

**515 Skilled & Technical Help**

**515 Skilled & Technical Help**

**515 Skilled & Technical Help**

**525 Office Help**

**525 Office Help**

**529 Inside Sales**

**529 Inside Sales**

**510 General Help**

**510 General Help**

Novopharm Limited is the Canadian subsidiary of TEVA, one of the world's largest generic pharmaceutical companies. Dynamic and fast-growing, Novopharm is focused on its vision to be "Canada's Leader in Affordable Healthcare Solutions" through our global advantage, product leadership and customer commitment.

Novopharm has locations in Stouffville, Markham, and Scarborough. As part of TEVA's growing global organization, which is among the top 20 pharmaceutical companies in the world and includes approximately 25,000 employees worldwide, Novopharm offers unique and exciting employment opportunities to qualified candidates, including:

**Maintenance Technician - Packaging  
Maintenance Technician - Production**

In these roles you will be responsible for performing mechanical installation, modification, troubleshooting, maintenance and repair of site equipment, utilities, systems and/or facilities in accordance with established SOPs, GMP guidelines and EH&S policies. You will also identify, recommend and implement improvements to line procedures, equipment, utilities, systems and/or facilities to enhance the productivity, quality or safety of products, processes and/or procedures. In addition, you will perform operational checks on equipment and systems and detect and investigate variances in performance.

Qualifications include an Ontario Trades Certificate or College Diploma in a related maintenance discipline coupled with a minimum of 3-5 years' related mechanical or electro-mechanical experience. Experience working with pharmaceutical production and/or high speed packaging equipment is required. Experience in the pharmaceutical industry or other GMP environment is preferred. Candidates must also be flexible to work shifts.

More information is available at our website [www.novopharm.com](http://www.novopharm.com) on these and other exciting Career Opportunities with Novopharm. We encourage candidates to visit the site and apply online.



*We thank all candidates for their interest, however, only those selected for an interview will be contacted. No telephone calls please. We are an equal opportunity employer. No recruiters or agencies please.*

**525 Office Help**

**525 Office Help**

**525 Office Help**

**Davis + Henderson  
Customer Service Representatives  
Job Fair**

Saturday April 7  
from 10:00 am to 4:00 pm

939 Eglinton Ave. East Suite 201 (corner of Eglinton & Brentcliffe)

Full time, 6 month Contracts & Summer Student positions available at Toronto Head Office.

Must be a High school graduate with typing skills of at least 25 wpm. Morning, afternoon and evening shifts available. English required. French, Cantonese and Mandarin an asset.

**We Offer:**

- A motivating, team environment
- Comprehensive paid training
- Competitive Wages

If you are unable to make it your Job Fair submit resumes to:  
Human Resources, Davis + Henderson  
Fax: 416-696-4311 Email: [JOBS@DHLTD.COM](mailto:JOBS@DHLTD.COM)

Davis + Henderson is a rapidly growing Canadian owned leader in providing outsourced solutions to Canadian Financial Institutions. 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.



St. Philip's on-the-hill Anglican Church, Unionville, Ontario

**PARISH ADMINISTRATOR**

- Assistant to the Incumbent
- General Office Duties
- Proficiency in MS Word, Publisher, Office Outlook, etc
- Administration of Parish Membership Program
- Able to interact effectively with all Parish Leaders

Applications invited from those who have an ongoing relationship with Jesus Christ.

Please send to: [judithprentice@rogers.com](mailto:judithprentice@rogers.com)  
or mail to: Attn: Judith Prentice, St. Philip's Anglican Church  
9400 Kennedy Rd. Unionville L6C 1N6

**OFFICE ADMINISTRATOR/  
CLERK**

Required for equipment service company in Stouffville. Must be familiar with Quick Books and Excel. Strong phone skills required. 30-35k plus benefits.

Apply via email  
[info@bennettequipment.com](mailto:info@bennettequipment.com)  
or fax 905-640-7820

**F/T DENTAL  
RECEPTIONIST**

needed immediately in Markham. Must have excellent communication skills, previous dental experience is an asset.

Email resume to [rdds33@hotmail.com](mailto:rdds33@hotmail.com)

**ADMINISTRATOR**

Markham Firm Must be mature & versatile. QuickBooks & Excel. Own transportation. Fax Resume: (905) 887-9973 Or email: [aws@bellnet.ca](mailto:aws@bellnet.ca)

**PART TIME  
OFFICE  
SUPPORT**

Psychologist's office - 4 hours weekly. General office duties and skills. Email resume with references to: [futurefocus@ica.net](mailto:futurefocus@ica.net)

**CUSTOMER SERVICE REPS**

A minimum of 2 years' experience, preferably in a high volume customer service environment is required. Experience assisting sales reps, completing credits, and resolving customer issues round out your functions. Strong prioritization and follow-up skills are essential. We also require customer service reps for our Interactive department.

**CUSTOMER ACCOUNT/  
COLLECTION REPS**

Duties include contacting customers regarding past due balances and keeping appropriate records of accounts contacted. A minimum of 5 years' experience in credit and collections, as well as excellent computer skills and strong negotiating skills are required. Experience with the U.S. gift market is preferred.

**ORDER ENTRY CLERKS**

You will enter/edit orders received from sales reps and/or customers. Strong communication skills are required as you will liaise with sales reps, management and various internal departments to resolve any issues with orders that arise. AS400 experience is an asset.

Please forward your resume to:  
Fax: 905-856-4647  
Email: [careers@ganz.com](mailto:careers@ganz.com)  
Website: [www.ganz.com](http://www.ganz.com)

**GANZ**

**OFFICE CLERK/RECEPTIONIST**

Markham based manufacturing co. has an immediate need for an Office Clerk / Receptionist. The successful candidate will have excellent computer, organizational & communication skills.

Some duties to include: preparation of purchase orders and placement of orders with suppliers, accounts payable assistance, data entry, reception and general office requirements.

Accounting, purchasing and reception experience is required.

Please send resume to:  
[humanresources@geron.ca](mailto:humanresources@geron.ca)  
or fax 905-470-1789

**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

Small business in Markham requires P/T, Monday, Wednesday and Friday

**RECEPTIONIST**

A/R & A/P, good organizational skills. Hourly rate \$10-15 per hour based on experience. Must have fluent English skills. Fax: 905-470-5763

**ADMINISTRATIVE**

Support and reception duties required by a Markham manufacturing firm. Candidate should be flexible, fluent in English, have exceptional telephone manner, and be highly computer literate.

Fax resume along with salary expectations to: 905-475-5574

**Part Time Real Estate  
RECEPTIONIST**

required for Stouffville Real Estate Office. Must have computer skills & speak fluent English with a pleasant telephone manner. Real estate experience, knowledge of Office Commander & Easy Offer an asset. Fax resume to: 905-640-3606 or email to: [stouffville@remaxallstars.ca](mailto:stouffville@remaxallstars.ca)

**SECRETARY/  
ASSISTANT**

experienced in Office with computer knowledge. Call (905) 640-3113 Fax: (905) 640-8278

**535 Hospital, Medical, Dental**

**Digital specialist located near Woodbine / #7 seeks INSIDE SALES REP**

Good with people and detail-oriented. You love the Mac, graphics and photo. Starting salary \$24K, profit-sharing, and benefits. [newjob@modemdesktop.com](mailto:newjob@modemdesktop.com)

**530 Sales Help & Agents**

**530 Sales Help & Agents**

**ARE YOU A TOP PERFORMER?  
TOP AGENTS EARN \$100,000 +**

Reach your full potential selling memberships in Canada's #1 Vacation Club. Training provided. Right candidates must be prepared to work Tues/Wed/Thurs evenings and Weekend days at our Richmond Hill Location.

Please contact Linda Weekdays between 10am & 4pm (416)490-0222 Ext 234 or after 4pm and Weekends Call Richard (905)482-0419

**Herbal Magic**

WEIGHT LOSS & NUTRITION CENTRES  
**ALL POSITIONS**  
• Sales experience an asset  
• Full training provided  
• Professional appearance  
Accepting resumes in person at 9275 Hwy. 48, Markham, ON (in Garden Basket Plaza) or Fax: 1-519-680-1487

**532 Retail Sales Help**

**532 Retail Sales Help**

We are a furnishings and accessories store in Unionville looking for:

**Retail Sales Consultant  
Data Entry Clerk (with ACCPAC knowledge)  
Experienced Designer**

Please call: 905-479-8385, fax: 905-479-3792 or email resumes to: [Shima@nichdecor.ca](mailto:Shima@nichdecor.ca) Please specify which position being applied to.

**535 Hospital, Medical, Dental**

**535 Hospital, Medical, Dental**

**RESPITE SUPPORT WORKERS**

Needed for Respite Registry that supports individuals with special needs (ages preschooler to adult) within York Region. Part-time variable hours, contract basis, suitable for students (before/after school, days, evenings, weekends, summer). Experience working with special needs desirable, access to a vehicle an asset. References required.

Fax/email resume with cover letter to: CHAP Program - York Region Fax: 905-898-1171 e-mail: [kdelong@yssn.ca](mailto:kdelong@yssn.ca)

**540 Hotel Restaurant**

**510 General Help**

**All Dente  
Restaurant  
Now Hiring!**

• Servers  
Please drop resume to: 39 Main St. N., Markham, ON or fax: (905) 471-4770

**FRAMER/  
CARPENTER**

wanted. Residential experience. Must have own transportation. Call after 7pm. 416-970-7518

**541 Part-Time Help**

**541 Part-Time Help**

Kerry's Place Autism Services requires part-time/weekend relief and overnight sleep direct care staff to work in residential settings in the Aurora, Newmarket and Queensville areas. Shifts are from 8 a.m. to 3:30 p.m.; 3 p.m. to 10 or 11 p.m.; and 10 or 11 p.m. until 8 a.m. Human Services work experience/education, as well as current FA, CPR and CPI an asset. Minimum G2 licence required.

Fax resumes to David Pugh at (905)41-1461 by noon, March 28th, 2007. Only applicants under consideration will be contacted.

**Griffith Property Services Ltd**

Requires F/T Landscape Construction & F/T Landscape Maintenance Laborers Experience Preferred. Valid Driver's License Fax or email resume 905-888-5094 [info@griffithproperty.com](mailto:info@griffithproperty.com)

**PART-TIME NIGHTS  
ASSEMBLY LINE  
LIBERAL & VAUGHAN CITIZEN**

Reliable people are required immediately for the night shift on our assembly line

The successful candidate will:  
• Be extremely reliable.  
• Be a strong team player.  
• Have strong hand-eye coordination.  
• Be able to work fast under deadlines.  
• Have good command of the English language.  
• Be able to handle some heavy lifting.  
• Be able to work from 11 p.m. to 7 a.m.



Interested applicants please respond to this ad by April 11, 2007. Please fax resume to: (905)660-3118 or email to: [jmcdonalds@yrmg.com](mailto:jmcdonalds@yrmg.com)

**Clinton** Canada's Authority on Grounds Care [www.clintar.com](http://www.clintar.com)

Year round and seasonal opportunities for York Region & Scarborough area.

- LANDSCAPE MAINTENANCE & CONSTRUCTION
- IRRIGATION INSTALLATION & MAINTENANCE

Candidates must be customer oriented, energetic and reliable with a clean driving record.

Please fax your resume to: 416-291-6792 or email: [mcordick@clintar.com](mailto:mcordick@clintar.com) or call (416)291-1611 ext 222



**ST. ANDREW'S EAST  
GOLF & COUNTRY CLUB**

Bloomington/ McCowan requires:  
• F/T GROUNDS MAINTENANCE  
• DISHWASHERS

14022 McCowan Road, R.R.#4, Stouffville, 1/4 mile north of Bloomington Road. Please call or fax Ryan Tel: (905)640-4444 Fax: (905)640-4474

**SHIPPER**

Req'd for a well-est., rapidly expanding Richmond Hill area mfg. Applicant must have experience in shipping, with good organizational & computer skills.

If you are interested in pursuing a long-term career with a dynamic company that has world-leading technology, please send your resume to:

AMICO CORPORATION  
Fax: (905) 764-0862  
Email: [hr@amico.com](mailto:hr@amico.com)

**HERE WE GROW AGAIN!!!  
Full and Part-time  
Customer Service Representatives needed.**

We are looking for bright, energetic customer oriented individuals (Bilingual French/English a definite asset) to join our team. You must have knowledge in MS Word and Excel. Our rotating shifts are between 8 am - 8 pm Mon to Fri and alternating Sat from 12 pm - 4 pm. We are located in Richmond Hill with easy access to public transit.

Please forward your resume to [careers@nationwideappraisals.com](mailto:careers@nationwideappraisals.com)

**HIRING IMMEDIATELY  
Full time positions**

- Hourly base + bonus
  - Customer service
  - Sales & Promotions
  - Office Environment
  - Call centre/computer skills an asset
  - Excellent company training
  - Paid vacation
- Call for interviews today  
Phone: (905) 307-5555 x 227