

505 Careers

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509 Drivers

509 Drivers

515 Skilled & Technical Help

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525 Office Help

525 Office Help

Canadian Premier Life Insurance Company
Full-time and Part-time Positions Available
(Part of the Aegon Group)

Exciting career opportunities available for hardworking, enthusiastic individuals seeking to be part of a dynamic team. Provide accurate and prompt response to telephone customer inquiries regarding insurance products in an inbound customer service centre. Competitive benefits and salary package offered.

Bilingual & Unilingual Customer Service Representatives
(Full-time & Part-time Positions Available)

High School Diploma, College/University or 1 year equivalent work experience. Computer proficiency required. Strong analytical and listening skills required to clearly articulate product features and benefits to customers. Previous call center experience an asset. Provide accurate and prompt response to telephone customer inquiries regarding insurance products in an inbound customer service centre. Comfortable working in a fast-paced environment. Bilingual positions require fluency in English and French.

Full-time working hours are 11:00 a.m. to 7:00 p.m., Monday to Friday however 8-hour shifts range from 08:00 a.m. to 07:00 p.m.
Part-time working hours are 3:00 p.m. to 7:00 p.m., Monday to Friday.

Please e-mail, fax, or mail resumes to:
Human Resources Department
Canadian Premier Life Insurance Company
80 Tiverton Court, 5th Floor, Markham, Ontario L3R 0G4
E-mail: hr@canadianpremier.ca Fax: 905-948-2131
www.canadianpremier.ca
An Equal Opportunity Employer

North America's Leading School Bus Company
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Steady, Part-Time School Bus Drivers Needed!
Training Now for September

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

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- AND MORE!

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

GRAPHIC DESIGNER - WEB

yorkregion.com, our rapidly expanding community website requires a graphic designer to create and build websites and banner ads. Excellent knowledge of professional web and print software required - Macromedia Dreamweaver, Adobe Illustrator and Adobe Photoshop. Macromedia Flash, Adobe InDesign and web scripting and database skills (php/mysql) are definite assets.

The position is based in Newmarket. Please send resume and URLs of online samples of work to dandrews@yrmg.com by Wed. Sept. 26. No phone calls or faxes please.

yrmg
YORK REGION MEDIA GROUP
Making a Positive Difference in Our Communities

The clinical trial research division of a fast growing health care company in Markham is seeking to hire a **JUNIOR CONTROLLER**. You will personally handle all business administrative aspects of the division including accounting, financial statement preparation, billing validation and collections, and payables processing. Entry or mid level CGA or CMA preferred. This full time position comes with a competitive compensation package including benefits and bonus incentives. Please forward resumes to Janice@aimhealthgroup.com

EASTSIDE
CHEVROLET AT ITS HIGHEST LEVEL

PART-TIME ACCOUNTING CLERK
(Could lead to full time)

Daily deposit, payable, relief for Receptionist and other general office duties as required. Knowledge of Reynolds & Reynolds system preferred, but not required, will train. Please fax resume to (905)475-4101 or E-mail to truong@eastsidechev.ca

RECEPTION - OFFICE COORDINATOR

Northwood Mortgage located in Richmond Hill (soon to be Markham) is looking for a Receptionist / Office Coordinator to join their growing team. Please email resumes to careers@northwoodmortgage.com

SCHOLASTIC

Scholastic Canada Ltd., the leading publisher and distributor of children's books, currently requires

Bilingual Customer Service Representatives

You must have customer service experience and excellent communication skills in English and French. The flexibility to change shifts based on customer calling patterns is required. The rate of pay is \$13.00/hour.

Please apply to: **Human Resources Division, Scholastic Canada Ltd., 175 Hillmount Road, Markham, ON L6C 1Z7**
Fax: 905-887-3639 e-mail: resumes@scholastic.ca

We wish to thank all candidates for their applications in advance and advise that only those selected for an interview will be contacted. No telephone calls or agencies, please.

www.scholastic.ca

514 Salon & Spa Help 514 Salon & Spa Help

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Fax resume to:
Attn: Louie-905-294-5139

CABLE INSTALLERS
Experienced/entry level (will train) required for York Region.

Technical aptitude and ability to work with hand tools required. Must be computer literate. Vehicle, tools and full benefit package is provided.

Fax resume to: 905-944-1815 or apply on line at: www.metafore.ca

irpinia

- Must be exp. in Kitchen Cabinet Mgr
- Shipping & Rec Cabinet Makers
- Wood Finishers/Spray Painters
- Accessory Line worker

• Cabinet Assemblers for hi-end kitchen mfg. Yonge/Major Mac. Excellent wages/benefits. Email resume to: jmarc@irpinia.com or fax: 905-780-0554 Attn Joe.

525 Office Help

535 Hospital, Medical, Dental

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

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

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Computer/IT & Engineering Professionals meet face-to-face with hiring managers! Go directly to the interview! Companies Hiring At This Event

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Location / Date / Times
Holiday Inn on King - 370 King Street West - Toronto
Wednesday, September 26th - 11am - 6pm
Thursday, September 27th - 11am - 5pm

NO ADMISSION FEES - Recruiters are reviewing resumes now...
View Job Descriptions, Pre-Register & Apply Online Today!
www.CareerDoor.com

515 Skilled & Technical Help 515 Skilled & Technical Help

TWIN HILLS FORD LINCOLN LTD. SERVICE ADVISOR & LICENSED TECHNICIAN

- Ford experience an asset
- Excellent communication skills
- Customer service oriented

Call Sandro Calzini
905-884-4441

525 Office Help

525 Office Help

RECEPTIONIST / DICTA TYPIST

Small Insurance Adjusting office requires full time Receptionist / Dicta Typist. Primary functions: claims enquiry, setting up new claims in internet based data base, copy typing, time input, photocopying, email and backup dicta typist. Must be friendly, cheerful, have a helpful telephone manner and be a team player. Fluent English written and oral communication skills mandatory as well as knowledge of MS Word, Excel, email and internet with minimum typing speed of 70 wpm. Insurance experience an asset.

Interested applicants please fax resume to 416-497-8120 or email kleblanc@mercemyers.ca

530 Sales Help & Agents

530 Sales Help & Agents

Sterne ACURA

Due to an increase in sales volume, we require a **SALES & LEASING PROFESSIONAL**

We offer:

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- 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@sterneacura.com Fax: 905-841-8650
15795 Yonge St., Aurora

525 Office Help

525 Office Help

Our progressive trucking company has the following opportunity at our Concord Terminal...

99 YEARS ON THE ROAD! **MUIR'S** CARTAGE LIMITED
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On-Road Quality Control Specialist

Dedicated to optimal employee and customer relations, you will provide training and conduct in-truck observations to ensure that overall job performance meets quality standards. You will inspect paperwork, logs, claims, customer service issues, and on-board systems to help achieve continued excellence. You have superior driving skills and solid communication and interpersonal abilities. Relevant supervisory/training experience is an asset. Your commitment to excellence is supported by solid computer skills, an AZ licence, and good driving record.

If you are interested, please apply in writing to:
Muir's Cartage Limited, 205 Doney Crescent
Concord, ON L4K 1P6 fax: 905-761-5157
e-mail: jobs@muirscartage.com
No agencies, please.



514 Salon & Spa Help

the SPA at Markville

EXPERIENCED ESTHETICIANS

Are you currently employed as an Esthetician and would like to join an amazing team? Then we would like to hear from you. We are currently hiring for Full Time positions. Qualifications to include: At least 1-2 years working as an Esthetician, performing advanced services. Must be available some evenings and weekends, has a positive attitude, reliable, trustworthy and a great team player.

We are offering top wages and commissions, based on experience for qualified candidates.

Our SPA prides itself in offering the best possible spa experience to our valued guests through a great team and is located in the Markville Shopping Centre, Hwy. #7 & McCowan Road in Markham, Ontario.

For an interview, please call Yvonne at 905-513-0045

525 Office Help

Office Assistant
Markham firm req's person skilled in computers. Windows/Vista, Simply Accounting a must. Multi-tasker. Fluent English. Flexible hrs Steeles/Woodbine area. Fax resume to: 905-415-1814

EXECUTIVE TELEMARKETING POSITION
Business to business. Steeles & Markham Road. Send resume linda@dillin.com or call (416)292-8664

Not Your Average Office Job!

F/T Office Mgr. Langille's Scrap and Cores in Port Perry requires a F/T Office Mgr to fulfill a broad range of duties. The successful candidate must be a motivated & disciplined self-starter who demonstrates excellent initiative, organization, communication & computer skills. Flexibility required for day, early evening & Sat. hours. Accountabilities include: all office mgmt & admin, answering phone calls and incoming inquiries, managing petty cash, outbound calling and other research to source suppliers & tenders, running errands, weighing incoming materials for tonnage, and other sundry duties as assigned. Competitive wages offered with opportunity for performance based bonuses &/or commission. This is your opportunity to join an established business with potential for advancement.

All interested candidates must submit a resume including references by email or fax to: scrapandcores@hotmail.com or 905-655-9172.