519-4485

Proposal/Marketing Coordinator and Executive Assistant
For engineering firm. Co-ordination of marketing materials, proposal preparation, business development activities and admin. support for company Director. Must have strong organizational, communication and computer skills.
Good location at Woodbine Ave. & 16th Ave overlooking a golf course.
Respond by fax (905) 474-1910 or Email: bob.chisholm@ChisholmFleming.com
Chisholm, Fleming & Associates
317 Renfrew Rd., Ste.301
Markham ON

529 Inside Sales

529 Inside Sales

MATRIX TECHNOLOGY LTD. a recognized leader in Electronics, Components & Materials Distribution, located in the Markham, Ontario area, is seeking a motivated and energetic individual for the position of
Inside Sales & Customer Service Rep
The ideal candidate will thrive in a fast paced environment, welcome challenges and share the company's vision of commitment to the highest levels of customer service. You will be responsible for handling inbound calls, quoting customer requirements, processing/expediting orders and promoting our high quality products and services. You must have excellent computer and superior communication skills, as well as be proficient in your mathematical skills. As a sales professional, you must be able to multi-task, prioritize and still be detail oriented.
We are committed to the professional growth and development of our employees and are looking for that special person who is happy to be involved with customers and get the job done. The rewards are real both in terms of compensation and career advancement.
If you have what it takes, please forward resume to: Elaine Blundell eblundell@matrixtechnology.ca or fax to: 905-477-3606

GENTEK is a leading manufacturer and distributor of vinyl and aluminum siding, windows, and other exterior home improvement products. Our distribution branch in Scarborough is seeking a hands-on, customer service oriented...

Sales Rep
You will provide sales and service support to our existing and developing contractor and builder customer base in our territory extending East of Yonge Street to Whitby and North to Stouffville. The following qualifications are required:
• solid sales experience and ability to develop new business • industry knowledge • motivated, independent, and mature • willing to travel daily within your territory
We offer a competitive compensation package including a base salary, incentive plan, a full range of benefits, and a company vehicle.
Please apply with cover letter and resume to: Fax: (905) 319-5620 e-mail: carole_matthewson@gentek.ca
We thank all applicants for their interest, however, only those being considered will be contacted.

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 between 10am-4pm (416)490-0222 Ext.234
Weekends contact Richard (905)482-0419

Markham Dodge Chrysler is looking for professionals to join our growing sales staff.
Applicants should be:
• Ambitious
• Energetic
• Customer satisfaction oriented
We offer strong management support, demo plan, full benefits, excellent working environment.
Please fax resume to: 905-471-7682 or email: s.trembath@markhamdodge.com

532 Retail Sales Help

532 Retail Sales Help

We are a furnishings and accessories store in Unionville looking for a person with **Retail & Decorating Experience.**
Please call: 905-479-8385, or fax resume to: 905-479-3792

535 Hospital, Medical, Dental

535 Hospital, Medical, Dental

F/T OPTOMETRIC ASSISTANT
If you have great communication skills, are able to multi-task, show proficiency in customer service and are eager to learn please fax resume to: 905-640-9836

DENTAL HYGIENIST for Markham office. Experience preferred. Part-time, one evening required. Fax resume to: (905)882-1411

DENTAL RECEPTIONIST position available for mature, career minded individual with dental experience. Please fax resume to: (905)479-6110

Doctors Office requires
Receptionist/ File Clerk
Italian speaking
Email resume to medical office @hotmail.com

540 Hotel Restaurant

Famous SAM'S
Experienced. Weekdays & weekends.
Stouffville Rd/ 12275 Woodbine
Call 905-887-9260.

JAKES on Main PUB & GRILLE
Wanted full & part-time
Call (905)470-6955

IMMEDIATE POSITIONS for lunch & dinner **DINING ROOM, WAIT STAFF.**
Experience preferred.
Fax: (905)773-5141 or email to: spunzo@bellnet.ca

545 Teaching Opportunities

Trinity Montessori School is hiring **Casa assistants and Montessori Elementary teacher** for September 2006.
Please fax resume to (905) 948-8983 or e-mail us at: trinitymontessorischool-elenaho@yahoo.com

510 General Help

510 General Help

Clintar Groundskeeping Services
JOB FAIR
April 1st 8:00 a.m. - 2:00 p.m.
Seeking individuals who are passionate, creative and reliable in the following areas:
• Landscape Construction
• Landscape Maintenance
• Irrigation
Positions are available year round. Competitive wages, CHT and safety training provided for all employees.
Drop by: Please bring your resume.
4210 Midland Ave
Midland & Steeles Ave
Scarborough, ONT
For More Info: (416)291-1611 or www.clintar.com

unionville MOTORS
PONTIAC-BUICK-GMC

SERVICE CASHIER CLERK
Full time. Must be customer focused with outstanding phone manners and available to work Saturdays and weekday evenings until 7 pm.
Contact Larry Gannon
Unionville Motors (1973) Ltd.
Phone: (905)477-1666
Fax: (905)477-0311 or apply to careers@unionvillemotors.com

Town + Country BMW CAR JOCKEY
Required full-time
Monday to Thursday 11a.m.-8p.m.
Saturday 9a.m.-6p.m. Valid drivers license with a clean abstract a must. 2 years of standard driving required.
Email resume to: jockey@tcbmw.com

FULL-TIME WAIT STAFF for Apple Jack's Restaurant Markham
Fax resume to: 905-294-4581

545 Teaching Opportunities
HIRING
Montessori Teachers (MACTE, TMI or AMI) & ECE Teachers
16th & Warden Ave.
Fax: 905-480-9544

Great Jobs, Great Opportunity Come Join Us!
Our client, a world-class automotive parts manufacturer in Markham, is currently seeking:
Machine Operators (\$18.00 per hour)
Four Continental Shifts Available:
Shift 1: Sunday, Monday & Tuesday, 6 p.m. - 6 a.m.
Shift 2: Monday, Tuesday & Wednesday, 6 a.m. - 6 p.m.
Shift 3: Wednesday, Thursday & Friday, 6 p.m. - 6 a.m.
Shift 4: Thursday, Friday & Saturday, 6 a.m. - 6 p.m.
Don't miss out on these amazing long-term positions loaded with potential. To apply, call, fax or e-mail your resume today!
Phone: (416) 622-1427
Fax: (416) 622-7258
E-mail: recruiting@hcr.ca
HCR
THE BEST PEOPLE FOR THE JOB
www.hcr.ca

Job Fair
Thursday April 6th
3:30-6:30 pm
Drop by! Bring your resume!
15+ Employers on site!
York Region Learning Connections (Yonge St. @ Eglinton Mills)
10909 Yonge St., 2nd Floor - Richmond Hill (Loblaws Plaza)
For more info: 1-866-992-9930 or www.yorkyouth.ca
Delivered by the York Region District School Board and funded by the Government of Canada. **Canada**

MIKASA WAREHOUSE SALE
161 McPherson St., Markham
(West of Warden Between Steeles & Hwy 7)
Need enthusiastic, industrious people to work as Cashiers or In Stock Replenishment (Heavy Lifting)
Sale Dates: Wed, May 3rd to Sun, May 7th
Approx. Work Hrs: W - F: 9-8, Sat 9-5, Sun 9-4
Applications and short interviews in person at front office
Tue April 4 from 10am - 2pm. No phone calls please.

Greenbelt Volkswagen is looking for a
Full time Clean Up/ Lot Person
Must be hardworking, reliable, have a clean driving record & are ready to work, please fax your resume to 905-477-7530 or email frank@greenbeltvw.com
Full time Shuttle Driver/ Light Duty Worker
If you are a hardworker, reliable, have a clean driving record and are ready to work, please fax your resume to 905-477-7530 or email ron@greenbeltvw.com

FORCED TO HIRE \$22.00/HR.
York distribution co. requires 8 people in set-up and display dept. Advancement for fast learners. Must be able to start immediately.
No experience. For interview call Mon.- Tues. only 10 am-5 pm. 905-853-3673

Markham based landscape company serving the GTA requires
LANDSCAPE MAINTENANCE CREW MEMBERS & CREW FOREMAN (M/F)
3-5 years experience
Call (905)887-5155 or fax: (905)887-9685

RICHTERS HERBS is hiring seasonal help for plant shipping. Pickers Thurs-Sun 8:30-5:00 Packers Mon-Wed 7:00-3:00 (Flexible for stay-at-home moms) Fax Resume 905-640-6641 www.richters.com/careers/

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

LANDSCAPE CONSTRUCTION FOREPERSON
Min. 5 years experience in facets of landscape construction
DRIVER/CREW MEMBER
For 5 ton truck. Clean abstract. (905)640-8374

REGISTERED Massage Therapist, required for Full Service Spa in Scar. Fax resume: 416-282-3336; email: careers@artisanspa.ca