

505 Careers

505 Careers

505 Careers

505 Careers

505 Careers

505 Careers

505 Careers

525 Office Help

525 Office Help

The MIBRO Group is a leading North American supplier of hardware product to Hardware and Home Improvement retailers.

## DIRECTOR OF PRODUCT DEVELOPMENT

Bring new products to life as our Director of Product Development. Working with both our Toronto based Industrial Design department and our Chinese manufacturing partners, you will source new vendors, negotiate terms, initiate production and troubleshoot manufacturing problems on a broad range of hardware products. Completely bilingual (Mandarin / English), you are comfortable conducting business in both China and Canada and are able to travel for extensive periods throughout the year. You will have direct reports located in both Canada and China. A PEng degree (Mechanical or Metallurgical), experience with metal and plastic manufacturing, strong negotiation skills, people management and project management experience will make you a top candidate!

We invite qualified candidates to send a cover letter & resume to [hrc@mibro.com](mailto:hrc@mibro.com) and visit [www.mibro.com](http://www.mibro.com)

We thank all applicants for their interest, but only those under consideration will be contacted.



505 Careers

505 Careers

505 Careers

505 Careers

## Careers & Classified Advertising Sales Representative

Metroland is a dynamic media company delivering vital business and community information to millions of readers across Ontario each week. Metroland is a wholly-owned subsidiary of Torstar Corporation. The Corporate Sales Office, located in Toronto (Steeles & Hwy 404) has an opening for an enthusiastic Careers & Classified Advertising Sales Representative.

### COMPETENCIES:

Action Oriented, Learning on the Fly, Perseverance, Time Management, Drive for Results, Customer Focus, Functional Technical Skills.

### EXPERIENCE and KEY RESPONSIBILITIES:

The ideal candidate will possess strong skills in selling careers & classified advertising over the phone in a fast-paced, deadline-driven environment. This position is responsible for growing classified revenue through outbound sales (cold calling), handling incoming advertiser calls, and executing sales strategies. The candidate selected will have an entrepreneurial spirit, media experience and the ability to respond to industry trends while maintaining a professional work ethic. The ability to manage multiple projects is a must as our industry is ever changing and our clients' needs are ongoing. The ideal candidate will have a proven track record in sales either in an outside media sales capacity or inside sales business development environment.

This is a fantastic opportunity to work with a highly energized, competitive team in an innovative, fast paced environment.



Please email your resume to [trausch@metroland.com](mailto:trausch@metroland.com) by December 20th, 2006.

Thank you for your interest. Only those candidates selected for an interview will be contacted.

505 Careers

505 Careers

505 Careers

Centrecorp Management Services Limited, a leading property management organization located in Markham, has a position available for a Junior Tenant/Construction Co-ordinator.

The successful candidate will be responsible for construction reporting, tenant co-ordinations, liaising with contractors, construction budgets and various other administrative duties. Must be computer literate in Microsoft Word, Excel - JD Edwards would be an asset. All applicants must possess strong organizational skills and the ability to work independently. Direct experience or experience in the real estate industry a must.

Please fax or e-mail your resume to:

Legal Department

Centrecorp Management Services Ltd.

Fax: (905) 477-1961 E-mail: [nquattromini@centrecorp.com](mailto:nquattromini@centrecorp.com)

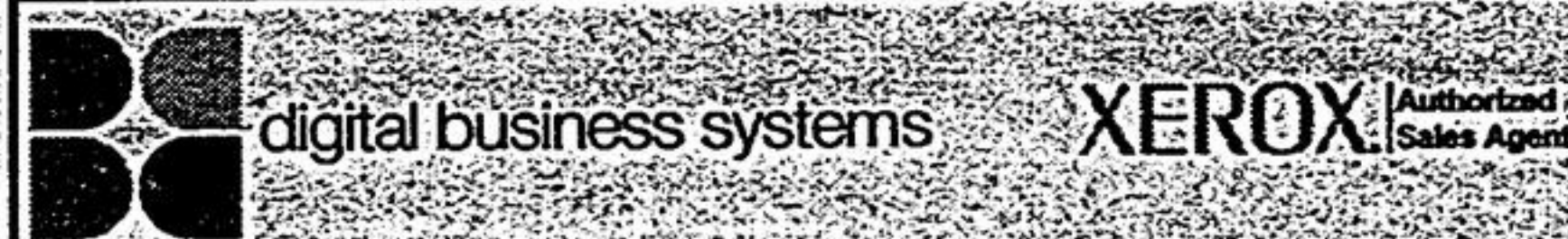
We thank all candidates for their interest but regret that only those selected for an interview will be contacted.

Promote your company's **INTERNET PRESENCE** in the Classifieds. Be sure to include your **WEB ADDRESS**.

505 Careers

505 Careers

505 Careers



### Job Title: Supplies Specialist

Xerox Canada Ltd. in conjunction with our Authorized Sales Agents, is looking for a Supplies Specialist in the Markham area (Woodbine & Hwy 7).

### Major Responsibilities:

- Work with existing Xerox customers to achieve supplies sales targets for new business sales and renewals.
- Maximize program profitability through consistent revenue growth in supplies sales, while working with suppliers to maintain outstanding customer service and controlling costs.
- Liaise with sales reps & coordinate Xerox equipment post-sale & installation process.
- Follow up on and resolve any customer satisfaction issues.

### Qualifications:

- Demonstrated organization, planning and communication skills.
- Previous sales experience (inside sales, retail sales or customer service) would be an asset.
- Demonstrated systems literacy skills (working knowledge of Microsoft Office Applications).

### Additional Details:

Assignment: Full Time  
Income: Base Salary plus commission

Please email resumes to: [kmcewen@digitalbusinesssystems.ca](mailto:kmcewen@digitalbusinesssystems.ca)

JVS Toronto seeks an **Employment Counsellor**

JVS TORONTO for new Employment Program in the Markham area

**Requirements:**

- Employment counseling experience
- Career and Work Counsellor certification
- Bachelor's Degree Social Sciences or equivalent
- Languages: Mandarin, Cantonese, Hindi/Urdu would be an asset

Email: [nnaqvi@jvstoronto.org](mailto:nnaqvi@jvstoronto.org) or fax: 905-470-5839

512 Summer Employment

512 Summer Employment

### TODD POOLS

now accepting applications for 2007 season.  
Service/construction.  
Fax or email resume to:  
905-640-5147  
[toddpoolsitd@aol.com](mailto:toddpoolsitd@aol.com)

515 Skilled & Technical Help

515 Skilled & Technical Help

## GRAPHIC DESIGNER - WEB

yorkregion.com, our rapidly expanding community website requires a graphic designer to create and build websites and banner ads. Excellent knowledge of professional web and print software required. — Macromedia Dreamweaver, Adobe Illustrator and Adobe Photoshop, Macromedia Flash, Adobe InDesign and web database and scripting skills are definite assets.

The position is based in Newmarket. Please send resume and URLs of online samples of work to [jfuthy@yrng.com](mailto:jfuthy@yrng.com) by Wed: Dec. 20. No phone calls or faxes please.



Making a Positive Difference in Our Communities

**JAMES DICK CONSTRUCTION LIMITED**  
TORONTO EAST END LOCATION  
REQUIRES:  
**\*Licensed Mechanic**  
Fax Resume to:  
905-857-9864  
Attention: John

525 Office Help

525 Office Help

525 Office Help



Davis + Henderson is a rapidly growing Canadian owned leader in providing outsourced solutions to Canadian Financial Institutions. We are looking for professionals with unlimited enthusiasm who are adaptable to change. Join our team as a

### CALL CENTRE REPRESENTATIVE: 20+ POSITIONS

As a member of our dynamic service team, you will be responsible for handling calls from customers and financial institutions. The ideal candidate will have a proven track record in customer service and have a passion for exceeding customer expectations utilizing excellent listening and problem solving skills. English required, French, Cantonese & Mandarin an asset.

We are looking to fill a variety of positions either full time Monday to Friday or part time 10am-2pm or 5pm-9pm (2-3 shifts per week) at our Toronto location.

### We Offer:

- Competitive Salary
- Bonus potential
- Comprehensive medical & dental benefits
- A motivating team environment
- Comprehensive paid training

Please contact: Human Resources, Davis + Henderson  
Fax: 416-696-4311 Email: [JOBS@DHLTD.COM](mailto:JOBS@DHLTD.COM)

525 Office Help

525 Office Help

525 Office Help

### LEGAL ASSISTANT/SECRETARY MARKHAM

3-5 years experience required. We are seeking a regular part-time LEGAL ASSISTANT/SECRETARY with a minimum of 3-5 years experience. You should have strong organization and file management skills and should be able to work in a friendly environment.  
Please fax resume to: 905-940-3139

### Entry Level Credit Investigator

required immediately; \$20,000 salary a year. Skills required: excellent verbal/written/telephone skills and computer skills.  
Send resume to [olagos@qcsl.com](mailto:olagos@qcsl.com) or fax 905-762-9410

### CUSTOMER SERVICE REP

for outbound call center: Updating customer information. Hwy 7 & Warden Ave. area  
Please fax to 905-475-2227 or email: [cindy@globalserve.net](mailto:cindy@globalserve.net)

530 Sales Help & Agents

530 Sales Help & Agents

### Telephone Sales Reps NEEDED!!!!!!

MAJOR US CABLE ACCOUNT  
Energetic individuals required. Great atmosphere, with opportunity to advance. STRONG command of the English language is a must! Days/Evenings, Full/Part time, Guaranteed hourly + comm. Hwy 404 and Steeles.  
Call Debbie @ 416-619-0714

### OPTOMETRY ASST/RECEPTIONIST

Full-time including evenings and weekends.  
Please fax resume attention to: "mes" 905-948-8915

### FT ACCOUNTING CLERK

Accts. Payable & answering calls. Exp. of Quickbooks an asset.  
Fax resume to: 905-472-4948  
[accounting@stentechcanada.com](mailto:accounting@stentechcanada.com)

### ADMINISTRATIVE ASSISTANT

for school in Markham, Hwy#7 and Woodbine. Proficiency in accounting and computers, ECE and French teaching preferred.  
Send resume to [s12055@hotmail.com](mailto:s12055@hotmail.com)