

505 Careers **505 Careers**

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.

CHAT ROOM MONITORS
You will monitor and report on the safety and privacy of website forum participants. You will also interact with participants through text and act as a moderator when required. A post-secondary education is required, as well as strong computer skills (including working with web applications) and excellent communication skills.

ORDER CONTROL ASSISTANTS
You will be responsible for checking stock availability and order status, as well as the preparation of bills of lading and credit notes. MS Office and AS400 computer skills are required.

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: Human Resources Department, Fax: (905) 856-4647 e-mail: careers@ganz.com Websites: www.ganz.com www.webkinz.com



509 Drivers **509 Drivers**



SCHOOL BUS DRIVERS
Training now for Summer & September 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

AZ DRIVER
with tanker experience required immediately for Souffville based company.
Fax Resume CVOR Drivers Abstract to:
905-888-1879 or e-mail
larryb@sladescartage.ca
or call Larry 416-754-9230
Monday- Friday 11am-2pm.

515 Skilled & Technical Help **515 Skilled & Technical Help**

JUNIOR MACHINE ASSEMBLER
Duties: Assembling heavy industrial machines and equipment from prefabricated parts. Mechanical aptitude a must, familiar with mechanical drawings. Fork-lift experience an asset. Must speak and write fluent English. Concord, Ontario.
Fax resume to (905)738-5750
Email to job2reply2@yahoo.ca

515 Skilled & Technical Help

SATELLITE OR CABLE TV INSTALLERS
required immediately for the Markham area. Willing to train anyone with cabling experience. Please fax resume to VuPoint Systems at 1-866-990-1339 or email: dispatch50@bellnet.ca



511 Retail Opportunities **511 Retail Opportunities**



If you have a passion for pets and are a retail manager then...



MEET YOUR NEW BOSS!

Our rapidly expanding business (900 stores and growing) is the perfect place to combine your passion for pets with an advancing career as a **RETAIL MANAGEMENT PROFESSIONAL**.

For job descriptions and to apply, **PLEASE VISIT US AT WWW.MONSTER.CA** and enter the keyword "PetSmart" to apply today.

FULL and PART TIME positions are also available. Apply at the store near you!

525 Office Help **525 Office Help**

ADMINISTRATIVE ASSISTANT
We are looking for a team player for our busy computer software firm located in Richmond Hill.

- Responsibilities include:
- Reception
 - Administrative tasks
 - Marketing tasks
 - General Sales Support
- The position requires excellent administrative & communication skills, including a sound knowledge of Microsoft Office product suite, and a good command of the English language. Familiarity with Maximizer database management would be an asset. A car is also essential. Benefits are available.
Please forward your resume to:
Syntax.net
Human Resource Dept.
#105 - 95 Mural St., P.O. Box 16
Richmond Hill, ON L4B 3G2
FX: 905-709-4467
EM: careers@syntax.net

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.

Part-time Membership Coordinator

Markham based not-for-profit professional association seeking a membership coordinator. One year contract, 3 days/week. Responsibilities include managing membership database, telephone and email inquiries, identifying potential members, processing invoices and payments.
Qualified candidates must have:

- Superior computer skills in Excel, Word, email and database.
- Excellent written and spoken English
- Able to manage multiple projects simultaneously
- Excellent people skills
- Detail oriented
- Self motivated

Fax resumes to 905-513-1248 or call 905-513-7300.



We are currently seeking an accounting clerk to join our team at Home Office. The applicant must possess the following skills:

- Thorough knowledge of Simply Accounting
- AP and A/R
- Payroll
- Lotus and Excel
- A good command of the English language
- Hard working

Please include your salary expectations in your resume and email your resume to Enld@weewatch.com

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

525 Office Help **525 Office Help**

FULL-TIME POSITION
Looking for energetic person interested in marketing and customer service. Must be willing to work weekends & have good communications skills.
Call Gary
Stouffville Country Market
(905)640-3813

Data Operators

Require keyboarding & computer skills: 8,000+K/S. Must be able to work at a fast pace. English skills required. Hwy 7 & Warden Ave.
Please fax to: 905-475-2227, or e-mail: cindy@ajdataservices.com

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@qcsl.com or fax 905-470-4220

Exp. Part Time Administrative Assistant
required for a publishing company. Experience in Excel, Word, typing & Quick Books are essential.
Send resumes to: bmanager2001@yahoo.ca

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

Small office requires computer skilled, fluent English speaking. Knowledge of A/R, A/P, etc. Hours: 9-1pm Mon-Fri. Steeles/Woodbine area. Fax resume to: 905-513-5711.

530 Sales Help & Agents

SALES PERSON
req'd for Paving Co. Must have 10 yrs. exp. Be self motivated & in dependant. Salary + Com. Call Rod 647-889-1717

535 Hospital, Medical, Dental

DENTAL ASSISTANT
Full time position. Markham. Minimum 1 year experience. Looking for a team player.
Fax resume to 905-472-5203

535 Hospital, Medical, Dental

PART-TIME DENTAL ASSISTANT
required. Bayview/Hwy 7 Flexible hours, top wages. Some Mon, Wed., Fri., Sat. Please call (905)886-6198

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

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

545 Teaching Opportunities

Christ Church Child Care E.C.E. required immediately for childcare program. Rec. leader or equivalent required for summer camp program. Please email resumes to: shareen.mcauley@gmail.com

535 Hospital, Medical, Dental

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Come rewrite the rules of health care with us.

With a pioneering spirit and unique focus on personal empowerment, Saint Elizabeth Health Care provides home and community health care services throughout Ontario, delivering three million visits annually. Named as one of the 50 Best Employers in Canada, we offer a flexible, supportive and amazing work environment.

Opportunities are currently available in several communities in York Region for both the Visiting Program and Shift Program for Complex Care (Shift - minimum 4-12 hour shifts)

RNs & RPNs (\$1,000 Sign-on Bonus for RNs!)
Full-time & Part-time (Days, evenings, nights and weekends)

- We offer:
- Flexible scheduling • 24-hour clinical support
 - Extensive paid orientation • Preceptorship program
 - Subsidized RNAD/RPNAD membership
 - Online learning • Group Benefits & Pension Plan

Please forward your resumé to: Human Resources • Fax: 1-877-619-5140
E-mail: hresources@saintelizabeth.com • Website: www.saintelizabeth.com



525 Office Help

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.

525 Office Help

HIRING Experienced f/t PAINTERS
Own vehicle required.
Call 416-489-2194 Fax 416-489-0554

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