

505 Careers

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CELEBRATING OUR DIVERSITY...

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

Accounts Payable Clerk

You will perform data entry of A/P invoices and expenses, maintain all A/P files and distribution of processed cheques to vendors, and respond to related inquiries. You have a relevant diploma or completed courses in finance and accounting, at least two years of general accounting and A/P experience in a highly computerized environment, and ideally enrolment in or completion of the CGA or CMA program.

We offer a wide range of benefit and wellness programs. We welcome interested candidates to apply online at www.markham.ca by Monday, July 23, 2007.

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

www.MARKHAM.ca



Be a Treatment Foster Parent

To care for children 6 to 16 years old. As a foster parent, you can expect to receive:

- up to \$1800 per child per month
- generous allowances for social activities & tutoring, paid relief
- extensive support, including social workers, youth workers & on-going training

Previous experience in working with challenging youth preferred; however, all inquires are welcome.

For more information:
Call: 905-475-1630, 866-427-7827
Email: christinemaplestar@bellnet.ca
www.maplestarservices.com

509 Drivers

509 Drivers



Great opportunity with a leading company engaged in distribution of treated lumber and milled accessories in Ontario. Seeking a truck driver with Class DZ license and experience with Moffat piggy back lift truck. Competitive compensation and benefits offered.

Please fax resume in confidence to:
905-727-9145

509 Drivers

509 Drivers

North America's Leading School Bus Company
LAIDLAW
EDUCATION SERVICES

Steady, Part-Time School Bus Drivers Needed!
Training Now for September



Great for early retirees, mothers and fathers looking for additional income.

- B Licensed Signing Bonus
- No Experience Necessary
- Free, Friendly and Professional Training
- Competitive Wages
- Advancement Opportunities
- Safety Awards Programs
- Bring Your children and Save on Daycare Costs
- Both Small and Large Bus Routes Available
- AND MORE!

Please contact our recruitment team
905-294-5104
30 Heritage Rd. Markham L3P1M4

TRUCK & MINI VAN OWNERS WITH THEIR OWN CREW OF HELPERS to distribute telephone directories « door to door » to households & within apartment complexes in Georgina, Newmarket, Markham & Richmond Hill. Distributors will start on July 27, 2007.

The candidates must be available during the day. For more info, please call 1-866-881-0490 (Ref-6401)

509 Drivers

514 Salon & Spa Help

Construction Co. looking for **DZ DRIVER** for a Roll-off truck. Call (416)402-4636

Busy Upscale Unionville Hair Salon seeks well qualified **HAIRSTYLIST** with 3+ yrs. experience. Email Resume to: unionvillestyle@hotmail.com or phone 416-450-5663

515 Skilled & Technical Help

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GRAPHIC ARTIST

Fast paced newspaper production centre based in Markham requires experienced Macintosh graphic artist.

Thorough knowledge of graphic design and software applications including QuarkXpress, Adobe InDesign, Illustrator, and Photoshop a must. Web design experience an asset.

If you are qualified and interested in the above position, please email your resume to: sday@yrmg.com no later than July 20, 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.

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



• Wood Finisher/Spray Painter with experience with colour matching/glazing/hand rubbed finishes/shading.
• Wood Sanders • Cabinet Makers for hi-end kitchen manufacturer.
Yonge/ Major Mac. Excellent wages/benefits.
Email resume to: jmarc@irpinia.com or fax: 905-780-0554 Attn Joe.

525 Office Help

525 Office Help

OFFICE ADMIN. / BOOKKEEPER

Required for Landscape-Nursery in Markham. Successful candidate must be proficient in Acct. Rec./Acct. Pay/Payroll/Gov't Filing, good phone manner (fluent English only please) and be able to work unsupervised. Familiar with computers, phones & strong accounting background required. Preference given to nursery experience and/or construction background. Must have own transportation. Email resume to: mmanager6329@total.net or call: 905.471.1010

FULL TIME RECEPTIONIST

Immediate opening for the right candidate. Must possess intermediate skills with Word, Excel & internet use. This is NOT a starting position. This is for a person wanting to be a receptionist who thrives on helping others within the organization. Must be flexible and have own transportation. **Serious candidates only.** Email resume: shall@mgssurveys.com

SENIOR BOOKKEEPER +

Markham Builder/Dev/Prop.Mgmt Co. seeks Sr. Bkpr exp'd w/multiple companies. All phases of BKKG (AR-AP-PR) up to & incl. trial bal. y/end adjmts. Exp. w/OP cost & const., budgets - cash flow anal. - TIM's Calc. Proficient in Quickbooks, Pro, Excel, MS/Office. Self-starter - Motivated - Multi Tasker. Fluent English - Own vehicle. Email: mgmt@geistproperties.com Fax: 905-940-1913

BILINGUAL P/T DATA ENTRY/OFFICE HELP

For medium size Markham Business. Must be available for flexible schedule (days/evenings - Tuesday, Wednesday and 1 other day). Applicant will be required to read French grocery flyer and enter data in English database. Applicant must be able to type at 60 wpm, and pay attention to detail. Qualified applicants need only apply; computer skills will be tested. Pays \$12/hr. Send cover letter & resume to: liza@linkage-group.com or fax to 905-415-2299 Quote job #DE 2000

OFFICE ADMINISTRATOR

A Markham CA firm is looking for an Office Administrator to join our team. The qualifications are:
• Pleasant telephone manner a must.
• Some bookkeeping/payroll experience would be an asset
• Proficient in English language (orally/written)
We offer flexible working arrangements. Please email your resume and salary expectations to info@littaccounting.ca.

ADMINISTRATIVE HELP WANTED

Woodbine & 407, 20-25 hrs/wk. Experience with MS OFFICE a must. Quick Books experience an asset. Email resume to jobs@infoquest.ca

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

Records Administrator/Receptionist

Must have filing and receptionist experience. Excellent Microsoft Office/communication/telephone skills req'd. Good organizational skills. Markham location. Email resume to hr@ENTRAconsultants.com

Small Construction Co. in Gormley

req's P/T Office Assistant. Exp. 10+ yrs, Excel, Quickbooks & Word. Must speak, read & write English fluently. Salary: \$14.516/hr. Flexible hours. Must have own vehicle. Fax Resumes to 905-888-5412

520 Computer Data Processing

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Markham Family Health Team - IT ANALYST

You will have a college degree or relevant experience as an Information Technology Analyst. Solid computer skills, excellent analytical ability and problem solving along with good interpersonal skills will allow you to provide assistance and support projects managed by the Health Team including essential EMR operational tasks. You will work closely with Markham Stouffville Hospital, Clinicare Corp. and Markham Family Health Team to optimize use of our IT solution to maximize patient care. Responsibilities include support and maintaining of devices, teaching and data analysis. Knowledge of WS 2003, networks, MS office is necessary. Please fax resume to Lynne Davies at 905-471-3627.

525 Office Help

530 Sales Help & Agents

535 Hospital, Medical, Dental

OFFICE ASSISTANT A/P AR. Business Vision experience. Excellent communication skills, experience in collections/ accounting functions. Email resume: alex@watchnetdvr.com

WHOLESALE TRAVEL SPECIALISTS NEEDED #1 Home Based Business - Find out why! Earn a \$1000 commission per sale. Not MLM. Call 1-800-569-1946 24hr. Only serious inquires please

PART-TIME MEDICAL RECEPTIONIST &/or OPTOMETRIC ASSISTANT requires some days & evenings Hwy#7 & Warden. Fax 905-513-9151

530 Sales Help & Agents

530 Sales Help & Agents

LA WEIGHT LOSS CENTRES ARE SEEKING DYNAMIC STAFF FOR MULTIPLE LOCATIONS
Sales /Weight Loss Counselors Assistant Managers Area Managers in Training
LA Weight Loss is the fastest growing center-based Weight Loss Company in the world! We've helped over a million clients worldwide to achieve their weight loss goals and live the healthy, high-energy lifestyle, they've dreamed of. We Are Looking for the Following In Our Candidates:
• Customer Service Skills • Friendly and Positive Attitude • Motivating and High Energy Personality • Quick Learner • Takes Initiative • Sales Experience Preferred
MARKHAM AND SCARBOROUGH
Full Training Provided, LA Weight Loss Perks, Opportunities to Grow
Apply Today
stephanie@lawlontario.com
Fax: 705.727.0180
Don't Miss This Great Opportunity, Apply Today

545 Teaching Opportunities

For Veronika's Music Studio in Aurora/ Stouffville wanted **PIANO & VOICE TEACHERS** Please call 905-642-6776

LABOURER REQUIRED
We are looking for someone who enjoys physical work, works with a team, reliable and takes direction well. This is full time/ year round. Call 416-801-4861

510 General Help

Sales Manager Required

Join our elite team of automotive professionals. Applicants must have automotive sales experience with a proven CSI track record.



MINI Markham

Please send resume to job@minimarkham.com Confidentiality is assured.



Work in Markham, a growing city.

Full-time Pet Grooming Apprenticeship
Position available. Opportunity to earn \$\$\$ as you learn. Call Kelli (905)640-8338

LANTECH CONSTRUCTION Requires skilled landscape CONSTRUCTION WORKERS Must have own transportation. (905)833-2888

GEOHOLIDAY

a leader in the Vacation Ownership Industry is expanding and seeking new SALES AGENTS. These are full time positions with excellent earning potential and benefits. Full training provided with ongoing support. If you are interested in an exciting career with a growth oriented company please call Linda between 10am and 5pm daily at 416-490-0222 ext 234 or after 5pm and on weekends call 905-482-0419 ask for Allan or email resume to: ahill@geogrp.com

TELEMARKETERS wanted. Must have good English language skills. Please call 905-472-4040