

**525** Office Help

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**535** Hospital, Medical, Dental

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**545** Teaching Opportunities

**ADMINISTRATIVE ASSISTANT**

Required for busy office in the Yonge/407 area. Extensive working knowledge of Word, Excel and Outlook a must. Fluency in English and proven strong customer service experience a requirement. A second language is an asset.  
Reply to: [assistant\\_super@hotmail.com](mailto:assistant_super@hotmail.com) with resume and include salary requirement.

**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](mailto:olagos@qcsl.com) or fax 905-470-4220

**CUSTOMER SERVICE REP**

Richmond Hill office seeking mature individual for Service Centre. Skills must include excellent phone manners, high attention to details, good computer skills and ability to multi-task effectively. Bilingual in French would be an asset.  
E-mail resume to: [oumewpositions@gmail.com](mailto:oumewpositions@gmail.com)

**OFFICER MANAGER**

required for growing alarm company. Accounting knowledge & customer service experience is necessary.  
Please email resume to: [alex@alarmboss.com](mailto:alex@alarmboss.com)

**530** Sales Help & Agents

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**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](mailto: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@naturecall.ca](mailto:smarchese@naturecall.ca)

**EXPERIENCED SALES COORDINATOR**

Richmond Hill distributor seeking Applicants should meet the following: Strong organizational, communication & analytical skills. Able to prioritize & multi-task effectively, advanced knowledge of MS office & Adobe programs.  
Email resumes to: [oumewpositions@gmail.com](mailto:oumewpositions@gmail.com)

**532** Retail Sales Help

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**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](mailto:connie@forestcontractors.com)

**535** Hospital, Medical, Dental

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**DENTAL ASSISTANTS & RECEPTIONISTS**

Busy Richmond Hill group practice seeking both F/T & P/T positions. Daytime, evenings, and Saturdays. Must have excellent oral/written English, with good organizational and computer skills. Level 2 Assists are preferred.  
Email resume to: [rhndentalposition@hotmail.com](mailto:rhndentalposition@hotmail.com)

**Help Markham see better!**

Receptionist/Assistant for Optometry Clinic in Markham. Great career-builder. Top pay. F/T. Immediate. Permanent. Will train. Are you energetic, cheerful & eager to learn. Rare opportunity.  
Fax resume with cover letter to: 905-471-1763

**EMBRACE THE SPIRIT OF COMMUNITY**

**Registered Nurses**

Join our patient-focused interdisciplinary teams and play a vital role in fulfilling our mission. You are a dedicated RN, registered with the College of Nurses of Ontario, with current BCLS, 1 to 2 years of recent, related nursing experience, and a demonstrated commitment to professional development and continuing education. If you share our commitment to excellence, consider one of these opportunities in the following areas:

- **Emergency**
  - **Medicine/Telemetry**
  - **Surgical Unit**
  - **Short Stay/Day Surgery**
  - **PACU**
  - **Surgical Endoscopy Suite**
  - **Palliative and Complex Care**
  - **Inpatient Rehab/ALC**
  - **Inpatient Mental Health**
  - **Paediatric Diabetes Clinic**
  - **Childbirth Centre**
  - **Medical Day/Chemotherapy Clinic**
- In this challenging role, you will act as a Facilitating Nurse, showcasing your leadership background, clinical expertise and 2+ years of recent experience in an active chemotherapy clinic. CNA oncology certification is required.

If you are an RN interested in a clinical area not indicated above, we also encourage you to apply, as your resume will be considered for upcoming opportunities.

Discover what makes us a top choice for health care professionals: from ongoing professional and personal development initiatives, to open communication practices, self-scheduling, team-based decision-making, professional practice development, competitive compensation and benefits, and a generous education bursary program. We partner with Seneca College for Emergency and Critical Care Nursing education, and will be pleased to sponsor RNs interested in Emergency and ICU/CCU to the 12- or 13-week program. Completion of Coronary Care I and/or II is a prerequisite. We also offer a specialized 12-week, enriched orientation program for new graduates.

To find out more, please visit our website or contact: Human Resources, Markham Stouffville Hospital Corporation, 381 Church Street, Markham, Ontario, L3P 7P3. Fax: 905-472-7055. Job Line: 905-472-7575 or 1-866-243-JOBS. E-mail: [humanres@msh.on.ca](mailto:humanres@msh.on.ca)

[www.msh.on.ca](http://www.msh.on.ca)



Each day, Nurses across our two-site organization work collaboratively with a network of health partners to provide compassionate and co-ordinated care to our communities. As part of the health-care team, our Nurses are helping to make Markham Stouffville Hospital Corporation a centre of progressive community care for our patients.



**F/T Optometric Assistant/ Medical Secretary**

Experience required. Includes some Evenings/ Saturdays. Richmond Hill  
Fax Resumes & References to: 905-883-6109 or  
Email to: [eyeresume@hotmail.com](mailto:eyeresume@hotmail.com)

**R.N. / R.P.N.**

needed for busy weight loss clinic in Markham. Flexible hours/ positive work environment.  
Fax resume to (905) 201-1987

**540** Hotel Restaurant

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**Gourmet Cuisine is hiring**

General Help/ Bussers  
Cashiers/ Bartenders for the 2007 Canadian Open  
\$10-\$15/hr. Based on Position/Experience  
Fax resume to: 905-565-1166 or Email [golfcaterer@gourmetcuisine.com](mailto:golfcaterer@gourmetcuisine.com)



**COUNTER HELP**

Part time weekends and weekday, and LINE COOK for breakfast weekends only  
Cash potential.  
Stouffville Rd. & Woodbine  
Call 416-526-6261 for an interview.

**PRINCE ALBERT PUBLIC HOUSE**

Mt. Albert  
**COOK- KITCHEN HELP**  
Experience an asset.  
Phone: (905) 473-1629  
Fax resume: (905) 473-5204  
[www.princealbertpub.com](http://www.princealbertpub.com)

Chiropractic office looking for energetic **CHIROPRACTIC ASSISTANT** to help the doctor directly in the management of patients. Will train the right person. 24hrs/wk  
Fax resume to (905) 294-3958

**540** Hotel Restaurant



Restaurant & Bar looking for exp. **LINE COOKS PASTA COOKS WAIT STAFF** Full & part time. Fax resume 905-886-3335

**TAMPA BAR & GRILL**

• **Managers**  
• **Servers**  
• **Bartenders**  
Students welcome. Drop resume to: 6061 Hwy#7 or email: [nlogi@hotmail.com](mailto:nlogi@hotmail.com) or call 416-834-3226

The Lion of Stouffville requires **EXPERIENCED FT/PT SERVERS.** Call Jim or John (905) 642-1344

**510** General Help

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**MAPLE NISSAN**

The latest addition to the Alta Nissan family located at Jane & Rutherford in Vaughan is currently accepting applications for our upcoming opening in late Summer 2007. We are seeking the following customer focused automotive professionals at both locations to continue our tradition of customer service excellence:

- Sales & Leasing Representatives
- Technicians
- Apprentice/ Lube Technicians
- Evening/Weekend Reception
- Service Advisors
- Parts Staff
- Clean-up Crew
- Service Manager

Please forward your resume via email to [hr@number7auto.com](mailto:hr@number7auto.com) or fax 905 856-2373. Shift your career into high gear with Maple Nissan.

**MIKASA WAREHOUSE SALE**

161 McPherson St., Markham (West of Warden Between Steeles & Hwy.7)  
Need enthusiastic, industrious people to work as Cashiers, Stock Replenishment (Heavy Lifting)  
Sale Dates: Thurs. July 19th - Sun. July 22nd.  
Approx. Work Hrs: Thurs. 9-7, Fri. 10-7, Sat. 9-5, Sun. 10-4  
Interviews will be held Wed. June 27th & Thurs. June 28th.  
Call 905-415-1291 to book an appointment.

**510** General Help

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Busy kitchen cabinet manufacturer in Markham/Richmond Hill has immediate opening for an experienced **SERVICE PERSON**, mainly in new construction. Successful candidate must have own transportation and tools. Please call Sue Milton or email your resume to: [installdept@pariskitchens.com](mailto:installdept@pariskitchens.com).

**Landscape Construction Forman (M/F) Required**  
Min. 5 years experience. Must have Valid G licence- D Licence preferred. Clean driving Abstract. Min. 8 yrs. driving experience. Fax resume to 905-472-4661 or email [info@genoscape.ca](mailto:info@genoscape.ca)

**QUALIFIED MONTESSORI TEACHER** required. Room for advancement. East York. Please fax resume to 905-305-8456

**510** General Help

**PartTime Cleaners** needed for Markham retail location. Day shifts & weekday mornings between 5-10am, and weekends 11am-4pm available. Immediately. Call Gary 416-787-2003 or fax 416-787-9945 email: [garyhammond@contactbuilding-services.ca](mailto:garyhammond@contactbuilding-services.ca)

**ADULT NEWSPAPER CARRIERS** Enthusiastic, hard working people required in Stouffville area 6 days/week, Monday-Saturday starting at 2:30am until finished. Must have reliable car. (416)436-9794

**SCHOOL PHOTOGRAPHERS**

York Region. Full-time, temporary. Photography background an asset, but not necessary. Will train. Dependable car req'd. Fax or email resume: 905-898-7327. [mturcan@lifetouch.com](mailto:mturcan@lifetouch.com) by July 25th/07

Mandarin speaking **fork lift operator.** Needed for Gormley, ON. Min. 2 years experience. Fax: 905-888-0555. Email address: [chris@tkyinc.com](mailto:chris@tkyinc.com)

**LIFEGUARDS WANTED** Musselmans Lake. Great f/t or p/t summer job! Must have NLS. Please call: (905) 642-1700

**ATTENTION HS GRADS**

• \$14.85 base-appt  
• FT/PT summer work  
• Scholarship/cond. Apply  
• Customer sales/svc  
• Will train  
905-731-0393  
[www.workforstudents.com](http://www.workforstudents.com)

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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](http://www.Jobs-WorkAtHome.com)  
Reference 2-301

**Whitevale Golf Club** Accepting applications for **COOKS and BARTENDERS**. Must have own transportation. Please fax or email resume to: [info@whitevalegolfclub.com](mailto:info@whitevalegolfclub.com) Fax: 905-294-5115

**york region** Find an Apartment! It clicks home