

525 Office Help

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532 Retail Sales Help

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535 Hospital, Medical, Dental

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CUSTOMER SERVICE REPRESENTATIVES

A minimum of 2 years' experience, preferably in a high volume customer service environment is required. Experience assisting sales reps, completing credits, and resolving customer issues round out your functions. Strong prioritization and follow-up skills are essential.

CUSTOMER ACCOUNTS REPRESENTATIVES

A minimum of 2 years' experience in collecting accounts and/or providing customer service in a computerized environment is required. Persuasive communication skills are essential with exposure to US commercial accounts preferred.

ORDER ENTRY ASSISTANTS

Responsibilities will include one or more of the following: entering and amending orders received electronically, resolving problems with orders, maintaining customer/employee information, ensuring pending orders are updated and updating UPS address filings. You must have fast and accurate data entry skills and excellent communication skills. One must also possess experience in EDI.

Please forward your resume to:
Human Resources Department
E-mail: careers@ganz.com Websites: www.ganz.com & www.webkinz.com.

GANZ

IMMEDIATE Jr. Accountant
Simply Accounting, Microsoft Office, Word, Excel, Shipping, some secretarial. Busy construction office. Concord. Fax 905-738-8186

RECEPTIONIST Call Centre Telemarketing.
Must have good computer skills. J.D. Smith Insurance. Email: jds@jdsmithinsurance.com Ph: 905-907-1415

525 Office Help

Salesperson for Busy Flooring Store. Knowledge of all flooring, especially Hardwood and Carpet. Remuneration by salary and commission.
Ideal Tile and Carpet
Stouffville (905)642-4444
Please fax resume to (905)642-4478

535 Hospital, Medical, Dental

535 Hospital, Medical, Dental

Unionville Home Society A charitable organization of caring housing and care for the elderly, requires

REGISTERED PRACTICAL NURSES With Medication Certificate.

Other Positions Available
RESIDENT & FAMILY SERVICES COORDINATOR (Full-time)
Full-Time, Part-Time & Casual Positions for
REGISTERED NURSES, General Maintenance & Housekeeping.

UHS offers resident-focused care, fosters a team driven environment, provides ongoing in-service education and promotes career development through our learning centre and internal posting policy.

GERIATRIC NURSING IS THE SPECIALTY OF THE FUTURE. JOIN OUR TEAM!

Please forward your resume to:
Human Resources Co-ordinator
Unionville Home Society
4300 Hwy 7, Unionville, ON, L3R 1L8
Fax # 905-477-0679

No phone calls please. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Markham physiotherapy clinic is currently interviewing for the following positions:

- Office Administrator, excellent computer & communication skills; rehab clinic exp.; management potential.
- Massage Therapist, registered
- Occupational Therapist, consultant
- Physiotherapists, registered f/t, p/t; Clinic: Home assessment, & IE positions
Fax 905-471-3751, email mrainc@rogers.com

PERSONAL SUPPORT WORKERS (Private Care)

Certified PSW's with good references required for clients in Mount Albert and Markham. Must have good communication skills and own transportation. Nice, long-term assignments!
Send resume to:
angela@eplmedcare.com
Fax: (416)646-1795

FULL-TIME OPTOMETRIC ASSISTANT REQUIRED
For growing practice in Stouffville. Intelligence, personality, aesthetic sense and team work are more important than experience. Some computer skills required.
Please fax resume to 905-640-9836

535 Hospital, Medical, Dental

540 Hotel Restaurant

540 Hotel Restaurant

RMT Position Available.
Established Clinic in the heart of Cornell. Recent Graduates are welcome.
Call for inquiry 905-471-0525 or fax resume to 905-472-3997

540 Hotel Restaurant

FULLTIME COOK/SUPERVISOR
small cafeteria \$12/hr. Mon-Fri. Kitchen Help part/full time. \$9/hr. Experience a must.
Fax resume to: 905-660-8998 or email: haymes@bellnet.ca

MANAGERS

JOIN OUR WINNING TEAM TO DELIVER "WOW" SERVICE

Boston Pizza Stouffville is seeking highly motivated, energetic Kitchen and Restaurant Managers with a solid understanding of food and labour controls and a desire to meet these challenges while implementing and training staff in the Boston Pizza System. Excellent verbal and communication skills required.

Please submit resumes to:
BOSTON PIZZA - STOUFFVILLE
email: bporter3@copec.ca
or
fax 905.640.2592
Attn: Scott Jarrett



OFFICE SUPPORT
Required for rapidly growing Richmond Hill mfr. Applicant must be proficient with computers and have a pleasant telephone manner. Duties will include the matching & approval of freight bills, plus general office duties.
Please send your resume to:
AMICO CORPORATION
Fax: (905) 764-0862
Email: hr@amico.com

LEGAL SECRETARY
Flex. Hours for Sept., Oct., Nov., Dec. 2007
Send resume to: Box 740
c/o The Markham Economist
9 Heritage Rd.
Markham, On L3P 1M3

Busy Real Estate company requires F/T
DEAL PROCESSING ADMINISTRATOR
in Accounting Dept.
Good interpersonal people skills.
Loan Wolf RE software exp. an asset, although not mandatory.
Fax resume to: 905-477-6839

CUSTOMER SERVICE REP
for outbound call center.
Updating customer information.
Hwy 7 & Warden Ave. area
Please fax to 905-475-2227 or email: cindy@ajddataservices.com

Busy Markham endoscopy clinic requires a **PART-TIME RECEPTIONIST**
Must be fluent in Cantonese and Mandarin
Send resume to: 905-948-8358
We thank all those who respond; however, only short-listed candidates will be contacted

530 Sales Help & Agents

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Stearns ACURA
Due to an increase in sales volume, we require a **SALES & LEASING PROFESSIONAL**
We offer:
• Salary & top commission plan
• Car allowance
• Bonus & on going incentives
• Health plan & on-going training
• New & used vehicle inventories to sell from
You offer:
• Previous sales experience
• Desire to succeed
We're willing to train the right individual.
Apply in confidence to:
David Horvath or David Micallef
dhorvath@stearnsacura.com Fax: 905-641-8650
15795 Yonge St., Aurora

532 Retail Sales Help

532 Retail Sales Help

PARTY PACKAGERS
ARE YOU READY TO GROW WITH ONE OF CANADA'S LEADING PARTY SUPPLY RETAILERS?
NOW HIRING
At our Markham store
For 6am to 10am shift
RE-STOCKERS, SUPERVISOR
You may apply at our store
5051 Highway 7 East.
Or e-mail
10manager@partypackers.com

Markville CHEVROLET • OLDSMOBILE INC.
Requires part-time **RECEPTIONIST**
2 evenings per week and alternate Saturdays.
Fax resume: 905-294-9858 or email sgcam@markvillechevrolet.com

ADMINISTRATIVE SUPPORT PERSON
required for busy Markham insurance brokers office. Duties to include data entry and reception. This position requires excellent communication skills, computer experience and individuals must be fluent in written and spoken English.
Fax resume to Linda 905-475-0447

RECEPTIONIST/ACCOUNTING ASSISTANT
Jane / Langstaff area. Full-time Monday-Friday, 9-5. \$27K to start. Meet & greet reception, administrative support, letters, shipping arrangements, some light accounting, invoicing. Will train but must have strong typing skills and very good telephone manner.
Email resume to jobs@homeinsulation.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

PART TIME ADMINISTRATION
required for a Markham real estate office. 22+ hrs/wk guaranteed; 2 evenings 5-9pm, 2 days 9-5pm & alternate Saturdays or Sundays. Real estate exp. an asset.
Fax resume to Leanne 905-887-2079 or email leanne@normanhill.com

Admin. Assistant to Research Clinical Co-ordinator
in Markham. P/T & Flexible hours.
Word & Excel skills.
Fax resume to 905-887-3671

Come rewrite the rules of health care with us.

With a pioneering spirit and unique focus on personal empowerment, Saint Elizabeth Health Care provides home and community health care services throughout Ontario, delivering three million visits annually. Named as one of the 50 Best Employers in Canada, we offer a flexible, supportive and amazing work environment.

The following opportunities are currently available in several communities within York Region/Central LHIN:

Physiotherapists - Full-time & Part-time Adult & Paediatric Program

Occupational Therapists - Full-time & Part-time Adult Program

RNs & RPNs - Full-time & Part-time Home Care - Visiting & Shift Program

- We offer:
- 24-hour clinical support
 - Extensive paid orientation
 - Subsidized RNAO/RPNAO membership
 - Online learning
 - Group Benefits & Pension Plan

Please forward your resume to: Human Resources
Fax: 1-877-619-5140 • E-mail: hresources@saintelizabeth.com
Website: www.saintelizabeth.com • Tel.: 1-866-501-SEHC



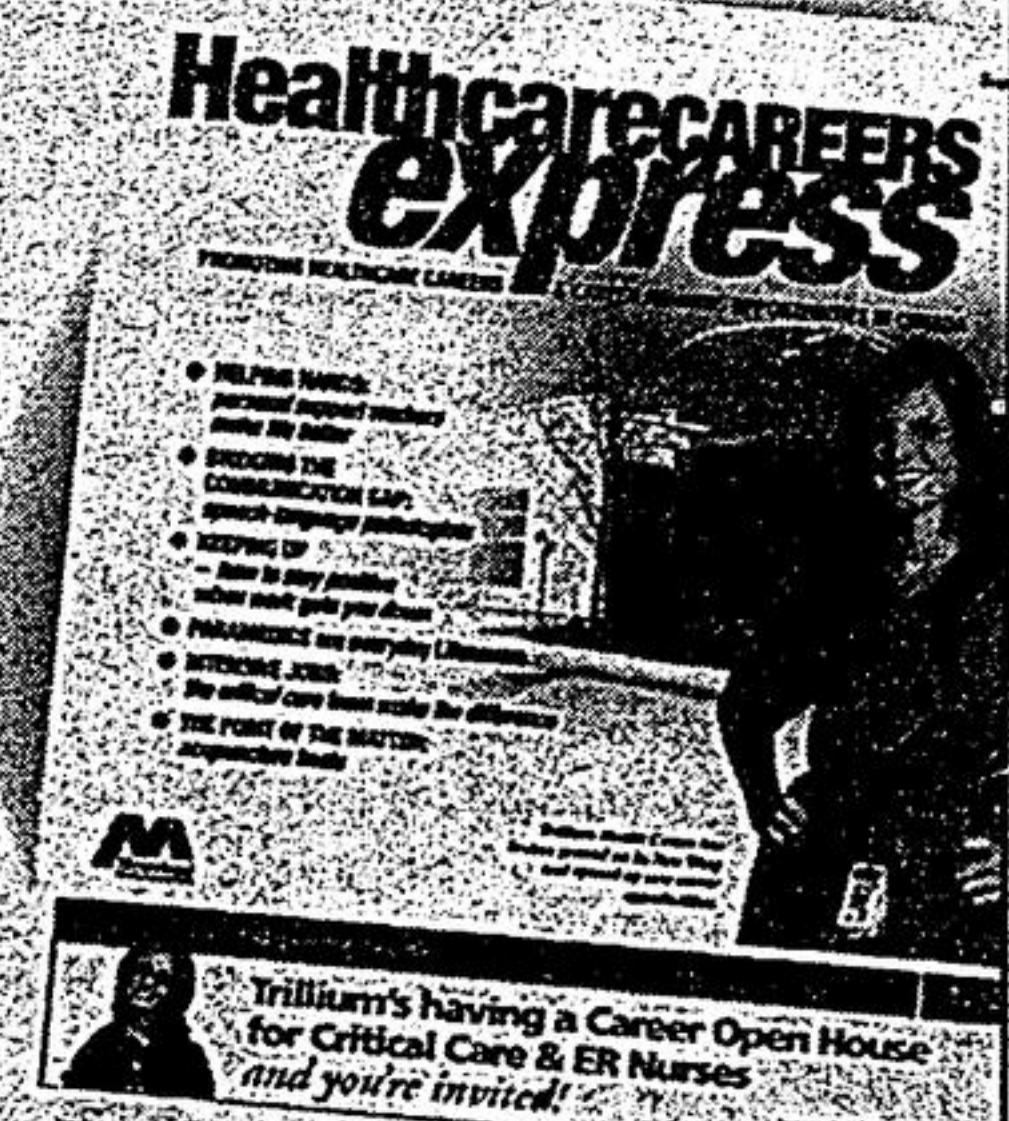
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PROMOTING HEALTHCARE CAREERS & CAREER TRAINING OPPORTUNITIES IN CANADA

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editorial

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For a free copy email: advertising@metroland.com

540 Hotel Restaurant

540 Hotel Restaurant

Hilton Suites
Toronto/Markham Conference Centre & Spa
Markham's premier hotel is seeking experienced hospitality industry candidates for the following **Part-Time positions:**
Reservationist
Busperson
Room Attendants
Receiver
Dishwashers
Servers
Please apply to:
HR Dept., Hilton Suites
Toronto/Markham, 8500 Warden Ave.
Markham, ON, L6G 1A5
Fax: (905) 415 7624 or Email: carminha.caneira@markhamsuites.com

SERVERS & COOKS
PT & FT required immediately for trendy bistro bar in the Woodbine & Steeles area. Must be reliable, outgoing and professional. Servers \$10/hr. Cooks starting at \$14/hr. (Cooks-part time hours are weekends only)
Fax resume to: 905-475-1817