

505 Careers

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515 Skilled & Technical Help

525 Office Help

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Career Opportunities with CMS Software Canada

CMS Software is a well-respected ERP software provider for the manufacturing industry. Due to our steady growth and excellent market acceptance, we are looking for team-oriented professionals to join us for the following positions:

RECEPTIONIST

This position requires an individual with excellent command of oral and written communication skills, pleasant phone manner, energetic and willing to learn, working knowledge of Excel and Word is a plus.

AP - GENERAL ACCOUNTING

This is a staff accounting role with focus on Accounts Payable and General Accounting Support. This role requires performance of tasks related to the accounts payable function to ensure accurate and timely processing of company payments and appropriate recording of same in the Company's financial reports. Requires 2-5 years experience in an Accounts Payable role.

ADMINISTRATIVE ASSISTANT

Perform administrative duties for the customer services department. Excellent verbal and written communication skills together with a strong orientation towards customer service, superior Organization Skills and a desire and aptitude to explain our offerings to our customers.

NET LEAD DATABASE ENGINEER

This role offers significant opportunity for an accomplished programmer to take the lead in technical analysis and design of a strategic part of our product range. Candidates will work collaboratively with Team Leads, Project Managers and Application developers to enforce SQL programming standards and best practices through instruction and example.

NET SENIOR REPORT ANALYST

This role involves implementing reporting services for new and existing clients in a development environment. Candidates will have demonstrated a flare for developing within the constraints of the MS-Windows environment.

JUNIOR .NET DEVELOPER

Designs, develops, maintains and documents User Interface components used in a large ERP system written for the Microsoft .Net platform. Minimum 2 years practical experience designing and building complex OO enterprise software systems in .Net. Additional experience in other languages is a plus.

IMPLEMENTATION SPECIALIST

Working closely with clients, the Implementation Specialist will guide the implementation process and instruct the customer on the functionality and use of the CMS software. As a primary interface between the customer and CMS, the implementation consultant will ensure satisfaction with all CMS products and services.

JAVA UI DEVELOPER

Java UI Developer is responsible for designing, developing, maintaining and documenting a custom Swing component library for use across multiple Swing-based clients. The Java UI Developer will for the most part, work independently within task guidelines established by management.

SALES REPRESENTATIVE

The sales representative will be required to learn the selling points of a variety of 3rd party software products that complement our ERP software. The sales representative will be required to initiate contact with a CMS customer, identify opportunities for the suite of 3rd party software products, and carry the sales cycle through to completion. This is a salary + commission sales position.

For details of the above job postings, please refer to our website: cmssoftware.com
Please send resume to:
careers@cmssoftware.com or fax to: 905-224-2221

FOREPERSON with AZ/DZ Lic SPREADER OPERATOR for busy paving company. Min. 10 years. \$27-\$40/hr. Call Rod 647-889-1717

525 Office Help

Full time, \$12/hr. ORDER DESK/CUSTOMER SERVICE. Exp. req'd. Strong communication, computer skills, pleasant phone manner, Woodbine/Steelcase area. Mon-Fri. Email: info@glowlighting.com

525 Office Help

F/T ACCOUNTING CLERK Matching & entering invoices. Exp. of QuickBooks an asset. Good typing. Fax resume to 905-472-4948 or email: accounting@stentechcanada.com

530 Sales Help & Agents

SALES AGENT WANTED Freelance ad sales - work from home. Option to work project to project OR throughout year. CALL TODAY 905-944-0265



AUDIT TECHNICIAN

We are a leading Markham IT Life cycle management company currently seeking one full time and one part time Audit Technician to join our Warehouse and Logistics group.

Required Skills

- Extensive Technology service experience
- Perform audits, breakdowns, configurations, testing, repair & processing all incoming products
- Extensive communication and co-ordination with Inventory control and/or sales group.
- Primary back up for Quality Control and Service and product handling functions.
- Multi tasking & Priority management
- High quality standards and a team player
- Minimum 1 year technical experience

Compensation will commensurate with experience along with a comprehensive benefit package.

Please forward your resume to careers@microalternative.com or fax to (905) 946-0148

CHILD CARE PLACEMENT CO-ORDINATOR

is required for our Unionville office.

Candidate must possess:

- Excellent oral & written communication skills
- Good organizational skills
- Exceptional telephone manner
- Friendly and outgoing personality

Position is full time with salary plus bonus. Experience in child care an asset. Please email your resume to karen@weewatch.com



ACCOUNTS RECEIVABLE COORDINATOR

A medium sized company located in Markham is looking for an Accounts Receivable Coordinator. Should be experienced in invoicing, account collections and account reconciliations. Should have a background in accounting and must be computer literate. Must be able to start immediately. *Company benefits after probation.*

Please fax resume to the attention of Vivien Buencamino at 905-946-0448 or e-mail at vbucamino@merangue.com

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: manager6329@total.net or call: 905.471.1010

LEGAL ASSISTANT - Law Office
Tired of Commuting... Come to the City above Toronto. We are seeking 2 candidates with a minimum of 3-5 years solid Real Estate experience with Condominium experience an asset. The candidate should be detailed, have strong organizational skills, and be able to work within a team environment. email: jobs@bratty.com or fax: 905-760-2900

514 Salon & Spa Help

Office Administrator/ Sales Coordinator

Required immediately in Markham. Must have strong communications skills; both written and verbal. It is necessary for this individual to have above average organizational skills as position oversees the details of many projects that require specialized attention. Must be a strong multi-tasker with computer skills. A Spa/Salon background would be an asset. Contract position for Maternity Leave. Forward resume to patricia@spassion.com

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irpinia
• Cabinet Makers
• Wood Finishers/Spray Painters
• Accessory/ Line worker/
Cabinet Assemblers.
for hi-end kitchen mfrg.
Yonge/Major Mac. Excellent wages/benefits.
Email resume to: jmarc@irpinia.com
or fax: 905-780-0554 Attn Joe.

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EXECUTIVE SALES ASSISTANT - Markham

EMG is looking for an exp'd. person to assist the President in business to business sales to corporate acc'ts. We are known in the industry for our high standards and quality with a high rate of repeat business.

The ideal candidate will have:

Exceptional written and oral English skills; telephone prospecting skills; Strong closing techniques and experience in dealing with top decision makers.

Must have own car. Light travel around GTA required. Please forward your resume to erwin@3emg.com

535 Hospital, Medical, Dental

Well established Markham clinic looking for a **Naturopath/RMT/Healthcare Practitioner**. If interested please call Nicole at 905-294-4454

535 Hospital, Medical, Dental

AgTa Home Care seeking PSW's & **HOUSEKEEPERS** for Markham & Thornhill areas. Must have car. Fax: 416-630-4814 jobs@agthomecare.com

535 Hospital, Medical, Dental

Dental Assistant/ Receptionist Part time Excellent English written/oral and good computer skills a must. Level II preferred. Fax resume to 905-591-0258

540 Hotel Restaurant

540 Hotel Restaurant

Arthur's Irish Pub requires
-Dishwashers
-Line Cooks
-Waitstaff
-Prep Cooks
-Bartenders
Fax Resume to: Attention: Arthur 416-385-3410 or Email: arthursirishpub@rogers.com

The BRICK

Grow with us..... Join Our Team!
JOB FAIR

August 27th & 28th
10am-2pm & 4pm-8pm

Monte Carlo Inn (Hwy 7 & Woodbine Ave)
8900 Woodbine Ave., Markham, ON L3R 5K6
Moulin Rouge Room

We are now hiring the following positions for our **New Store in Markham**

- Retail Sales Consultants (F/T)
- Customer Service Representatives (FT/PT)
- Switch Board Operator (FT/PT)
- Merchandising Associates (FT/PT)

Come in Person. Please Bring in your Resume

If unable to attend the job fair email resume to: bcoren@thebrick.com

Are you an Internationally Trained Professional seeking employment in your field in Canada?

OUR EMPLOYMENT SPECIALISTS

Will help you

- Develop a winning Resume
- Learn about Canadian workplace culture
- Explore Co-op Placements and Job Opportunities
- Connect to Employers & Mentors in your field

CONNECTING YOU TO YOUR PROFESSION

VISIT US AT OUR LOCATION FOR IMMEDIATE SERVICE
20 Crown Steel Drive, Unit 15, Markham L3R 9X9

Services are available at no cost to residents of York Region



Free-toll: 1.888.811.4422
Phone: 905.948.0572

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EMPLOYMENT ONTARIO

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ELECTRONICS ASSEMBLER
3-5 years experience in wiring, mechanical and board integration assembly. Email resumes to: assembler@cabletest.com

FOREMAN (M/F)
Construction company in Vaughan requires a Foreman (m/f) to start immediately for construction site. Must have minimum 2 years experience in dealing with trades and read blueprints. Please fax resume to Controller: (905) 669-0440

Experienced RECEPTIONIST required for busy and demanding kitchen design showroom to greet clientele, answer phones, and light administrative duties. Must have excellent communication skills; well-groomed appearance; the ability to multi-task; and a proven ability to problem solve. Proficiency in Microsoft Office an asset. Forward your resume to valerie@pariskitchens.com. Due to time constraints, we can only contact those we wish to interview.

Busy Markham Accounting Office (home based business) requires Personnel for an entrepreneurial client base. Reasonable working knowledge of Caseware, QuickBooks, Profile and Spreadsheet/Word processing programs an asset. Salary will be commensurate with experience level. Flexibility exists with respect to full or part time. Detailed resume with salary expectations to be emailed to: mario_mjbrunica@sympatico.ca. Thank you for your interest, but only those candidates selected will be contacted.