

505 Careers

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515 Skilled & Technical Help

525 Office Help

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540 Hotel Restaurant

**CELEBRATING OUR DIVERSITY...**

A career with the Town of Markham is packed with challenge, change, and the opportunity to make a difference. If you share our passion for providing high quality service to our community, we want to hear from you!

**Client Delivery Manager**  
Corporate Services Commission

Acting as liaison between the IT department and clients in the delivery of IT services, you will ensure the timely and effective management of related projects, service requests, and service desk support. In collaboration with the application and GIS and technology groups, you will supervise our client delivery team and support the provision of a superior work environment, productivity, and cross-training. Additionally, you will develop and manage annual capital and operating budgets and manage service levels for the department. You have a degree in a related field or the equivalent combination of education and experience, at least seven years' experience in IT, a minimum of three years' management success, and functional knowledge of municipal government environments.

We offer a wide range of benefit and wellness programs. We welcome interested candidates to apply online at [www.markham.ca](http://www.markham.ca) by July 6, 2007.

No phone calls, please. We are an equal opportunity employer and our employees reflect the diversity of our community.



[www.MARKHAM.ca](http://www.MARKHAM.ca)

**Cad Operator - Electrical**  
Markham consulting firm seeking person with 3 years AutoCAD experience. Send resume: [info@lumentech.on.ca](mailto:info@lumentech.on.ca)

Medical office in Markham seeks **PART-TIME RECEPTIONIST** 3-4 days per week. Good communication skills required. Fax: 905-472-5436 email: [drwerger@canada.com](mailto:drwerger@canada.com)

Private investigation company in Markham has 2 vacancies:  
**RECEPTIONIST**  
**ADMINISTRATIVE ASSISTANT**  
Proficient computer skills. Excellent English and grammar with excellent typing skills.  
Fax/email resume: Fax: 416-444-5841 [reports@northwood-pi.com](mailto:reports@northwood-pi.com)  
No Phone Calls Please!

**Full-Time Experienced Servers with Smart Serve**  
Evenings Only  
5pm-3am  
Apply within, Artisan Pubhouse, 48 Main St. North - Markham.

525 Office Help

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**Elevate your Career SERVICE GREETER**  
We are looking for a goal oriented, team focused individual to join our Service Department. Applicant must have exceptional communication skills and a drive for ultimate Customer Satisfaction. Computer knowledge is an asset - you will run reports and analyze trends related to customer satisfaction, productivity, etc.  
We offer the opportunity to be part of an integral team of BMW and MINI enthusiasts who are committed to excellence in not only sales and service, but in the success of our entire team as well. We offer a competitive pay plan and benefit package.  
**Town + Country BMW and MINI Markham**  
Email resumes to [servicegreeter@tcbmw.com](mailto:servicegreeter@tcbmw.com)

**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.

**Personal Assistant to the President**  
Preparation and organization of paperwork  
Communicating with various departments  
Organizing and maintaining the files  
Booking appointments & related telephone skills  
Reception desk & some bookkeeping duties  
Salary range is \$26,000 - \$29,120  
Forward resumes to: [rini.sarkar@gs.on.ca](mailto:rini.sarkar@gs.on.ca)

**P/T RECEPTIONIST/ADMINISTRATOR**  
for busy Real Estate office. Real Estate experience preferred but willing to train. Must have strong computer skills and open availability.  
**FAX RESUMES TO: 905-471-3816**

**Bilingual (French) Administrative Assistant**  
Fast growing Promotional Products Distributor is looking for a bilingual administrative assistant to handle all administrative functions including, purchasing, order entry and tracking for its on-line web store programs.  
Please email resume to [paul@tpscan.com](mailto:paul@tpscan.com)

Richmond Hill office seeking mature individual for **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. Bilingual in French would be an asset.  
E-mail resume to: [ournewpositions@gmail.com](mailto:ournewpositions@gmail.com)

National Distributor in Richmond Hill seeking **FULL-TIME BOOKKEEPER**  
Candidate must possess excellent computer skills and 2 years' experience in A/R and A/P.  
E-mail resume and salary expectations to: [newotipositions@gmail.com](mailto:newotipositions@gmail.com)

530 Sales Help & Agents

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Richmond Hill distributor seeking **EXPERIENCED SALES COORDINATOR**  
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: [ournewpositions@gmail.com](mailto:ournewpositions@gmail.com)

**OUTSIDE SALES**  
Markham area with right personality. No experience required. Must have own vehicle.  
Reply to [wsymonds@solvit.ca](mailto:wsymonds@solvit.ca) or fax W: Symonds 905-294-6201

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 Ass'ts. are preferred.  
Email resume to: [rhidentalposition@hotmail.com](mailto:rhidentalposition@hotmail.com)

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)

**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

**Ferrovio Restaurante**  
in Markham requires the following:  
Servers (exp)  
Dishwasher  
Line Cooks (exp)  
**FULL TIME**  
Fax resume to: 905-201-1698

545 Teaching Opportunities

**Christ Church Childcare**  
in Stouffville is currently hiring full time & part time **E.C.E.'s & ASSISTANTS**  
Please email resumes to: [sharleen.mcauley@gmail.com](mailto:sharleen.mcauley@gmail.com) or call 905-640-1773

**FULL-TIME ECE**  
required for child care in Stouffville area. Phone/ Fax/email: 905-640-2152 [ballantraecc@rogers.com](mailto:ballantraecc@rogers.com)

510 General Help

**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

**KIDS! KIDS! KIDS!**  
---Ages 2+---  
Wanted for TV & Movie Jobs!  
No Fees! Men/ Women 16-65 yrs. Needed for same!  
No extras  
Parents call: (416)221-3829

**ATTENTION HS GRADS**  
\$14.85 base appt  
ET/P/T summer work  
Scholarship cond. Apply  
Custom sales/svc  
Will train  
905-731-0396  
[www.workforstudents.com](http://www.workforstudents.com)

**GEOSCAPE LANDSCAPE CONTRACTORS**  
MARKHAM, Ontario

Immediately requires the following **FULL TIME EMPLOYEES**

- MACHINE OPERATORS**  
EXCAVATOR, DOZER, BACKHOE  
Skilled; professional operators to perform above average landscape site work.
- MULCH BLOWER OPERATOR** -AZ licence req'd.
- DRIVER - AZ License**  
Experienced with roll off and equipment floating. Machine operating/landscaping exp. preferred.
- WATER TRUCK DRIVER - DZ License**
- WORKING FOREMAN (M/F)**  
Plant identification knowledge is required  
Wage commensurate with experience.
- Experienced (only)**- individuals must be motivated, responsible and hard working.

**COMPANY BENEFITS INCLUDE**  
Fully paid group medical & dental plan  
PERFORMANCE BONUS (Year end)

**Individuals must have own transportation.**  
Fax your resume and abstract to: 905-887-5595

509 Drivers

**Drivers Wanted**  
at Markham  
Napa  
Automotive  
(905)294-5773

514 Salon & Spa Help

**EXPERIENCED STYLIST**  
needed immediately. Please email resume to: [radicalwave@salon@yahoo.ca](mailto:radicalwave@salon@yahoo.ca) 416-431-4343 416-735-8267

**ON LINE CATALOG MAINTENANCE**

Established Giftware and Home Décor distributor requires an individual to manage digital images for on line sales catalog.  
Individual must possess a solid command of English both written and verbal.  
Responsibilities include development and maintenance of on line digital catalogs. Future opportunity to participate in the development of product packaging; catalog layouts and prepress work in the future. A degree in graphic design would be an asset.  
Please email your resume to [generaldelivery@candym.com](mailto:generaldelivery@candym.com)

**ACCOUNTING CLERK (1 year contract)**

We are currently seeking a Junior Accounting Clerk. Your role will be to process firm cheque requisitions, deposits, accounts receivable, accounts payable and filing. Qualified candidates will have previous experience in accounting function; law firm experience an asset. You must be accurate and work well within a team.  
Please forward resume to Dorothy  
Email: [jobs@bratty.com](mailto:jobs@bratty.com)  
Fax: 905 760 2900

**Direct Marketing/Flyer Management Agency** in Markham, specializing in flyer distribution and direct-mail analytics for major retailers, requires a key individual to join their busy team.  
**Data Entry/Data Specialist**  
to be responsible for interface & data acquisition from newspapers and flyer media and database maintenance and integration.  
For further information, responsibilities and qualifications required, please visit [marketfocusdirect.ca/jobpostings.html](http://marketfocusdirect.ca/jobpostings.html)

**OFFICE ADMINISTRATOR** required. Must be computer literate (MS Office) with experience in Quickbooks. The successful candidate will be organized, neat, possess good telephone manners with strong English language skills. Able to work independently in a small office environment.  
Send resume to: fax 905-946-8584 or via email to: [info@nitrifexcanada.com](mailto:info@nitrifexcanada.com)  
Only those to be interviewed will be contacted. No phone calls please.

**RECEPTIONIST**

Required for a rapidly growing Richmond Hill area manufacturer. Applicant must be proficient with computers and able to handle a Meridian phone system with 20+ lines.  
Please send your resume to:  
Email: [hr@amico.com](mailto:hr@amico.com)  
Fax: (905) 764-0862

514 Salon & Spa Help

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**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 Hair Cutters**  
AFFORDABLE, PROFESSIONAL HAIRCARE GUARANTEED™

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**TRANS-NORTHERN PIPELINES INC.**  
Requires a **JUNIOR ACCOUNTANT**

**Qualifications:**

- A secondary school diploma & post secondary education in bookkeeping/accounting.
- Two or more years experience with a software accounting system.
- General knowledge of office procedures and accounting principles.
- Solid experience with Microsoft Excel & Word.
- Must be fluent in English.
- Possess an Ontario driver's license.

The Company offers a comprehensive benefits package and flexible working hours.  
Apply in writing by July 15th, 2007 to:  
Trans-Northern Pipelines Inc.  
Suite 310, 45 Vogell Road  
Richmond Hill, Ontario L4B 3P6  
Attn: M. Donovan  
or e-mail to [info@tnpi.ca](mailto:info@tnpi.ca)

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ITL Circuits a Leading Manufacturer of Printed Circuit Boards is currently seeking the following:  
**CNC Drilling Operator**  
**Quality Technician**  
Interested applicants are asked to submit their resume to: Human Resources  
Fax: 905-475-5097 or email: [bernie@itlcircuits.com](mailto:bernie@itlcircuits.com)