

514 Salon & Spa Help

514 Salon & Spa Help

525 Office Help

525 Office Help

532 Retail Sales Help

535 Hospital, Medical, Dental

535 Hospital, Medical, Dental

535 Hospital, Medical, Dental

535 Hospital, Medical, Dental

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## RECEPTIONIST/CUSTOMER CARE

Full-time. Personable, dependable, detail oriented, energetic with excellent communication and computer skills required. Bilingual (French) an asset. Salary & benefits. Email resume and include cover letter with salary expectations to: gcookson@vitacanada.ca

## PART TIME RECEPTIONIST

Thursdays and Fridays 8am-4:30pm. Some administrative duties. Will train. Good telephone manners. Woodbine/Steeles area. \$8/hr. Fax resume to: 905-475-3718

Small company in Markham seeking office/administration. Must have transportation, excellent customer/telephone manner. Very good knowledge of Word, Excel, Quickbooks 8:00 a.m. - 3:00 p.m. Please fax resume to 905-475-5806

## PART TIME NEW HOME SALES RECEPTIONIST

Good communication & computer skills req'd. Must understand Cantonese & Mandarin for a project in Markham. Sat. & Sun. Fax resume to: 416-743-9722

Bakers Saddlery, a tack shop in Markham requires Full-time/part-time ASSISTANT MANAGER. Must have English riding experience. Fax resume 905-887-9232 Email: bakersaddlery.com

535 Hospital, Medical, Dental

Part-Time Dental Hygienist required. Bayview/Hwy 7 Richmond Hill 2 Fri. mornings a month 9am-1pm, 2 Sat. mornings a month 9am-1pm. No summer Saturdays. Top wages. Please call (905)886-6198

## The new front line of nursing care...

Are you seeking a new direction and opportunity for advancement in your nursing career? At Clinidata, we foster an environment that encourages personal and professional growth. We are the largest service provider of telehealth services in Canada, including Telehealth Ontario, and we may be the place for you!

## REGISTERED NURSE - Telehealth

Clinidata is seeking motivated RNs to fill immediate full and part-time positions (English-speaking and bilingual) in our Etobicoke telehealth centre. We provide specialized orientation and training in telehealth, to blend with your current expertise. You bring a minimum of three years RN experience, basic computer skills, and are a member of CNO.

### Clinidata offers its valued employees:

- competitive wages, with annual profit sharing
- full benefit coverage tailored to your specific needs
- commitment to continued education through financial support for nursing related courses
- healthy, friendly and supportive nursing environment
- the opportunity to provide quality and rewarding patient care
- variety of full and part-time rotation options
- relocation assistance available for bilingual RNs

## OPEN HOUSE Thursday September 28th

11 am - 7 pm, 10 Four Seasons Place, Suite 200, Etobicoke

Meet Clinidata's managers and nurses, even bring your resume to arrange an on-the-spot interview! Refreshments will be served.

Not able to attend? Contact: Clinidata Human Resources Phone: 1-877-671-8356 Fax: 1-866-828-9276 Email: jobs@clinidata.com



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515 Skilled & Technical Help

515 Skilled & Technical Help

## WALMART

Canada Corp. 1070 Major Mackenzie Drive East Richmond Hill AUTOMOTIVE MANAGER Position requires flexibility to work evenings and weekends. Excellent wages, good benefits, friendly working environment. Please fax resume to: 905-883-5140 or apply in person.

530 Sales Help & Agents

530 Sales Help & Agents



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Various locations across York Region - Newmarket, Thornhill, Markham and Vaughan Richmond Hill (Yonge and Major Mac) Opens Nov 2006 Apply today

535 Hospital, Medical, Dental

RECEPTIONIST For Dental Office: Must be able to work Mon/Wed. 7:45am-6:30pm Friday, 7:45am-3:00pm Fax resume to call Drs. Rosenberg & Davis (905)640-1144

DENTAL RECEPTIONIST Markham: 30-40 hours Experience preferred. Friendly professional. Good communicator. Advancement opportunities. Call Laura 416-587-6241

F/T ULTRASOUND TECHNOLOGIST Busy Markham clinic. Work with a dynamic group of radiologists. Fax resume 905-471-5979

LEVEL II DENTAL ASSIST. NEEDED FOR MARKHAM FAMILY PRACTICE. PLEASE CALL LARI @ 905-471-7123

525 Office Help

525 Office Help

## ADMINISTRATIVE ASSISTANT

Responsibilities: Assist with Logistics and Distribution Data entry for job costing Coordinate invoicing Data entry for update of project meetings Inventory Control Purchase orders Requirements: Community College/High school graduate Minimum of 2 years experience Must be familiar with Excel and Word, and Automated Accounting Good telephone skills Location: Concord office Remuneration includes salary & benefits Send resumes to Metcon@metconeng.com www.metconeng.com

## ADMINISTRATIVE ASSISTANT

Permanent F/T for Builder/Developer/Property Management firm in Markham Opportunity to gain experience in property management. Knowledge of Excel and Word. Must be fluent in English, have professional telephone manner, strong communication skills, be well organized and able to multi-task. Own vehicle required. Fax 905-940-1913 or email: patty@geistproperties.com

530 Sales Help & Agents

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530 Sales Help & Agents

530 Sales Help & Agents

## Part-Time Office Receptionist

Required afternoons and evenings for a busy medical office. Must be fluent in English, Cantonese an asset. Must be computer literate. Reply in confidence to: Markham Endoscopy Diagnostics Inc. #130-100 Renfrew Drive Markham ON L3R 9R6 Attention: Office Manager Fax: 905-948-8358

## Full Time Administrative Assistant

For Busy Real Estate Office in Uxbridge Hours: Monday - Thursday: 1pm - 7pm Saturdays / Sundays & holidays: 11am - 5pm Must have good computer and communication skills Please fax resume to 905-307-8103 Attention: Clara NO CALLS PLEASE

Making a Positive Difference in Our Communities

## ADVERTISING SALES VAUGHAN CITIZEN SPECIAL PROJECTS

The York Region Newspaper Group has an immediate opening for an Advertising Sales Representative for The Vaughan Citizen, working out of the Richmond Hill office.

Responsibilities include:

- Sales and development of new accounts in newspaper and other print products
- Prospecting and cold calling
- Sales presentations
- Meeting sales quotas

Skills/Experience Required:

- Advertising and/or print sales experience
- Strong presentation, sales skills
- Self-starter
- Ability to work with and exceed targets
- Ability to multi-task
- Excellent organizational and time management skills
- Outstanding team player

If you are qualified and interested in the above position, please mail or email your resume by 5:00 p.m. October 17th to:

Steven Kane, Retail Advertising Manager  
 The Vaughan Citizen  
 1550 16th Avenue, Suite 100  
 Richmond Hill ON L4C 4Y6  
 skane@yrng.com

We thank all applicants for their interest, however only individuals selected for an interview will be contacted.

## 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
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Please fax your resume to Wendy Hobson at S.R.T. Med Staff, Human Resources 416-968-3652 or toll free 1-800-650-8839 or email: humanresources@srtmedstaff.com

S.R.T. Med Staff, ranked #1 for best agency, is a Canadian owned and operated health care company, recognized as a trusted, experienced provider of nursing and personal support services since 1991. S.R.T. Med Staff has been accredited by the CCHSA since 2000.

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## REGISTERED NURSES

Positions available in:

I.C.U., Emergency, Medical, OB/Surgical, Operating Room

For more information regarding these positions, please visit us at www.cgmh.on.ca

Please apply in confidence by September 29, 2006.

Human Resources  
 Collingwood General & Marine Hospital  
 459 Hume Street, Collingwood, ON L9Y 1W9  
 Fax: (705) 444-8619 or e-mail: hr@cgmh.on.ca

We thank all applicants for their interest, however only those selected for interviews will be contacted.

540 Hotel Restaurant

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KITCHEN HELP! WAIT STAFF for Indian restaurant at Hwy 7/404 Full part-time/weekends Willing to train. No experience necessary. Call 905-771-6957 647-401-6937 after 2pm

OCZ CANADA seeking INVOICING CLERK/ WAREHOUSE ASSISTANT The candidate must be detail oriented and organized. Proficiency in MS Excel and QuickBooks a definite asset. Please send resume to: canada.hr@ocztechnology.com or fax to: 905-479-8551