

505 Careers

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514 Salon & Spa Help

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525 Office Help

525 Office Help

Watch your career take shape.

Director of Nursing

This function is suited to a project manager who is ready to lead the provision of a designated long-term care nursing program (complex care or cognitive care). This will entail developing budgets, controlling expenditures, and creating programs, nursing care planning activities and continuous quality improvement and risk management measures. You bring 5 years of experience, encompassing 3 years in a managerial capacity within a unionized environment in the long-term care sector, dealing with staff supervision, nursing program service delivery, and budget and financial management. Your credentials include a degree in Nursing, a diploma or certificate in Gerontology, and a current RN Certificate of Competence from the College of Nurses of Ontario. To learn more about this position (Job Posting LN6778), and how to apply by March 13, 2007, please visit www.york.ca

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

Canada's Top 100 Employers 2007
FEATURED IN MACLEAN'S

www.york.ca

York Region

PART TIME/ FULL TIME

HAIRSTYLISTS WANTED

- Excellent wage and benefit package
- Busy locations
- No clientele required
- Advanced training provided
- \$8.00 per hour

Please call Jen
905-640-9555

First Choice Hair Cutters
AFFORDABLE, PROFESSIONAL HAIRCARE GUARANTEED™

NEW ACCOUNTS ASSISTANT

Responsibilities include credit investigations, analyzing and approving credit limits, other general duties and communicating with sales reps and customers. You must possess excellent organizational skills and the ability to process high volumes of paperwork.

DEPOSIT CLERK

Responsibilities include processing large volumes of cash/cheque applications, various A/R adjustments, processing payments on credit cards and reconciliation of customers' accounts. You must have two years' experience in accounts receivable or general accounting. Previous exposure to a multi-currency environment is preferred.

PRODUCT DEVELOPMENT ASSISTANT

Duties include maintaining product databases, creating purchase orders and other administrative functions.

ORDER ENTRY CLERKS

Responsibilities include entering and editing orders received electronically by mail or fax and updating the customer master list as required. Our ideal candidate will have fast and accurate data entry skills.

Please forward your resume to: Human Resources Department, Fax: (905) 856-4647 e-mail: careers@ganz.com Website: www.ganz.com

GANZ

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EMPLOYMENT OPPORTUNITIES

A New Job Is Waiting For You!

Spherion CCS is seeking qualified candidates for the following positions:

- Credit Analysts (English/Cantonese/Mandarin)
- Team Managers (English & Cantonese/Mandarin)
- Administrative Assistant (English & Cantonese/Mandarin)
- Customer Service Reps (English & Cantonese/Mandarin)

Please submit your resume and cover letter (stating position of interest) to:
Spherion Staffing Team
E-mail: css_toronto@spherion.ca
or Fax: (416) 596-8150

spherion+
recruiting and staffing excellence
www.spherion.ca

Fenn & Fenn
Insurance Practice Inc.

COMMERCIAL INSURANCE BROKER

Fenn & Fenn Insurance Practice is a growing insurance brokerage in York Region looking for a professional Insurance Broker to join our internal client service team. Candidates must possess a minimum of 10 years' experience in commercial insurance, be licensed by RIBO, and be customer service oriented. Local candidate with CAIB or CIP designation and TAA Agency Manager experience preferred.

Email resume to Ms. Wendy May, Manager of Operations at wendy@fenninsurance.com or fax to 905-836-9814.

Only selected candidates will be contacted.

PHYSIOTHERAPIST (PT)

required immediately for a busy upscale wellness centre in Markham.

Interested candidates please fax resume to: 905-475-1817

515 Skilled & Technical Help

MELFER CONSTR. INC.

Looking for

SKILLED FOREPERSON

With min. 7 yrs. exp. in soft/hard landscaping. Experience with skid steer and small equipment is essential.

SKILLED LABOURERS

With min. 5 yrs. exp. in Landscaping. Excellent hourly rates.

Fax/email resume to: 416-701-1785 sales@melfer.ca

BA
BROSZ & ASSOCIATES

Executive Assistant/Sales Coordinator

Brosz and Associates, an electrical consulting forensic engineering firm in Markham, has an immediate opening for an executive assistant/sales coordinator. Our company is a fast paced, multi-tasking, performance driven work environment. Ideal candidates should have at least 5 years experience and are organized, sales oriented, professional and highly computer literate in MS Office, Adobe, Dreamweaver, and Visio. Other software, hardware or networking skills are considered a valuable asset. Please refer to our website for more information and how to apply at <http://www.brosz.net/careers.html>

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HiTech Career Fair

Go Directly to the Interview

Computer/IT & Engineering Professionals meet face-to-face with hiring managers!

Companies Hiring At This Event

HSBC, Soma Networks, Rogers, RapidMind, Metafore, Eloqua

Location / Date / Times
Metro Toronto Convention Centre
255 Front Street West - North Building - Room 101
Tuesday, February 27th - 11am - 6pm
Wednesday, February 28th - 11am - 5pm

Recruiters are reviewing resumes now! Pre-Register & Apply Online Today!

www.CareerDoor.com

Leading National Service Provider, located in North East Toronto, requires

Telephone Interviewers

to obtain medical information for the Life and Health insurance industry. NO Sales Required. Full-time and part-time positions available. Medical background and/or medical terminology an asset. Must be fluent in English. Preference given to those with alternate language skills. Excellent keyboarding skills required. Hours are Mon-Fri 8:30a.m. - 12 midnight, Sat. 9a.m. - 7p.m. and Sundays 11a.m. - 4p.m. This is NOT Telemarketing. E-mail resume to dwork@hooperhomes.ca

514 Salon & Spa Help

Experienced HAIR STYLIST

with clientele required for Salon in Markham.

Please call Jessica (905) 471-3006

525 Office Help

International Freight forwarder has opening for Operations Co-ordinator.

Fluent English, Chinese speaking is an asset. email resume to kk@360logisticsinc.com

525 Office Help

OFFICE ASSISTANT

Permanent full time seasonal employment. April to November each year. For busy, fun, fast-paced environment. MS Office & customer service experience required. Excellent phone manner & a team player attitude a must. Please reply with cover letter & resume to toddpoole@aol.com or fax to 905-640-5147. No phone calls or drop-ins please.

Become a Montessori Teacher

www.tmi.edu

The Toronto Montessori Institute offers f/t, p/t and summer courses in Richmond Hill. All courses lead to a Montessori Teaching diploma & the pre-requisite is an undergraduate degree.

Call 905-889-6882 for more information or e-mail tmi@torontomontessori.ca

Open House on
Wed., Mar. 7 & 28, 10:30-11:30am
Sat., Mar 3, 10-11am
Please call to Register
8569 Bayview Avenue

509 Drivers

SCHOOL BUS DRIVERS

Routes available in your area

- Training provided to suitable applicants
- Part time hours
- Great for stay at home parents or retirees
- Competitive wages
- "B" license signing bonus

Please contact our recruitment team
905-294-5104 1-800-268-5584
30 Heritage Rd., Markham L3P 1M4.

515 Skilled & Technical Help

DESIGNER/RECEPTIONIST

For custom kitchen cabinetry FT or PT. Knowledge in 20/20 an asset. Fax 905-479-3722 or phone 905-479-3244.

525 Office Help

We need PHONE PROFESSIONALS

to prospect for a financial services company. Telephone experience is an asset. Call (905) 709-1145

509 Drivers

MELFER CONSTRUCTION INC.

Looking for

AZ TRUCK DRIVER

Experienced in floating construction equipment. Fax/email resume to: 416-701-1785 sales@melfer.ca

525 Office Help

LEO Pharma Inc.

ACCOUNTING ASSOCIATE

7-month Contract Position
ACCPAC and accounts payable & receivable collection experience, required.

2 RECEPTIONISTS

Permanent/Part-time Positions
Experience operating NorStar Digital Key telephone system, and using Word/Excel. Bilingual English/French preferred.

Please email resume to linda.greig@leo-pharma.com no later than March 6, 2007

Davis + Henderson

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 full time Monday to Friday positions at our Toronto (2:30 pm - 11:00 pm shift) or Markham (12:30 pm - 9:00 pm shift) locations. Part time is also available at either location. 10am-2pm or 5pm-9pm (2-3 shifts per week).

We Offer:

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

Please submit resumes to:
Human Resources, Davis + Henderson
Fax: 416-696-4311 Email: JOBS@DHLTD.COM

We thank all candidates who apply, however only those candidates with the competencies listed above will be considered for interviews.