

505 Careers

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514 Salon & Spa Help

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525 Office Help

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www.millergroup.ca

WASTE SYSTEMS

The Miller Group is a diversified Canadian company servicing North America. We provide both public and private sectors with road construction, paving, road rehabilitation, engineering construction, waste management and recycling services, aggregate-based materials, cement, and ready-mix concrete. Our Miller Waste division located in Markham, ON has an immediate opening for a full-time...

Route Supervisor

Miller Waste Systems, Markham District

This is a PERMANENT position for a Residential Route Supervisor. You will be responsible for the scheduling of routes, record and time keeping, and will ensure the timely collection of residential materials while building positive employee relations. You are the primary line of communication and contact with Municipal staff and must be comfortable in dealing with different levels of Municipal staff members. The tracking of daily productivity and completion of reports as well as ensuring compliance with all Provincial and Miller Group health and safety policies and procedures is a must.

You are a self-motivated team player, with excellent interpersonal, communication, and organizational skills. Supervisory experience as well as mechanical and equipment maintenance experience are definite assets and a DZ licence is required. Preference will be given to those who are familiar with southern York Region.

We offer competitive wages, a full benefits and pension plan and room for future growth. Interested applicants are invited to forward a resume to: Human Resources, The Miller Group, P.O. Box 4080, Markham, ON L3R 9R8 Fax: 905-475-6396 e-mail: dfreemantle@millergroup.ca

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

We are growing again!
Print Production - Direct Mail
PROJECT MANAGEMENT

You will be responsible for managing a large variety of direct mail projects for high-profile corporations. The ideal candidate will have 3 to 5 years experience in all facets of direct mail including letter-mail, addressed admail and unaddressed admail. This is a great opportunity to hone your skills and learn new ones.

If you thrive in a stimulating, fast-paced environment, visit our Web site at www.pgmarketing.com and forward your resume by e-mail to productionjobs@pgmarketing.com.

MORE THAN A PROOFREADER required for Markham-based company. Excellent English grammar & spelling and extraordinary attention to detail required. Proficient in MS Word. Degree in English/Journalism preferred. Full-time 2PM to 10PM (evenings). Successful candidates must pass a proficiency test.

Forward resume to studiojobs@pgmarketing.com

PART TIME/ FULL TIME
HAIRSTYLISTS
WANTED

- Excellent wage and benefit package
- Busy locations
- No clientele required
- Advanced training provided
- \$9.00 per hour
- receive a 4GB iPod

Please call Jen
905-640-9555

AFFORDABLE; PROFESSIONAL HAIRCARE GUARANTEED™

Progressive vehicle leasing company located in Markham requires 2 individuals to join our administration department.

Accounting Clerk - Ideal candidate is a CGA level 3 or has related experience who is interested in pursuing a career in accounting. Detail oriented, strong computer skills and experience a must.

Sales Assistant - To provide administrative support to Sales Consultant in a very fast paced environment. Must be able to handle pressure and deadlines effectively. Detail oriented and strong computer skills necessary with previous experience in the automotive industry an asset.

Great work environment, excellent location and benefits. Please fax resume and salary expectations in confidence to Sheryl Terzo at 905-477-5902 or email to sterzo@landmark-leasing.com.

BILINGUAL CUSTOMER SERVICE/ GENERAL OFFICE

We require a French Bilingual Customer Service Representative in our Markham office. The primary responsibilities involved in this role include answering incoming calls, processing and expediting sales orders. In addition some standard correspondence, filing and general office work is required. Acuity for detail is expected from all applicants as well as excellent communication & interpersonal skills.

Please email resume to: HR@atlasgraphic.com or fax: HR Department: 905-948-2819

Our client, a GTA-based transportation/trucking company, currently requires an...

HR Assistant

Applying proven organizational, computer, and time management abilities, you will provide administrative support to the HR team. Your demonstrated communication skills and attention to detail will enable you to effectively process hourly payroll, generate monthly reports, and assist in HR functions such as recruitment and orientation. Administrative experience in an HR environment is an asset. **File #07-15**

Please apply, quoting the appropriate file number in the subject line, to: TCI Confidential, 250 The Esplanade, Suite 402, Toronto, ON M5A 1J2 e-mail: resume@tcicanada.com fax: (416) 304-0181

All responses will be forwarded directly to our client. Please include in your cover letter any companies to which you do not wish to respond. They thank all applicants; however, only those to be interviewed will be contacted.

No telephone calls, please.

RIBO LICENSED INSURANCE BROKER

With strong communication skills, detail-oriented and an interest in Antique and Collector Automobiles, required for our Collector Car Insurance Dept. in Lindsay.

For further information, please call Dave at 1-800-590-3269 or Fax 705-324-9417

E-Mail: info@whetteroaklininsurance.com

515 Skilled & Technical Help

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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

TRUCK TECHNICIANS WANTED

Licensed 310T Technicians and 3rd or 4th year apprentices. Day and afternoon shifts available.

ASSETS

- Medium & Heavy Duty Truck Experience
- Diesel Engine Experience

WE OFFER

- Guaranteed Pay With High Earning Potential & Benefits
- Ongoing Factory Training
- Company Tool Allowance Program
- Company Safety Boot Allowance Program
- "NEW" State-of-the-art Facility

Irvine Truck Centre is Canada's largest GM Medium Duty Truck Dealer. We are moving to our new location on Woodbine avenue in Markham this summer.

Forward resume in strictest confidence to Boris Bustinski email: info@irvinetrucks.ca or Fax 416-751-8966

PartTime 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

SCHOLASTIC

Scholastic Canada Ltd., the leading publisher and distributor of children's books is seeking a:

BILINGUAL In-house Sales Representative

This position is sited at our Markham, ON location in the Magazines division. Responsibilities include: handling a variety of outbound telephone sales calls professionally and efficiently, dealing with issues such as account inquiries, issue dates, issue contents, price quotes, replacements and samples. This position will also be responsible for account maintenance including customer correspondence, accounts receivable, new customer enrollment and processing returned package invoices.

The ideal candidate must have excellent communication skills in English and French, excellent telephone manner, and exceptional listening and organizational skills. Keyboarding, order entry skills, accounts receivable as well as previous customer service experience is also required. Sales experience would be an asset.

Interested applicants may forward their resume to:

Scholastic Canada Ltd., Human Resources Division
175 Hillmount Road Markham, ON L6C 1Z7
Fax: 905-887-3639
E-mail: resumes@scholastic.ca
www.scholastic.ca

We wish to thank all candidates for their applications in advance and advise that only those selected for an interview will be contacted.

No telephone calls or agencies please.

509 Drivers

AZ TEAM DRIVERS needed 3 years, 48 cents/mile US runs Benefit package 905-761-0546x2 or 416-846-7779 Mike

MARKHAM TOWING

Company requires responsible, reliable full/part time Drivers. Good driving record required. Experience preferred, not necessary, will train. Company benefits available, uniform provided. Call Chris (905)472-0426 Fax (905)-294-9649

VEHICLE DRIVE AWAY SERVICE

Requires mature and reliable Full or Part: time drivers with several years driving experience and clean abstract. Ideal for retired or semi retired individuals. 416-805-4554 or 905-471-8529

514 Salon & Spa Help **514 Salon & Spa Help**

CERTIFIED ESTHETICIAN

Full time; required immediately for busy spa in Woodbine/Steeles area. Must be mature, experienced, reliable & have excellent English communication skills. Fax resume to: 905-475-6841.

Reeces WOODWORKING

KITCHEN DESIGNER/ SALES PERSON

Reeces Woodworking Ltd. is an upscale Newmarket based custom cabinetmaking firm. Our company also represents quality kitchen manufacturers.

We are seeking a dynamic, experienced and highly motivated individual to join the team in our Newmarket showroom. This person is a proven performer with 20/20 software experience who expects to earn 75K-100K a year. This is a commission based position. The ability to manage kitchen renovations from concept to completion is essential.

Fax your resume to: (905)895-7652 or email to reeces@reeces.com

525 Office Help

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RECEPTIONIST / ADMIN ASST - JUNIOR Datom Group Ltd. is seeking a full time junior Receptionist / Admin Asst.

- Responsibilities include answering calls, clerical duties, and data entry.
- Must have excellent oral and written communication skills.
- Good knowledge of MS Word, MS Excel, and MS Outlook.
- Successful candidate must be punctual, reliable, possess the ability to multi-task, and be willing to learn.

Forward resume via fax: 905-508-8853 or e-mail: nicolek.datom@rogers.com

515 Skilled & Technical Help

TECHNICIAN TRAINEE required: Electronics, college diploma required. Other duties include general help. Fax resume: 905-947-8700

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

Requires Experienced •Wood Finishers Spray Painters •Edgebander Operator •Panel Saw Operator for hi-end kitchen manufacturer. Yonge/ Major Mac. Excellent wages/benefits. Email resume to: jmarc@irpinia.com or fax: 905-780-0554; Attn: Joe.

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Markham Insurance Broker seeking **EXPERIENCED COMMERCIAL & PERSONAL CSRs** Must be RIBO Licensed. Part time hours may be considered, also **FULL TIME EXPERIENCED PERSONAL LINES TSR** Fax/ email resume & cover letter with salary expectations to M. Mazereeuw (905)471-2515 or mike@luttrellinsurance.com Only candidates selected for an interview will be contacted.

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

Art Department/ Print Production Coordinator Markham textile screen printing company requires graphic art/print production coordinator. Knowledge of graphic art programs essential, good computer, customer service, and organizational skills. Fax resume to 905-940-9859.

BILINGUAL CUSTOMER SERVICE REP French/English CSR for outbound call center. Updating customer information. Hwy#7 & Warden Ave. area Please fax to 905-475-2227 or email: cindy@ajddataservices.com

LEGAL ASSISTANT For litigation lawyer in Markham. Experience required. Send resume to Maria Lombardi Mingay & Vereshchak Fax: 905.295.9141 Email: mlombardi@mvlaw.net