


505 Careers

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Women's Shelter of Georgina Inc.
Executive Director

Sandgate is a woman-centered agency with a feminist analysis in a constantly evolving environment. We adhere to anti-racist/anti-oppression principles and promote equity throughout our organization. The organization is a diverse not-for-profit, playing a leading edge role in advocacy and service on behalf of abused women and their children. Sandgate operates throughout York Region with a 30-bed crisis shelter, transitional apartment housing, and community programming offices in four dedicated locations. The administration offices are located in Jackson's Point in the north end of the Region. The position requires a strong leader with demonstrated knowledge of issues of violence against women. Acting as the primary contact with the agency funders and reporting to a Board of Directors, a proficiency in planning/development, financial and accountability processes is required. The ability to communicate clearly in English is essential and proficiency in one other language is an asset. Please visit our website: www.sandgate.ca to view detailed job information including qualifications. Closing date is May 23, 2007. Apply to Janice Green, Sandgate Women's Shelter, P.O. 248, Sutton West, On LOE 1F0 or president@sandgate.ca. All applications will be held in the strictest confidence. Only those applicants selected for an interview will be contacted. In keeping with our ongoing efforts to promote equity within our organization and reflect the diversity of York Region, those fluent in a second language spoken by a significant regional population are strongly encouraged to apply. Additionally, we welcome applications from Aboriginal Women, Women of Colour, Asian, immigrant, lesbian, Francophone and women from other diverse groups.

CAREER OPEN HOUSE
Immediate opportunities:
PERSONAL SUPPORT WORKER
COMPANION - NON-MEDICAL ASSIGNMENTS
NURSE MANAGER
CLIENT CARE SPECIALIST - CASUAL
STAFF EDUCATOR

Dates: Wednesday May 23 and Thursday May 24, 2007
Time: 9:00 AM - 6:00 PM
Location: Preferred Health Care Services
170 Red Maple Road, Richmond Hill, ON, L4B 4T8
Tel: 905 771 2766 | www.prefhealthcare.com

Please bring the following items: Cover Letter, Resume, 2 Professional References, Registration or Certification, CPR, Medical and Police Clearance.
If you are unable to attend, please forward cover letter and resume to hr@prefhealthcare.com



The cure for common care.

509 Drivers

509 Drivers

509 Drivers

A division of Challenger Motor Freight is growing again and currently requires experienced...

AZ Drivers
Owner Operators

- multi-axle heavy haul
- 250 mile radius from Toronto

If you have a desire to be part of a team in a caring environment, we want to hear from you!
Please apply: 1-888-857-9940 Fax: 905-853-3121
e-mail: paulm@challenger.com

CAM HILTZ TRUCKING

Mopal Construction Limited requires
"DRIVER"
(AZ license only)
DOZER OPERATOR
Fax: 905-888-9779
Phone: 905-888-9777

515 Skilled & Technical Help

Computer Bench Technician req'd
Must have strong understanding of PC hardware and assembly.
Excellent communication skills.
E-mail to: dvrinfo@watchnetdvr.com

Promote your company's **INTERNET PRESENCE** in the Classifieds. Be sure to include your **WEB ADDRESS**

515 Skilled & Technical Help

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MECHANIC
Heavy equipment/Class A. Construction/Farm equipment. Knowledge of Kubota, New Holland, JCB an asset. Excellent growth opportunity. Comprehensive company paid health plan.
Fax resume to: B.E. Larkin Equipment Ltd.
3769 Stouffville Rd, Gormely
905-887-0460

515 Skilled & Technical Help

INSTALLER
Conveyor belts for aggregate related industry. Will train motivated person. Must have own transportation. This is a physically demanding job, some after hours! Excellent pay potential.
Resume: Fax: 905-475-9491
Email: steve@chamberscooke.com

515 Skilled & Technical Help

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INDUSTRIAL MAINTENANCE MECHANIC - MARKHAM

We have an immediate opening for a maintenance mechanic at our automated concrete products operation in Markham, Ontario. Certification as a millwright is an asset, but not a necessity. The ideal candidate will have a minimum 3 years experience in a manufacturing environment. Applicants should have a good working knowledge of hydraulic and pneumatic controls and possess enhanced troubleshooting skills for PLC automated processes. This position also requires strong electrical skills. Shift work may be required. We offer competitive wages and a comprehensive benefits package.

Apply in confidence with resume to:
Oaks Concrete Products
475 Harrop Drive
Milton, ON L9T 3H3
Attention: Maintenance Hiring
Or e-mail to: maintenancehiring@oakspavers.com

No phone calls, please. We thank all applicants, but only those selected will be contacted.

525 Office Help

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OFFICE ADMIN

Small but active office in Woodbine/John area (Markham) looking for experienced, energetic, multi-tasking and self-motivated individual to take charge and perform all bookkeeping, administrative and minor reception roles, plus if interested, provide support to marketing and/or logistics of company operations. Experience or knowledge of Canada's Northland would be an asset. Our business is in the resources sector with field operations across remote parts of Canada and some international activities. We prefer people who find interest in their occupation and who wish to contribute to the overall success of the company.
Salary is commensurate with experience.

Please send resume in confidence to cb@terraquest.ca
Unless the applications are overwhelming, I will attempt to respond to all inquiries. Thank you.

525 Office Help

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VISTA Disability Management Inc. seeks a career-minded individual ready for a challenging position in our Scarborough office. As an **administrative assistant** with a wide variety of responsibilities in a dynamic fast-paced team environment, you will:

- Use MS Word and Excel and similar data entry applications.
- Communicate clearly and accurately on the telephone and in writing.
- Demonstrate initiative in organizing and prioritizing assignments.
- Delight our customers by exceeding their expectations.

Qualified candidates, please fax your resume to 416-850-8098.

A well established busy Markham office has a contract position open for an **AP PERSON**. The ideal candidate should be able to handle the following areas with minimum supervision:

1. Process of AP invoices (high volume)
2. Process Expense reports
3. Issuing of checks
4. Bank Reconciliation

Minimum Requirement - college graduate with at least 1 year accounting experience. Please state your salary expectation on your cover letter.
Please e mail your resume to iwong@qdata.com

525 Office Help

ACCOUNTING CLERK
A custom manufacturing company located in SW Markham has an opening for an Accounting Clerk. Candidate will be involved with invoicing, collections, order entry, customer service and other related duties as required. Strong communication and organizational skills along with good computer working knowledge is important. Should have a minimum of 2 years experience.
Please forward resumes with salary expectations to hr37e@hotmail.com

525 Office Help

Private investigation company in Markham has 2 vacancies:
• **ADMINISTRATIVE ASSISTANT**
• **DICTA TYPIST**
Proficient computer skills. Excellent English and grammar. Good typing speed and accuracy required for dicta typist position.
Fax/email resume: Fax: 416-444-5841
reports@northwood-pi.com
No Phone Calls Please!

525 Office Help

Promotional products/Marketing company in Markham seeking the following:
Order Entry Production Clerk
Must be fluent in English, have good computer skills & very good attention to detail. The successful candidate will work well in fast paced environment/understands deadlines & be a quick learner.
Fax number 905-415-1526

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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

525 Office Help

VIDEO TRANSFER TECHNICIAN
Private investigation firm in Markham. Working knowledge of Windows, video transfer software and video camera equipment. Must be fluent in English.
Fax resume to:
Northwood/MJM 416-444-5841

525 Office Help

Busy Markham endoscopy clinic requires
PART-TIME/CASUAL RECEPTIONIST
Send resume to: 905-948-8358
We thank all those who respond, however, only short-listed candidates will be contacted.

525 Office Help

FULL TIME RECEPTIONIST
Markham Family Law Firm
Strong telephone and interpersonal skills. Organizational and multi-tasking skills a must.
Please e-mail resumes to: melanie.rain@andrewfeldstein.com

525 Office Help

P/T Mid-week & Weekend
PHONE OPERATOR
w/computer skills required for Markham Taxi Company
Please call Akram (mornings) at (905)477-2227

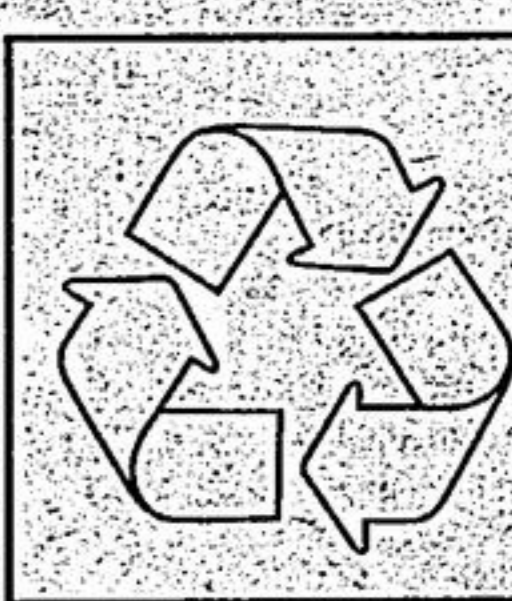
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Looking for full time
CUSTOMER SERVICE REP
for fast-paced office. Fluency in French required.
Email cover letter and resume to: omaloney@phoenix-crmc.com

529 Inside Sales

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Medichair Markham looking for **INSIDE SALES REP** part time evenings/weekends.
Please email resume to: markham@medichair.com



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SALES MARKETING
Customer development of Trade Shows. Strong sales, organization, people skills. XPPro. Professional office environment.
Stouffville
Fax 905-642-2660

530 Sales Help & Agents

530 Sales Help & Agents

2001 AUDIO VIDEO

FULL TIME RETAIL SALES
For a Dynamic Career Join our Woodbridge Team/or the NEW Vaughan Mills Location!
Base Salary, Commissions, Bonuses, Extensive Benefits, Management Training, Employment Stability.
Visit our Woodbridge Location
7887 Weston Road # 1 & 2
or Fax Luis @ 905-264-0448
hrdept@2001audiovideo.com

535 Hospital, Medical, Dental

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DENTAL RECEPTIONIST F/T
For large Richmond Hill office with flexible hours. Must be experienced, have excellent oral/written English, and good organizational and computer skills.
Proficiency in Autopia an asset.
Please email resume to: rhndentalposition@hotmail.com

535 Hospital, Medical, Dental

Dental practice in Markham seeks **F/T Harp Certified Dental Assistant** for mat leave with strong possibility of permanent position. Join our friendly, professional, progressive team at www.mydentalhome.com.
Call Laura at 905-415-7700 or email resume thru website.

535 Hospital, Medical, Dental

SHOPPERS DRUG MART
FT Pharmacy Assistant
req'd for Shoppers Drug Mart, Hwy 7/Warden.
Experience req'd
Fax Resume to 905-479-4074

535 Hospital, Medical, Dental

PART-TIME MEDICAL SECRETARY
required for Unionville medical clinic.
Experience preferred.
Please fax resume to: (905)475-4270