

505 Careers 505 Careers 505 Careers 505 Careers

**At Minacs, we believe that great people deserve great work.**

This is **your** chance to work with **apple computers**, industry leaders in product design and innovation, providing inbound technical support. Join us at our...

# Career Fair

Wednesday, June 20th from 9 a.m. to 3 p.m.  
at the Pickering Recreation Complex, 1867 Valley Farm Road in Pickering

FOR

## Technical Service Reps

We have new and exciting opportunities for outgoing people with technological know-how. All you need is a high school diploma or equivalent experience, a passion for technology, a knack for customer service, and a love for learning.

Please bring your resume and be prepared for on-the-spot interviews!

**WE OFFER:**

- >> thorough, paid training
- >> an open, team-oriented culture
- >> high growth and internal advancement opportunities
- >> a benefits package at no cost to you
- >> highly competitive wages and incentive bonuses
- >> and much, much more!

If you cannot attend, please apply online at [www.minacs.com](http://www.minacs.com) and refer to the Pickering location.



**www.minacs.com** minacs  
An Aditya Birla Group Company

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*Pet Valu is a Canadian success story. Established in 1976, we've grown to over 350 franchised and corporate stores in Canada and the U.S. We seek top talent to bring our customers the highest quality in pet food and pet care supplies.*

## HELP DESK ANALYST (PART-TIME)

This is an exceptional part-time opportunity for first or second-year post-secondary students. Working evenings and weekends in Markham, you will take calls from stores and head office users, place service calls with vendors, and follow up to ensure satisfactory service. You will assist in preparing point-of-sale (POS) procedure documentation, participate in maintaining POS test sets and scripts, and update, and log calls into the database. With an aptitude for learning and using new proprietary and commercial software programs, you will take part in testing new releases of in-house developed software, and troubleshoot and maintain PCs and POS hardware equipment. You bring effective verbal, written communication and coordination skills including excellent customer-service and problem-solving talents. A background in using MS Office and Windows NT/2000 is desirable. Retail experience, preferably with POS systems, is a strong asset. Full training will be provided. You must have access to reliable transportation.

Please send applications, including salary expectations, to: Human Resources, Pet Valu Canada Inc., 121 McPherson Street, Markham, Ontario, L3R 3L3. Fax: 905-946-1860. E-mail: [nsolomon@petvalu.com](mailto:nsolomon@petvalu.com)

**PET VALU**  
Better Pet Nutrition

[www.petvalu.com](http://www.petvalu.com)

532 Retail Sales Help

**Ed's Fine Imports in Markville Mall seeks EXPERIENCED SALES REP**

Duties include sales, merchandising and keeping the store clean and presentable. Must be experienced in the men's clothing business.

Call or email: [EdgarArabian 905-489-0809](mailto:EdgarArabian@edfineimports@yahoo.com)  
[edfineimports@yahoo.com](mailto:edfineimports@yahoo.com)



505 Careers

**MATTAMY HOMES**

**Build a new career at Mattamy Homes.**

We currently have two exciting opportunities in our East GTA office for energetic and outgoing individuals. If you have the qualifications and experience that match the following opportunity we'd like to hear from you.

**Customer Care Coordinator - (1) Full Time or (1) Part Time (2-3 days per week)**

Acts as on-going point of contact for Homeowners from post-purchase through to post-warranty periods.

**Qualifications:**

- Post-secondary education with a minimum of 2 years extensive experience in a Customer Service role
- Prior experience in Hospitality/Service industry an asset
- Ability to multi-task in a fast-paced environment
- Exceptional communication skills including excellent research, written, oral, listening and public-speaking skills
- Familiarity with Microsoft Office
- Strong interpersonal skills a prerequisite

For more information about Mattamy Homes please visit [www.mattamyhomes.com](http://www.mattamyhomes.com)

To apply, please forward your resume and cover letter indicating your interest in either full time or part time to:  
**Mattamy Homes East GTA Division,**  
**Attn: Customer Care Opportunity**  
By mail: 140 Renfrew Drive, Suite 206, Markham ON, L3R 6B3  
By fax: (905) 477-5085  
By email: [Eastgajobs@mattamycorp.com](mailto:Eastgajobs@mattamycorp.com)

**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](mailto:resumes@scholastic.ca)  
[www.scholastic.ca](http://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.*

## ADVERTISING SALES RICHMOND HILL LIBERAL

The Retail Sales Representative is responsible for servicing and growing our existing client base and will increase sales revenue through new business development.

**Position Accountabilities:**

- Developing sales programs that meet our clients' business needs.
- Prospect new business by contacting advertisers in competitor publications and reviewing new businesses in the area
- Develop creative proposals for prospective advertisers
- Assist clients in ad design and coordinate with Production ensuring consistency of content and appearance
- Promote special features and advertising promotions to clients
- Sell in-paper advertising and flyer distribution products
- Negotiate rates with clients, within acceptable guidelines set by the Advertising Manager
- Attain and/or surpass individual newspaper, section and specialty publication budgets

**Skills/Experience Required:**

- Strong written and verbal communication skills
- Solid time management and organizational skills
- Proficient in Microsoft applications, primarily Word & Excel
- Ability to build rapport for constructive and effective relationships
- Ability to make quality decisions within a deadline driven environment
- Knowledge of the automotive industry an asset
- Ability to work both individually and in a team environment
- Ability to sell and promote multiple advertising programs simultaneously
- Post secondary education an asset

**yrmg**  
A DIVISION OF METROLAND MEDIA GROUP LTD.  
Making a Positive Difference in Our Communities

If you are qualified and interested in the above position, please email your resume to: [abeswick@yrmg.com](mailto:abeswick@yrmg.com) no later than March 26, 2007

Metroland is an equal opportunity employer. We thank all applicants for their interest; however only individuals selected for an interview will be contacted. No telephone calls, please.

**MON SHEONG FOUNDATION**

The Mon Sheong Foundation is a Canadian registered charitable organization, dedicated to the promotion of Chinese culture, heritage, language and philosophy through caring for the elderly, encouraging the young and providing programs and services in response to the needs of the community.

### Executive Assistant (Cantonese/English)

The Executive Assistant provides administrative support to the CEO and the Board of Directors. The successful candidate will have a post-secondary education and at least five years experience supporting senior executives, boards and committees.

### Human Resources Generalist (Cantonese/English)

In this position you will develop, implement and oversee HR policies and programs in labour relations, performance management, employee development, compensation planning and talent management. Ideal candidates will have a post-secondary education in human resources or related field and 3-5 years HR management experience.

*Both positions require proficiency in English and Cantonese.*

For more information, please visit [www.hrassociates.ca/MSF](http://www.hrassociates.ca/MSF). Please forward your cover letter and resume c/o: HR Associates via email to [MSF@hra.on.ca](mailto:MSF@hra.on.ca) by June 29, 2007.

**HRASSOCIATES**

**Allstate**  
You're in good hands.

## BILINGUAL LOSS REPORT TAKER (Part-time)

If you are fluent in English and French, and have prior customer service experience, we would like to talk to you. This part-time position involves 20 hours per week, evenings and weekends.

Working in a face-paced environment, you will take initial claim information from our insureds, set up files, and transfer appropriately.

In addition to previous customer service experience, and your second language, you have excellent communication skills, fast, accurate keyboard skills and at least one year of college/university behind you.

Please forward your resume, in confidence, to: [careers@allstate.ca](mailto:careers@allstate.ca).

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### 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

### ADMINISTRATOR/ MEETING COORDINATOR

Administrator required by national scope health profession regulator

Qualified candidate will be self-motivated, organized, and detail-oriented with confident computer skills

Please send resume and statement of intent via facsimile to (905) 642-8461.

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### BILINGUAL (ENGLISH/FRENCH) ADMINISTRATOR

Required in our Markham office full time for administration services in the group benefits industry. Candidates must have a strong command of both English and French (verbal and written), with strong computer skills. Successful candidate will be a reliable self starter who has a professional telephone manner and is willing to work in a team environment. Email resume to [careers@jdbenefits.com](mailto:careers@jdbenefits.com)

