

505 Careers **505 Careers** **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

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: Eastgtajobs@mattamycorp.com

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. Please forward your cover letter and resume c/o: HR Associates via email to MSF@hra.on.ca by June 29, 2007.

HRASSOCIATES

ASSISTANT EDITOR
THE VAUGHAN CITIZEN,
THE LIBERAL

The York Region Media Group has an immediate opening for an assistant editor, news, for The Vaughan Citizen and The Liberal, serving Richmond Hill and Thornhill.

The ideal candidate will possess:

- A minimum of three years experience as a news editor.
- Strong news judgment and copy editing skills.
- A demonstrated ability in writing creative headlines and designing eye-catching pages (Quark and/or InDesign is a must)
- A proven ability to take initiative, provide leadership and work collaboratively with a regional team of reporters and editors to present the news in creative ways.

The position is based in Richmond Hill but requires work in our offices across the region on a regular basis. Familiarity with York Region will be considered an asset.

yrmg
YORK REGION MEDIA GROUP LTD.

Please apply by e-mail to Kim Champion, Editor of The Vaughan Citizen, at kchampion@yrmg.com by June 28.

All candidates are thanked in advance for their interest, but only those qualifying for interviews will be contacted.

512 Summer Employment

CAMP COUNSELLOR

Required for Hidden Bay Leadership Camp. A residential camp in Parry Sound. Camping or lifeguarding experience preferred.

Fax resume to 905-841-8889

515 Skilled & Technical Help

SATELLITE OR CABLE TV INSTALLERS

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

Small metal shop in Stouffville is looking for a **FULL TIME METAL FABRICATOR** with experience.

Call: 905-640-5866
Fax: 905-640-1676

505 Careers **505 Careers**

Our progressive trucking company has the following opportunity at our Concord location...

99 YEARS ON THE ROAD! **MUIR'S**
TRUCKING & LOGISTICS

www.muircartage.com

OS&D Coordinator

You will efficiently investigate and resolve all Overages, Shortages, and Damages (OS&D) issues and claims, contact vendors for disposition, and maintain spreadsheet data of pending freight. You have proven claims and OS&D experience, superior computer skills utilizing MS Word and Excel, and an elevated attention to detail.

We offer a competitive salary and comprehensive benefit package. If you are interested, please apply in writing to:

Muir's Cartage Limited, 205 Doney Crescent
Concord, ON L4K 1P6 fax: 905-761-3157
e-mail: jobs@muircartage.com
No agencies or phone calls, please.

509 Drivers **509 Drivers**

DRIVER WANTED

For industrial laundry plant in Markham.

- Very reliable person
- A clean driving record is essential.
- Must be very reliable
- 5 Ton standard truck - No air brakes - G Licence

Apply in person at: 860 Denison St Unit #9 Markham
9:30am to 2pm
905-475-0579

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

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

First Choice Haircutters

AFFORDABLE, PROFESSIONAL HAIRCARE GUARANTEED™

CERTIFIED ESTHETICIAN & HAIR STYLIST

Full time, required immediately for busy spa in Woodbine/Steeles area. Must be mature, experienced, reliable and have excellent English communication skills.

Fax resume to: 905-475-6841

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

CARPENTER

Established General Contractor working in the I.C.I. sector seeks a permanent, full-time carpenter. The successful candidate must have experience in hollow-metal and hardware installations. A min. of 5 years experience is required. Salary and benefit package commensurate with experience.

Fax resume: 905-883-5243 or email: info@11paisley.com

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

NOW HIRING!!!

Alpa Roof Trusses Inc.

We have immediate openings for

- **Sawyers**
- **Labourers**
- **Assemblers**

Full-time, team atmosphere, will train. No calls. Apply in person: 5532 Slaters Road, Vandon

HVAC heating contractor requires experienced licensed **Refrigeration or Air Conditioning Mechanic** with G1 or G2 license & experience in sheet metal for residential & commercial. Good wages & benefits.

Fax resume to: 905-475-8378.

irpinia

Requires Experienced In Kitchen Manufacturing **SHIPPER/RECEIVER/PURCHASER & PRODUCTION SUPERVISOR** for hi-end kitchen manufacturer. Yonge/ Major Mac. Excellent wages/benefits. Email resume to: jmarc@irpinia.com or fax: 905-780-0554 Attn Joe.

515 Skilled & Technical Help **535 Hospital, Medical, Dental**

Local Electrical Contractor seeks **EXPERIENCED ELECTRICIANS & 5THYR. APPRENTICE** for commercial work. Must have vehicle. **John** 416-993-2529

Part-time Reception/Admin. Two evenings/weekends. Training provided. Motivated enthusiastic individuals only need apply. Fax resume: (905)471-1703

525 Office Help **525 Office Help**

PURCHASING ASSISTANT

Required by a well-established, rapidly growing Richmond Hill area mfr. Duties include: creating reports using Excel, follow-ups with suppliers for order confirmation & delivery, research on products, issue Purchase Orders & quotes. Skills: math, communication in both written & verbal, work independently, thorough, aggressive, responsible, and takes initiative.

Please send your resume to: **AMICO CORPORATION**
Email: hr@amico.com
Fax: (905) 764-0862

JR. AUTOCAD PROJECT MANAGER

A self-motivated and dedicated AutoCAD Project Manager is required.

The ideal candidate will have:

- 2 to 4 yrs. exp. project/team management experience.
- Strong written and verbal communication skills
- Proficiency in 2D AutoCAD functions
- Ability to multitask
- Aptitude for mechanical and electrical systems
- Strong management expertise

Please send your resume to: hr@amico.com or Fax: 905-764-0862

CUSTOMER SERVICE REP

Fast-paced Promotional Company located in Richmond Hill is looking for a dynamic, organized C/S Rep to round out our team. Minimum 3 years experience required; promotional experience an asset. Must be a self-starter, with excellent communication & computer skills. Salary commensurate with experience.

Please email your resume to: diane@tristarpromotions.com or fax 905-886-7848

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

525 Office Help **525 Office Help**

RECEPTION & GENERAL OFFICE HELP

Entry Level Perm F/T
Markham Developer/Prop.Mgmt.Co.
Excel/MSOffice/ Strong Communication Skills/Fluent English/Well-organized/Self Starter - must have vehicle

Fax 905-940-1913 or email mgmt@geistproperties.com

LEGAL ASSISTANT

For litigation lawyer in Markham. Experience required.

Send resume to Maria Lombardi Mingay & Vereshchak
Fax: 905.294.9141
Email: mlombardi@mvlaw.net

Richmond Hill office seeking mature individual for **BILINGUAL CUSTOMER SERVICE REP** for Service Centre. Skills must include excellent phone manners, high attention to details, good computer skills and ability to multi-task effectively.

E-mail resume to: ournewpositions@gmail.com

Credit Investigator/ Administrator 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

ACCOUNTING/ LOGISTICS ASSISTANT

required for a medium size manufacturing company in Markham. Must be energetic, willing to learn and own a vehicle.

Fax resume to 905 946 8025.

530 Sales Help & Agents **530 Sales Help & Agents**

ESTHETICIAN AND/OR MAKEUP ARTIST

Sales experience an asset. Hiring full time, flexible outgoing individuals for our Caryl Baker Visage Salon location in Markville Shopping Centre. Qualified candidates will attend an 18 day certificate training program in Toronto. Excellent starting hourly wage plus commission. Classes to resume Tues. July 3rd & education orientation day scheduled for Mon. June 25th.

Send resume to Salon Owner Michelle tel. 905-477-6616 fax 416-292-4564 email: mkhan15@hotmail.com

INSIDE SALES & SHIPPING Full Time - Stouffville.

Responsibilities: Prospect/solicit clients, perform follow ups/close sales, customer service; own car with valid license; some shipping/receiving, ability to drive a tow motor is an asset. Successful candidates will have strong organizational and problem solving skills, and computer literate. Person must have strong communication skills and the ability to multi-task.

Fax: (905) 640-0063
spilling@bellnet.ca

Inside Sales Customer Service

Large portable sanitation company located in Gormley looking for full-time experienced customer service rep. for inside sales. Qualifications include telephone experience, computer knowledge of outlook, word, excel and data entry. Candidate must possess good phone manner and the ability to multi-function in an active office environment.

Fax resume to (905)760-2405 or email to: smarchese@naturescall.ca

532 Retail Sales Help **532 Retail Sales Help**

Sales Person

required for Exterior Construction Contractor. Paving, Concrete, Interlocking, Restoration for the property management industry. Salary/ commission. Fax (905) 451 4135 or email connie@forestcontractors.com