

505 Careers

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525 Office Help

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# Finding a great career... made easy!

Our policies and practices put people first. The talented, ambitious individuals who choose a career in Retail Management with STAPLES® Business Depot™ will discover a world of rewards:

- unlimited opportunities for personal growth and advancement
- work/life balance
- comprehensive bonus and benefits programs
- continuous training through in-house programs
- stock purchase plan
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- employee assistance program
- attractive vacation package
- competitive salary

Retail Manager opportunities are available in Aurora, Newmarket, Richmond Hill and Markham.



**STAPLES**  
Business DEPOT

that was easy.™

To find out how to launch your career with STAPLES Business Depot, please log on at [www.greatcareersatstaples.ca](http://www.greatcareersatstaples.ca) and apply to Job Code 1520.

Workplace diversity and equality are the foundations of our success. STAPLES® is a registered trademark of Staples, Inc., used under licence.

## bridgetranslations

Business Development and Sales Manager

Bridge Translations tm is a Leading Multi-level Vendor of interpretation and translation services for an amazing roster of clients.

It is looking to expand in the Toronto/GTA market with a focus to new and existing key accounts.

Bridge is seeking a dynamic, experienced leader who will set and achieve aggressive business goals.

The position requires an individual with:

- National Sales Development Experience
- Solid Sales Forecasting Abilities
- Industry Knowledge
- Operations Management
- Excellent Communication and Customer Service Skills
- CRM environment experience
- Strong Negotiation and Analytical Skills
- Bilingualism- French/ English an Asset
- A Bachelor's Degree

Serious candidates please forward a resume vial email or fax to: Patricia Robertson, CEO at: [info@bridgetranslations.com](mailto:info@bridgetranslations.com)

Fax: 905-953-8341  
17705 Leslie Street, Unit 202, Newmarket, Ontario L3Y 3E3

Deadline: January 29, 2007

Bridge Translations is a subsidiary of Social Enterprise Canada Corp.  
[www.bridgetranslations.com](http://www.bridgetranslations.com)

**ESL**  
COMMERCIAL SWITCHGEAR LIMITED  
RECEPTIONIST with excellent communication skills for a busy manufacturing firm; 407 & Dufferin, Vaughan, On. Must be able to multi-task, MS Office & 2 yrs. relevant experience.  
Fax resume- 905-669-6080.

**515 Skilled & Technical Help**   **515 Skilled & Technical Help**  
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](mailto:jgallagher@walkerequipment.com)

**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

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

**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@fdron.ca](mailto:work@fdron.ca) or (905) 771-6005

**Customer Service / Sales Representative**  
We are looking for a Customer Service / Sales Representative for Home accessories products. Candidates must have excellent verbal & written English as well as telephone communication skills. Compensation will be salary and commission. Other key abilities include: multitasking, organizational skills; computer literacy; MS Office (Word, Excel, Outlook); dedicated customer service skills. Duties will include: preparing catalogs; promoting sales to both new and existing clients; identification and soliciting of potential clients; analysis of competitors and market conditions; general office tasks. Please Email your resume to: [veritime@veritimeinc.com](mailto:veritime@veritimeinc.com)

**Administrative Assistant**  
Quality Senior-level administrative support to a busy executive. Responsibilities: preparing correspondence & presentations, travel coordination, scheduling meetings, maintaining database & follow-ups, customer support, etc. 5 years experience advanced MS Office and internet skills, academic education is preferred. Good command of oral & written English is a MUST. Please Email your resume to: [veritime@veritimeinc.com](mailto:veritime@veritimeinc.com)

**Canadian Baby Photographers Ltd.**  
Warden/Steeles  
Tel. (905) 940-9661  
Fax (905) 940-4022

**P/T JUNIOR ADMINISTRATIVE CLERK**  
Monday to Friday 9:00am to 3:00pm.  
A reliable and mature individual is required to work in our Collection Department. The successful applicant must have a good knowledge of Microsoft Office and Excel. Fluency in English is imperative. Must be able to multi-task and possess strong interpersonal skills. Although training is provided, experience will be an asset.  
Please Fax Resume to 905-940-4022  
Attention: Collection Department

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](mailto:aleepack@bellnet.ca)

**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](mailto:tiger_hr@tigerdirect.ca)

**Data Operators**  
Require keyboarding & computer skills: 8,000+K/S. Must be able to work at a fast pace. English skills required.  
Hwy 7 & Warden Ave.  
Please fax to: 905-475-2227, or e-mail: [cindy@globalserve.net](mailto:cindy@globalserve.net)

**Full Time - Receptionist/Accounting Assistant**  
required for fast paced construction company located in Gormley. (Woodbine/Stouffville Road). The ideal person for this job is a flexible, multi tasking individual with 3 - 5 years accounting experience, excellent verbal & written communication and strong computer skills including a good knowledge of Adobe, Photoshop, Microsoft Word, Excel, Access & Quickbooks. Pay rate: \$14-\$15/ hr. Preference given to candidate with marketing/ mail list experience.  
Please email or fax resumes to: [jcook@restorationenvironmental.com](mailto:jcook@restorationenvironmental.com) 905-888-0071

**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 MSWord, 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](mailto:sgray@k-line.ca) by January 18th, 2007.

**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](mailto: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](mailto:melanie.rain@andrewfeldstein.com)

Wholesale parts distributor requires a **Customer Service Rep.** with good command of English. French an asset.  
Call for appointment.  
905-415-2280

**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](mailto:gcookson@rogers.com)

**SECURITY CALL CENTRE OPERATORS**  
Full training provided. Night shifts. Keele/Hwy#7  
Fax/email resumes: 1-866-277-4086  
[resumes@apialarm.com](mailto:resumes@apialarm.com)

**RECEPTIONIST/TYPIST**  
Busy studio needs an organized person with excellent telephone manner. MUST BE fluent in English and have PC computer exp.  
Leslie and Hwy 7 location.  
Fax resume to: 905-886-5002

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Build a career starting day one.  
9570 McCowan Rd., MARKHAM  
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• no clientele required  
Call Shelby: 905-887-3590  
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Entry level, filing, phones, etc.  
Email resume: [generalinfo@francis-associates.com](mailto:generalinfo@francis-associates.com)

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