

525 Office Help

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540 Hotel Restaurant

545 Teaching Opportunities

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**GLOBAL**  
CREDIT COLLECTION CORP.

**ATTENTION**  
Customer Service Reps, Telemarketers, Retail Sales and Call Centre Agents.

We are looking for 50 staff to be hired immediately. Are you a confident, articulate, professional individual? Are you ready to move ahead in a great career?

Competitive Base Salary, with the opportunity to make great commission dollars. New state-of-the-art facility. Free parking.

**Key requirements:**

- Excellent oral and written communication skills
- Strong negotiation and problem-solving skills
- Ability to work well as part of a team and as an individual contributor
- Ability to work in a fast pace and dynamic environment

Fax or email your resume today to Dean Iacobucci  
Fax: (905)413-8761 Email: dean.iacobucci@globalcollection.net  
Visit our website: www.globalcollections.net

Full time, \$11/hr.  
**ORDER DESK/ CUSTOMER SERVICE.** strong communication, computer skills, pleasant phone manner, Woodbine/ Steelcase area. Mon-Fri. Email: info@glowfighting.com

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

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.

**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@qcs.com or fax 905-470-4220

**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

**•SHORT ORDER COOK**  
**•COUNTER HELP**  
**•WAIT STAFF**  
Smart Serve an asset. Part time & full time positions. Please apply in person: Tues. May 22 6-9pm, Wed. May 23rd, Noon-4pm. 18 Ringwood Dr. Unit 7, Stouffville

**Part-time TEMPORARY ECE TEACHER** required 3 mornings for Markham preschool. Sept. start. Email resume to standrewscoop@hotmail.com

New Hot Yoga studio seeking full/part-time experienced certified **YOGA INSTRUCTORS.** Email resume to hotyoga\_markham@yahoo.ca

**OFFICE ADMINISTRATOR/BOOKKEEPER PART-TIME POSITION**

Applicants are sought for a part-time office administration and bookkeeping position at a private club located in the Stouffville area. Responsibilities include general office administration, accounts payable, accounts receivable and general bookkeeping. Experience with Quickbooks and Excel an asset. Approximately 16 hours per week with some seasonal variation and with flexible hours. The ideal candidate has at least two years experience in a similar role. The candidate thrives in an independent working environment, has the ability to multitask, is very organized, is attentive to details, is very hands-on and enjoys taking the responsibility to manage the administrative and office affairs of the club. The individual will be required to be assertive and proactive in ensuring the administrative tasks and required paper work are completed on time. Competitive compensation is offered commensurate with experience. Apply to: Box C, 16 Bascom Drive, Box 459, Uxbridge, ON L9P 1M9. Only those candidates to be interviewed will be contacted.

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529 Inside Sales

**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 hr37c@hotmail.com

**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

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

545 Teaching Opportunities

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**THE PIANO STUDIO** Is a vibrant, growing music school seeking **PIANO, VIOLIN & VOICE** teachers for September 2007 at its Newmarket and Aurora locations. Successful applicants will be professional, dedicated, fun and career-oriented. Experience an asset. Apply in person at 69 Davis Drive, Fax 905-895-6851 or email elise@thepianostudio.com or call 905-895-1844 Ask for Elise

510 General Help

Landscape Maintenance/Snow-plow personnel needed in Markham area. Experience & car a must. Great salary or hourly wage. F/T only. Mark (905)313-8662

**Swimming Pool Helpers-Cleaners** FT & PT (York Region) Outdoor & physical. Opening, Closing, Maintenance. Car req'd. Top \$\$\$ (647)321-7946

School Crossing Guards Needed for: •Castlemore & Ridgcrest Paid back-up guards. Great pay-\$12.50/hr. Please call us today at 416-606-0901

**DATA ENTRY CLERK/ RECEPTIONIST**

**Responsibilities:**

- entering time sheets and manufacturing reports
- printing purchase orders and matching invoices
- answering the phone, greeting visitors, sending couriers and opening mail

Excellent communication and interpersonal skills; good computer skills and organization are required. Reply to: catry1m@hotmail.com No agencies please

**F/T ACCOUNTS RECEIVABLE/ COLLECTIONS CLERK**

Required for a busy Distribution Company in Markham. Accpac Accounting Software, MS Word & Excel are required. You must possess excellent telephone, organizational and communication skills. You have a good command of the English language and French would also be an asset. Please submit your resume to: Fax: 905-948-8045 or e-mail: ilona@farleyco.ca

530 Sales Help & Agents

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**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

**The Village Childrens Programs** is looking for the **BEST ECE'S** in town. Come join our fabulous child care agency to be part of our growing team. Fax 905-471-2850 or email: headoffice@thevillagechildcare.ca No phone calls please We thank all applicants; however only those selected for an interview will be contacted.

510 General Help

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**Barrie Transportation Company** specializing in Flatbed, Stepdeck has employment opportunities for 3 Canadian and 1 US Drivers. 44¢ cents a mile US, 36¢ cents a mile Cdn. Fax resume and abstract Attention: Carolyn (705)792-0570

Landscape Maintenance Co. requires **LAWN CUTTERS/ CREW LEADERS** \$9-11/hr Thornhill area. Contact Craig (905)889-7196

**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.

Would you like to be part of a dynamic, growing, international company that is based in Markham? This international company requires a **CLIENT SERVICES CO-ORDINATOR** to manage clients based around the world. A minimum of 3 years customer service experience is required. Please fax resume to: 905-513-6035 Attn: H.R.

535 Hospital, Medical, Dental

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**Medical Secretary / Receptionist Full Time**  
Ideal candidate will have previous work experience in medical office / administration; medical terminology, medical transcription, OHIP billing, strong organizational and communication skills. Proficiency in Microsoft tools required. Interested applicants should forward resume to: abimbolamd@gmail.com

**CASHIER** Do you know about great service? Let's talk. Full time Weekday / Weekend afternoons (2-10pm) 16th Ave/9th Line Markham/Cornell Email resume to: bo35224@petro-canada.ca or apply in person.

**PARKVIEW VILLAGE** requires **SEASONAL GROUNDS-KEEPERS** Fax resume to: 905-640-7944

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!

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.

**HOMEWORKERS NEEDED!!**  
To Assemble Products, •Mailing/ Processing Circulars •Envelope Stuffing • On-line Computer Work Up to \$1,500/wk. No experience needed! **FREE information at www.Jobs-WorkAtHome.com** Reference 2-301

**PAINTER'S HELPER** Required: Motivated hard Worker, no exp. necessary. Must have transportation. Call James (905)472-5741

**CUSTOMER SERVICE**  
We are looking for a Customer Service for Home accessories products. Candidates must have excellent verbal & written English as well as telephone communication skills. Other key abilities include: multitasking, organizational skills, computer literacy, MS Office (Word, Excel, Outlook); dedicated customer service skills. Duties will include: preparing catalogs; promoting sales to both new and existing clients; identification and soliciting of potential clients; analysis of competitors and market conditions; general office tasks. Please Email your resume to: veritime@veritimeinc.com

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

535 Hospital, Medical, Dental

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

**Pharmacy Assistant Full Time** Experience preferred. Fax resume to: (905)471-6085 Attn: Steve

**Clean4Me** www.clean4me.ca  
**905-201-2313** NOW HIRING!! Experienced cleaners! Must have car. Worker's Compensation. CPP & EI. Car Allowance. Excellent compensation.

510 General Help

**General Office Administration**  
Required for a fee-only personal financial planning firm in Markham. Duties include correspondence, filing, photocopying, switchboard relief, etc. Must be proficient in MS Office, (Word and Excel) and have excellent communication and organizational skills. Salary commensurate with experience. Please fax resume and salary expectations to: Liz Galloway at 905-471-3623 We thank all applicants in advance and advise only those selected for an interview will be contacted.

**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

**CERTIFIED DENTAL ASSISTANT** required for busy family practice. Tues. & Thurs. Please fax resume to: 905-294-8733

540 Hotel Restaurant

**MR. SUB** in Markham requires an experienced mature person to work 4pm-midnight 5703 Hwy #7E (between McCowan & 48) Markham, ON APPLY WITHIN

**GARTNER LEE LIMITED** is a multidisciplinary consulting firm providing professional services in environmental planning, geosciences, ecological sciences and engineering to clients across Canada and Internationally. We require self-motivated professionals with the energy and desire to excel, and who possess excellent communication and interpersonal skills. The following opportunity is available in our Markham office.  
**Part-time Accounting Clerk - 1 - 2 weeks per month**  
The candidate will have a minimum of a College Diploma with 3 - 5 years of relevant work experience. A strong understanding of bookkeeping procedures is required. Duties will include helping with month end reconciliations, invoicing and reports. The successful candidate will also perform clerical duties such as maintaining filing and record systems. Experience with Great Plains is an asset. This is a part-time position. Please reply in confidence to: hrpostings@gartnerlee.com. Only qualified candidates will be contacted for a personal interview. No phone calls please.