

505 Careers

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525 Office Help

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Town of Newmarket

Spread the Enthusiasm!

Lively, livable and leading the way. That's the Town of Newmarket, a visionary centre with small town charm located just north of Toronto. We continue to support our economic base by positioning ourselves as a prime business location. Join us as

BUDGET COORDINATOR

• **Community Services Commission**

Your demonstrated expertise in financial planning, activity-based costing, reporting and analysis will enable you to coordinate and/or prepare the operating and capital budgets, advise directors and upper management of the ongoing status of budget versus actual expenditure/revenue, and liaise with the Finance Department regarding compliance with corporate policies and practices on financial reporting. As well, you will organize and attend departmental budget meetings, participate in management meetings to provide information updates, and analyze and compile reports. Facilitating and coordinating the implementation of corporate business planning or financial planning initiatives are also prerequisites. A personable and computer proficient self-starter, you have a university or college level education in Business Administration, Commerce or Economics, intermediate standing in the completion of a CA, CMA or CGA designation or equivalent experience, and exceptional organizational, analytical, communication and deadline-oriented skills. Ideally, you are knowledgeable of municipal finance.

Salary Range: \$49,768 - \$62,210

Contact us by: **4:30 p.m., January 31, 2007**, quoting File #PW07-02, to: **Human Resources Division, The Corporation of the Town of Newmarket, 395 Mulock Drive, Box 328, STN MAIN, Newmarket, Ontario L3Y 4X7 Fax: (905) 953-5337 e-mail: hr@newmarket.ca**

We thank all applicants; however, only those selected for an interview will be contacted.

This personal information is collected under the authority of the Municipal Act and will be used to determine eligibility for potential employment. Questions about this collection of personal information should be directed to Human Resources.

www.newmarket.ca

ENTRY LEVEL OPERATORS

Complete training provided to operate high-speed printers & mail inserters. Some lifting, up to 60lbs. Standing/walking 100% of time. Fluency in English; good communication skills, and the ability to work shifts are essential. Rotating shifts: days (8am-4pm), afternoons (4pm-midnight), and midnights (midnight-8am). \$11-12/hr to start. After the interview, we contact successful candidates.

Submit your resume once to Human Resources: by Mail: DST Output Canada Inc. 2637 14th Ave., Markham, ON L3R 0H9 or Fax: 905-470-9233 or e-mail: hr@dstoutput.ca **NO AGENCIES!**

Customer Service Representatives (Pickering/Scarborough border - Whites Rd & 401)

FULL TIME PERMANENT POSITIONS - \$12.25/hr

Full Benefits/Excellent Training Program

Must be able to work between the hours of 8am till 1am and available 7 days a week

Must have High School Diploma, 15 Wpm Typing, & Customer Service exp.

POSITIONS START JAN 14TH & JAN 28TH

Apply at: **AppleOne Employment Services 1794 Liverpool Road Pickering 905-831-3400**

"Apply today, don't miss out"

Doctor's office looking for **UNIVERSITY / COLLEGE STUDENT** for full time days. Please drop off resume to: **Markham Walk-in Clinic 5293 Hwy#7 East Suite 209 (southeast corner of McCowan#7)**

MARKHAM Receptionist Entry level, filing, phones, etc. Email resume: generalinfo@francis-associates.com

Looking for a **FULL-TIME HEAVY DUTY & SMALL ENGINE MECHANIC** to fill two immediate positions in a fast-paced, rapidly expanding company. Experience and reliability an important asset. We offer competitive wages, full benefits, and a continuing education program.

Fax/Email your resume ATTN JASON. Only serious candidates will be contacted. Fax 905.294.1739 Email jgallagher@walkerequipment.com

In-House Account Manager

Counter Intelligence Merchandising Inc., a national Merchandising company located at Hwy 7 and Jane street is hiring an:

In-House Account Manager

This position is responsible for analyzing information, preparation of reports and a high volume of data entry. You will be in contact with field staff & maintain relationships with clients. The ideal candidate will have a strong customer service background with excellent verbal & written communication skills. Experience on MS Excel & Word is required. Previous office and retail experience is an asset.

Please fax your resume to 905-738-2313 or e-mail heatherb@counter-intel.com Only considered candidates will be contacted.

Fax us your ad 1-(905) 853-1765

Sentrex Communications Inc., one of the industries largest communications companies, is looking to employ the following:

LINEMAN, MDU TECHNICIANS, UNDERGROUND CONSTRUCTION, COPPER SPLICERS, FIBER SPLICERS, CELLULAR TECHNICIANS & FIBER SUPERVISORS.

Please fax resumes to 905-851-9122 Attn: Human Resources.

ACCOUNTS RECEIVABLE CLERK Reporting to the Controller, responsibilities include processing payment from customers, credit checks, and filing. The candidate must have strong organizational, computer (Word & Excel) and English language skills. Accounts receivable experience required. Woodbine/Steeles. Fax resume to 905-477-6615 or email tiger_hr@tigerdirect.ca

Have you considered a career in insurance?

Grey Power Insurance Brokers is a leading provider of auto and property insurance to the 50+ market.

GREY POWER CAREER FAIR

Please join us at our **CAREER FAIR** Thursday, January 18, 4-7 pm Wednesday, January 31, 4-7 pm 37 Sandford Drive, Suite 202, Stouffville

We are experiencing dynamic growth & are looking to fill the following positions in our inbound Customer Contact Centre:

- Sales Broker / Trainee
- Sales Broker Team Leader
- Customer Service Broker / Trainee
- Underwriter, Personal Lines
- Underwriting Team Leader, Personal Lines

Ideal candidates will have:

- University degree / College diploma
- Proven sales / customer service track record

Bring your resume and find out about the opportunities and benefits of building a career in the insurance industry. For more information please visit www.greypower.com

If you are unable to attend, please apply by email at: recruitment@greypower.com (please mention CAREER FAIR)

515 Skilled & Technical Help

irpinia Requires Experienced **Cabinet Makers** for hi-end kitchen manufacturer. Yonge/Major Mac. Excellent wages/benefits. Email resume to: jmarc@irpinia.com or fax: 905-780-0554 Attn Joe.

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Receivable/Debt Recovery

Do you want to start a career with a fast growing financial institution? Are you goal oriented? Results driven? Self motivated? Looking to earn unlimited income? If your answer is YES, you're the kind of person we are looking for. The successful candidate will possess excellent communication and decision-making skills, strong negotiating skills, high energy with a positive attitude and is able to achieve results based on individual and team goals.

Apply to work@fdr.on.ca or (905) 771-6005

RECEPTIONIST Property Management Company Available 3 days per week; 8:30am to 5:00pm. Detail-oriented; the right candidate will possess strong keyboarding skills. They will be proficient in MS Word and Excel. Telephone experience an asset. Fax resume to 905-477-4788 or email resume to: info@monreal.ca

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JUNIOR ACCOUNTING ADMIN ASSISTANT - CONTRACT POSITION

The law firm of Wilson Vukelich LLP is seeking a Junior Accounting Admin Assistant for a minimum 3 month contract position starting immediately. The ideal candidate would have PCLaw experience and/or education in the accounting field to assist with a variety of duties for the accounting and general office services departments of the firm. A car is necessary. Other requirements for this position would be the ability to communicate clearly and professionally, to work independently, and to respect the high degree of confidentiality essential to this position.

Qualified candidates should submit their resumes indicating salary expectations in confidence by email or fax to: **Cathy Whittaker, Office Manager WILSON VUKELICH LLP Fax: 905.940.8785 email: information@wilsonvukelich.com**

We appreciate the interest of all applicants, however only those under consideration will be contacted

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Discount F/T OFFICE ADMINISTRATOR

Are you... Experienced, efficient, organized & reliable? Then we want to meet you! Computer skills, knowledge of payroll, A/R & A/P and the auto industry an asset.

Fax resume & references to: 416-292-8480 or email to: smcmullen@discountcar.com

SALES ADMINISTRATOR Professional, multi-tasker, well spoken and well groomed individual required immediately. For part time office duties for New Home Sales Office in Markham. Must be able to work weekends 12 to 6pm and occasional weekdays 2 to 8pm. Chinese speaking is an asset. Suitable for mature student. Please email your resume to: Markham@royalpark.com

FULL-TIME LAW CLERK MARKHAM Andrew Feldstein & Associates Experience in family law & knowledge of Divorcemate, PC Law and Word an asset. Law Clerk Diploma required. Please e-mail resume to: melanie.rain@andrewfeldstein.com

509 Drivers

Driver Wanted at Markham Napa Automotive (905)294-5773 Ask for Jim

514 Salon & Spa Help

Hair Stylists

Build a career starting day one. 9570 McCowan Rd., 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 Shielby: 905-887-3590

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514 Salon & Spa Help

Dynamic Vaughan area law firm currently seeks a **LITIGATION ASSISTANT** to support its rapidly expanding litigation practice. A minimum of three years full-time litigation experience and a thorough understanding of the Rules of Civil Procedure are prerequisites. Candidate must possess superior oral & written communication skills and must be organized, diligent, able to meet deadlines, and to work efficiently and as a team player to meet firm objectives.

Please apply in confidence to aleepack@bellnet.ca

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Maternity Leave - 1 year contract

A High Voltage Electrical Contractor is looking for an Administrative Assistant with a minimum of 5 years experience to cover a contract maternity leave. The candidates must be proficient in MS Word, MS Excel and MS Outlook. You must also have the ability to work effectively both independently and as part of a team.

Please fax your resume to 905-640-4984 or email to sgray@k-line.ca by January 18th, 2007.

ACCOUNTS RECEIVABLE A well-established Commercial Property Management Company in Concord is seeking an experienced Accounts Receivable person. Successful candidate must have the requisite experience and be computer literate. Knowledge of GEAC is a plus. Fax resumes to 905.669.0440, Attn: Controller

ADMINISTRATIVE ASSISTANT Full-time Reliable, personable, detail oriented, excellent with numbers and computer skills required. Salary & benefits. Send resume & (must include) cover letter with salary expectations to: gcookson@rogers.com

Fax us your ad 1(905) 853-1765

CLASSIFIED HOTLINE 1-800-743-3353

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EXECUTIVE ASSISTANT Ideal candidate should have previous collection agency experience. Must have excellent organizational and literary skills. Proficient in business letters and knowledge of Word, Excel and PowerPoint. Role will be to assist the president with daily operation and preparing proposals.

Email resume to: HR_humanresources@hotmail.com