

509 Drivers

Dz Salt Truck DRIVERS
Guaranteed hours.
• Loader Operators.
• Plow Truck Drivers.
(905)882-6182

525 Office Help

Full time, \$11/hr, ORDER DESK/ CUSTOMER SERVICE. strong communication, computer skills, pleasant phone manner, French an asset. Mon-Fri. Fax resume: 905-479-6237

525 Office Help

MARKETING ASSISTANT
Amico Group of Companies is seeking a highly organized and motivated individual to assist the sales dept. The candidate MUST be proficient in Adobe Photoshop, Illustrator, InDesign and Microsoft Office. Excellent proofreading and communication skills are a must. Experience in photography is an asset.
PLEASE SEND YOUR RESUME TO:
AMICO CORPORATION
Email: hr@amico.com
Fax: (905) 764-0862

525 Office Help

Required for a rapidly growing Richmond Hill based mfg. Must have a minimum of five years exp. good communication skills, strong computer knowledge and a college/university degree. Knowledge of BV is an asset.
Please send your resume to:
AMICO CORPORATION
Fax: (905) 764-0862
Email: hr@amico.com

525 Office Help

Business law firm in Markham (407/Leslie) requires **SECRETARY/ASSISTANT.** (Fast Company, PC Law, Teraview, Word, Excel - all assets) Please advise of interest with resume to jmedema@veldkamp.ca or fax no. 905.762.1173. All enquiries will be received in confidence.

525 Office Help

RECEPTIONIST POSITION
Richmond Hill area mfg. requires a Receptionist on a contract position. Applicant must be proficient with computers and able to handle a Meridian phone system with 20+ lines.
Please send your resume to:
Email: hr@amico.com
Fax: (905) 764-0862

530 Sales Help & Agents

An established independent "all makes and models" leasing company is looking for energetic, motivated self-starters who are passionate about helping individuals/companies make the right car decisions, both new and previously owned.
We require SEASONED PROFESSIONALS to market, sell and process applications and funding.
The ideal candidate will have:
- a minimum of three years sales experience, preferably in the automotive industry
- proven track record in leasing
- strong written & verbal communication skills
We offer an excellent commission structure.
Reply in confidence, submitting resume to:
Deanna Brent, President
Brent Leasing
4480 Highway 7 East
Markham, ON L3R 1M3
Deanna@brentleasing.com
We thank all applicants, but only those individuals invited for an interview will be contacted.
Brent Leasing - We make leasing simple.

530 Sales Help & Agents

ATTENTION BEAUTY LOVERS!
We are currently searching for professional, sales driven, enthusiastic, mature team players to work as promotional reps for a leading international cosmetics company. You will be expected to promote and demonstrate hair & skin products to consumers. Must be available to work on weekends. This will be a 5 month p/t program.
Please apply on-line at www.hotjobsatmatch.com.
Training is provided.
Looking for immediate availability.

535 Hospital, Medical, Dental

OPHTHALMIC ASSISTANT for eye physician in Markham. Experience required. Email resume to: markhameyesurgeon@hotmail.com

515 Skilled & Technical Help

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

515 Skilled & Technical Help

DIGITAL PHOTOLAB
...has the following two positions available for processing baby and wedding photography.
1. Photo Lab Director
2. Photo Lab Technician
Experience in photo lab equipment and creative use of photo shop are necessary. Promotional ability will be considered an asset. Some clerical work will be required.
Call Phyllis 1-800-465-9383 ext. 239
Or Fax to 1-905-940-4022

515 Skilled & Technical Help

BILINGUAL (FRENCH/ENGLISH) ACCOUNTS RECEIVABLE CLERK
Min. 2 years collection experience with basic accounting skills a must. Responsible for opening new accounts, collections, processing C.O.D.'s & customer pick ups. Must have strong communication, reconciliation, organizational and computer skills.
Fax resume: 905-470-0301 (Markham)

515 Skilled & Technical Help

CANADIAN BABY PHOTOGRAPHERS
Warden/Steeles
Please email resumes to: sylvia.kotsopoulos@canadianbaby.com
TELEPHONE CLERK
We are seeking a reliable individual to work from our Head Office. Telephone experience and keyboarding will be an asset. Must be fluent in English. Training will be provided.
This is a non smoking environment

515 Skilled & Technical Help

Part Time Receptionist
• evenings & weekends
• requires excellent telephone & computer skills
• real estate experience preferable
Apply to: rl-unionville@on.aibn.com
We thank all applicants, however, only individuals selected for an interview will be contacted.
No phone calls please.

515 Skilled & Technical Help

Bilingual Customer Service Representative
RyzeX Repair: an international organization has an immediate opening for a Bilingual Customer Service Representative. The successful applicant will:
• Possess excellent telephone, computer & customer service skills.
• Be fluent in English and French.
• Able to multi-task & work as a team player.
• Previous CS/data entry experience is an asset.
Interested applicants e-mail resume to lisa.morabito@ryzex.com, or fax 905.477.6657
Only considered candidates will be contacted.

515 Skilled & Technical Help

Legal - Tired of Commuting.....
We are seeking a candidate with a minimum of 3-5 years Commercial Real Estate experience. The candidate should have strong, organizational skills, and able to work within a team environment.
Email: jobs@bratty.com or fax resume to Dorothy Jones 905-760-2900

515 Skilled & Technical Help

ADMIN/RECEPTIONIST required:
Full-time or Part-time, Monday to Friday for Computer Software Company. Must be fluent in English (written & oral), computer literate (MS Office). Woodbine & Hwy.7 area.
Fax resume to: 905-305-1810 or e-mail hr@forsyscorp.com

540 Hotel Restaurant

Full-Time Servers with Smart Serve
Business Hours
Mon-Sun
11am-2am
Apply within, Artisan Pubhouse, 48 Main St. North Markham.

515 Skilled & Technical Help

CNC MILL SET-UP OPERATOR
Min. 3 years setup experience in a fast paced precision parts environment.
MACHINIST
Min. 8 years experience with all conventional machinery and excellent surface grinder skills. Top wages, full benefits, pension plan, day shift.
Fax: 905-836-0577, email: info@zrtool.com

515 Skilled & Technical Help

ESTHETICIAN AND/OR MAKEUP ARTIST
Sales experience an asset. Hiring full time, flexible outgoing individuals for our Caryl Baker Visage Salon location in Markville Shopping Centre. Qualified candidates will attend an 18 day certificate training program in Toronto. Excellent starting hourly wage plus commission. Classes to resume Fri. Feb. 9th & education orientation day scheduled for Wed. Jan. 31st.
Send resume to Salon Owner Michelle tel. 905-477-6616 fax 416-292-4564 email: mkhan15@hotmail.com

515 Skilled & Technical Help

BILINGUAL CUSTOMER SERVICE REP
French/English CSR for outbound call center. Updating customer information. Hwy 7 & Warden Ave area
Please fax to 905-475-2227 or email: cindy@globalserve.net

515 Skilled & Technical Help

ADMINISTRATIVE ASSISTANT
The responsible candidate will assist a small Real Estate team. Strong computer skills, attention to detail, comfortable using the phone, excellent command of the English language, Chinese spoken & driver's license an asset.
Flexible hours.
Fax all resumes to 905-927-9509

515 Skilled & Technical Help

Part Time Sales Coordinator
needed for a fast paced sales agency. Strong computer (Excel) requirements along with good interpersonal skills.
Send your resume to:
Email: info@rosemacsales.com or fax: 905-707-7303 (Leslie/16th area)

515 Skilled & Technical Help

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@qcs1.com or fax 905-470-4220

530 Sales Help & Agents

DENTAL HYGIENIST
needed 3 days/week for established family practice. Minimum 3 years experience in Ontario.
Send resume to: markhamdds@hotmail.com

530 Sales Help & Agents

ADVERTISING SALES VAUGHAN CITIZEN SPECIAL PROJECTS

535 Hospital, Medical, Dental

HEAD COOK/ CATERING/ CAFETERIA
Experience a must. Full time positions. Call Monday to Friday between 8am-4pm
905-479-4337
Fax: 905-475-4889
email: geethani.packeer@york.ca

515 Skilled & Technical Help

OAKS CONCRETE PRODUCTS
FORKLIFT OPERATOR - MARKHAM
We have an immediate opening for a forklift operator in the Shipping Department at our concrete products operation in Markham, Ontario. Applicants will have direct interaction with our Customers and will work closely with our Customer Service Staff on a daily basis. The ideal candidate will have a minimum 3 years experience as a forklift operator, preferably in an outdoor environment. Experience in handling concrete landscaping products and operating clamp-type lifting equipment is an asset but not a necessity. This position requires a focus on customer service, accuracy, efficiency and safety in a fast-paced team environment. Shift work may be required. We offer competitive wages and a comprehensive benefits package.
Apply in confidence with resume to:
Oaks Concrete Products
455 Rodick Road
Markham, ON L6G 1B2
Attention: Hiring - Shipping
Or e-mail to: shippinghiring@oakspavers.com
No phone calls, please. We thank all applicants, but only those selected will be contacted.

515 Skilled & Technical Help

ADMINISTRATIVE ASSISTANT
The responsible candidate will assist a small Real Estate team. Strong computer skills, attention to detail, comfortable using the phone, excellent command of the English language, Chinese spoken & driver's license an asset.
Flexible hours.
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525 Office Help

ALARMSTAT FIRE AND SECURITY
93 GREEN LANE, THORNHILL (BAYVIEW AND JOHN ST.) is looking for a part-time employee for office duties 2-3 days a week (hours and days are flexible)
Duties include:
• Computer, word processing and excel skills required
• Answering office phone, transferring calls and responding to customer inquiries; - fluent written and oral English.
• Bookkeeping experience an asset but not required.
• Light shipping & receiving duties. 10 - 12 packages a week.
Remuneration - \$16.00 - \$22.00 per hour dependant upon experience.
Please forward your Resume by either Fax or Email ONLY to 905-886-7538 / jmillen@alarmstat.com

525 Office Help

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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

yrmg
Making a Positive Difference in Our Communities

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.