

515 Skilled & Technical Help

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525 Office Help

525 Office Help

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530 Sales Help & Agents

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IRPINIA KITCHENS
High-end kitchen manufacturer in Richmond Hill seeks an **EXPERIENCED DETAILER** with strong communication skills, a dedicated team player and CAD proficiency. Position includes preparing order confirmations, preparing quotes, providing product and technical support to dealers and preparing shop drawings in a quiet, professional environment. Excellent potential to advance into management position. Salary is commensurate with experience. www.irpinia.com. Please e-mail resume to: sales@irpinia.com

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.

Growing Electronic Service Company in Markham invites applications for positions of **General Labourers**. Computer knowledge an asset. We will train. Opportunity for advancement. Fax: 905 305-1451 or admin@nesa-canada.com

525 Office Help

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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 alepack@bellnet.ca

Receptionist/ Ticket Agent
Full time for 3-4 weeks, then 2 days/week thereafter (9am-5:30pm). Able to handle and balance cash. Own vehicle. Must have pleasant personality to deal with customers. Stouffville resident preferred. Must be able to start immediately. Email: chamber@whitchuchstouffville.ca

ADMINISTRATIVE ASSISTANT for busy trustee in bankruptcy office. Job requires telephone reception, data inputting, copying, mailing and other office functions. Experience with Microsoft Word and Excel are important. Send resume to harrispartners@gmail.com

ADMINS/SALES ASSISTANTS For a company based in Warden/14th dealing in Home Decor & Gift items. Part/Full time. P/T sales positions in major GTA malls available throughout. Please fax resume to: (905)883-0607 or Email to: gbn@sympatico.ca

OFFICE ASSISTANT
3d/week, flexible. Mature local resident preferred. Basic computer skills, able to multi-task. Must have pleasant personality, be enthusiastic and people oriented. Reply to Box #739 c/o Stouffville Tribune 6290 Main St., Stouffville L4A 1G7

BILINGUAL OFFICE ADMINISTRATOR - \$40K
A Markham corporation seeks a self motivated, bilingual office administrator/receptionist. Strong Microsoft Office skills an asset. Email elizabeth@peakassociates.com

Stouffville Part time 4 hrs/day. **TELEPHONE OUTBOUND CONTACT** customer service, accurate keyboard. Fax resume 905 642 2660



ADMINISTRATIVE ASSISTANT
Whitehill Technologies Inc. is currently seeking a flexible part-time Administrative Assistant available for 25 to 37.5 hours per week depending on the weekly requirements. The main responsibilities for this position include:

- Providing 1st line telephone / reception coverage
- Coordinating training including scheduling attendees, maintaining inventory of supplies and following up,
- Creating and modifying reports in Word, Excel and Power Point,
- General office administration including incoming/outgoing mail, couriers, managing office supplies and photocopying,
- Coordinating special events,
- Maintaining office facilities.

If you are a motivated, energetic person who thrives in a dynamic environment, then we want you! More information about Whitehill Technologies and this career opportunity is available through the company's web site located at www.whitehilltech.com.

530 Sales Help & Agents

530 Sales Help & Agents

540 Hotel Restaurant

Management and Sales/Service
Multiple positions available
Professionals looking for job satisfaction Need Apply. Training provided, benefits and opportunity for advancement exists. Email stephanie@lawlontario.com Fax: 1.705.727.0180
3 Locations in Scarborough & Markham
Start the New Year with a New Career
Training Starts Jan. 29 and Feb. 19, 2007!
Email for more details

Experienced Cooks wanted. Kelsey's Markham Rd/ 14th FT & PT Apply in person 7710 Markham Rd

The Duchess of Markham requires FT **BARTENDER** Exp. required. Please apply in person. 53 Main St. N. Markham (905)294-3181

ADVERTISING SALES REP required for a quality publication on a part-time basis. Promote a great product and work from home to help us expand our business. Send qualifications to: resumes@mainstreetnews.ca

535 Hospital, Medical, Dental

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VISITING NURSES EVENINGS
S.R.T. Med-Staff requires R.N.'s immediately for our Evening Visiting Nursing program throughout York Region. Full time positions are available. Candidates must have a minimum of 1 year recent experience in the community or an acute care setting. Please fax your resumé to Sheila Bourque at 416.968.3652 or email: sbourque@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 1981. S.R.T. Med-Staff has been accredited by the CCHSA since 2000.

We are currently interviewing:
Physiotherapists - Management potential
Kinesiologists - OKA cert.
Massage Therapists - Part-time
Markham Physiotherapy Clinic
Fax 905-471-3751 mrainc@rogers.com

Healthcare ADMIN POSITION
Full Time
Motivated and enthusiastic.
Includes 2 evenings/wk.
Fax resume: (905)471-1703

DENTAL ASSISTANT PART TIME
Tuesday, Wednesday & Thursday
7am - 7pm
Will train, must be flexible
905-294-0761

540 Hotel Restaurant
Dairy Queen Kennedy/ 14th **FULL TIME STAFF**
Days (Mon.-Fri.)
Please apply in person or call 905-479-3570
Fax: 905-479-3579

york region .com
Find a JOB!
It clicks home

REAL ESTATE ADVERTISING SALES RICHMOND HILL LIBERAL

The York Region Newspaper Group has an immediate opening for a Real Estate Advertising Sales Representative for The Richmond Hill Liberal. The Real Estate Advertising Sales Representative is responsible for servicing and growing our existing client base and will increase sales revenue through new business development.

Position Accountabilities:

- Developing sales programs that meet our clients' business needs.
- Prospect new business by contacting advertisers in competitor publications and reviewing new businesses in the area
- Create proposals for prospective advertisers through compelling business cases
- Assist clients in ad design and coordinate with Production ensuring consistency of content and appearance
- Develop and recommend special features and advertising promotions to clients
- Sell in-paper advertising and flyer distribution products
- Address client concerns in a timely and professional manner

Competencies/Skills & Experience:

- Strong written and verbal communication skills
- Solid time-management and organizational skills
- Ability to build rapport for constructive and effective relationships
- Ability to make quality decisions within a deadline driven environment
- Must have a reliable vehicle
- Strong sales, presentation and telephone skills
- Customer focused with outstanding work ethic
- Tremendous drive for results
- Ability to work in a fast-paced, deadline oriented environment
- Ability to work with quotas and commissions
- Strong organizational skills with the ability to multi-task
- Advertising print sales experience preferred

If you are qualified and interested in the above position, please email your resume to: abeswick@yrmg.com no later than January 22, 2007.

Metroland is an equal opportunity employer. We thank all applicants for their interest; however only individuals selected for an interview will be contacted. No telephone calls, please. All resumes will be kept on file for future consideration.

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. January 30th to:

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

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

SPECIAL PROJECT SALES REPRESENTATIVE FULL TIME

We have an immediate opening for a full time special projects sales representative. The successful candidate will join our sales team and will be responsible for sales in existing and newly created projects.

Skills/Experience Required:

- advertising print sales experience
- strong presentation, sales skills
- strong telephone sales presentation
- preference for initiating and setting own direction
- ability to work with quotas
- an orientation towards achieving results
- ability to work in a fast paced, dead-line oriented environment
- aptitude for keeping a wide variety of tasks on stream
- ability to sell in a diplomatic manner
- strong organization skills
- must have a vehicle

Responsibilities include:

- sales of advertising in existing projects
- sales of advertising in new projects
- developing new clients
- meeting sales quotas under a specific time frame
- coordinating sales and ad production concurrently

If you are interested in this position, please forward your resume and cover letter no later than 5:00 p.m. January 22, 2007 to: Anne Beswick, Advertising Manager
Email: abeswick@yrmg.com

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