


505 Careers    505 Careers    505 Careers    525 Office Help    525 Office Help    530 Sales Help & Agents    530 Sales Help & Agents    540 Hotel Restaurant    540 Hotel Restaurant



Become a member of our Rouge Valley Retirement Residence team.

## Assistant Resident Service Manager

This is an exceptional part-time opportunity for an energetic RN or RPN with a valid Certificate of Registration from the College of Nurses of Ontario, and 2 years of management experience in a retirement or long-term care residence. A self-motivated team leader and effective communicator, you will hire, train and supervise the resident care team, and assume responsibility for the provision of quality care for residents. You must have current first-aid and CPR certificates and strong organizational and assessment skills. Knowledge of relevant legislation is essential, as are computer skills. This role involves working flexible hours, including weekends.

## Guest Attendant

This part-time opportunity is ideal for a customer service-oriented Personal Support Worker or Health Care Aide, to provide personal care to older adults in a retirement residence setting, including housekeeping and laundry services. You will also assist dietary staff during meal times. CPR and WHMIS certificates are required. This role involves working various shifts, as needed.

## Concierge

Bring your 2 to 3 years of related experience and sound knowledge of MS Office to this part-time position. Performing general reception and clerical duties, you will apply your excellent customer service, organization and communication skills.

Please e-mail or fax your cover letter and resume, in confidence, to Ms. Maureen Frostick, General Manager, at [mfrostick@chartwellreit.ca](mailto:mfrostick@chartwellreit.ca) or 905-472-3760. To learn more about our organization and available opportunities to join our team, please visit our website at [www.chartwellreit.ca](http://www.chartwellreit.ca).

*Thank you for your interest. Only candidates selected for an interview will be contacted. No phone calls, please.*

**REWARDING CAREERS**  
for PEOPLE WHO CARE.

MARKHAM

### PROJECT CO-ORDINATOR/ ADMINISTRATIVE ASSISTANT

required for condominium builder in Markham. Experience req'd.  
Fax resume to 905-479-2934 or email: [krista\\_belanger@delridgehomes.com](mailto:krista_belanger@delridgehomes.com)  
No phone calls please

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**Markham Insurance Office**  
Requires a mature, permanent part time person to work in our small office. Individual must have excellent phone skills. Knowledge of Outlook and Word Perfect an asset. Flexible hours but includes one early evening per week. Must have previous office experience. Training provided. Email resume to: [joanne.freeman.b4d5@statefarm.com](mailto:joanne.freeman.b4d5@statefarm.com)

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**Junior Accounts Payable Clerk**  
needed for permanent full time position in a busy Markham office. Good command of the English language a must. Computer knowledge an asset.  
Please fax resume to 905-479-5059 or email to [jobs@picklebarrel.on.ca](mailto:jobs@picklebarrel.on.ca)  
Please indicate 'Head Office' on the resume.

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Canadian Distributor in Richmond Hill seeking **BILINGUAL CUSTOMER SERVICE REP** for Service Centre. Skills must include excellent phone manners, high attention to details, good computer skills & ability to multi-task effectively. Minimum 2 years experience.  
E-mail resume to: [ournewpositions@gmail.com](mailto:ournewpositions@gmail.com)

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**PART-TIME RECEPTIONIST**  
and  
**LAB ASSISTANT**  
required.  
No experience necessary.  
Fax resume to: 905-946-8312

## INSIDE SALES ASSOCIATE


INTERACTIVE MEDIA DIVISION

*Responsibilities include:*

- Nurturing existing accounts and developing and maintaining new accounts
- Ensuring customer satisfaction
- Making regular routine sales calls and cold calls

*Skills/Experience Required:*

- Committed to delivering superior customer service and product information
- Maintain timely and accurate records of all activities
- Able to develop and manage customer relations
- Self motivated and highly disciplined
- Experience in Sales and Customer Service is preferred
- Excellent written and oral communication skills and computer proficiency are a must for all candidates.



Please forward resume in confidence to: [dandrews@yrmg.com](mailto:dandrews@yrmg.com)  
No phone calls, please.

All candidates are thanked in advance for their interest, but only those qualifying for interviews will be contacted.

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Commission based outdoor full-time energy sales position. Excellent income potential. Gradual promotions. Car preferred.  
Email: [kumar@worldenergymarketing.ca](mailto:kumar@worldenergymarketing.ca)  
(416) 624-6798

Newly Renovated Pub & Grill in Markham seeks F/T & P/T **BARTENDERS SERVERS LINE COOK HOST/HOSTESS**  
Apply in person: 6545 Hwy 7 East or email [cm.jobs@hotmail.com](mailto:cm.jobs@hotmail.com)

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**AL CASALE RISTORANTE** seeks **DININGROOM MANAGER and SERVERS**  
Fax resume to: 905-898-8234 or in person 17766 Leslie St. Newmarket

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**MARKHAM PRIVATE SCHOOL** seeks **RECEPTIONIST**  
2-7pm  
Fax resume to 905-470-0184 or by email to: [admin@tcmps.com](mailto:admin@tcmps.com)

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**QUALIFIED TEACHERS**  
B.Ed needed for tutoring in Science, Math, English & French. Gr. 1-12  
Luv 2 Tutor (905)883-5301

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**DELIVERY POSITION AVAILABLE**  
A reliable person is required immediately for newspaper delivery door to door throughout Markham.  
*The successful candidate will:*

- Be extremely reliable.
- Own a reliable vehicle.
- Insert and deliver newspapers throughout Markham.

Delivery days are Thursday and Saturday. You must be available to work both delivery days. Serious calls only please.



Please call Distribution at: (905) 294-8244



## Field Representative

• Service Operations, Thornhill

As a key member of our emergency response operations team, you will provide support to our contractors and negotiate and resolve situations to maintain positive relationships with our members. You will oversee and resolve network coverage issues with dispatch, conduct facility audits and contractor truck inspections, and perform mystery shopper functions.

You are mechanically inclined or have significant tow/dispatch experience and have at least two years' experience with direct involvement in resolution. Your communication and interpersonal skills are complemented by proficiency in MS Office, excellent geographical knowledge, and at minimum, a secondary school diploma.

If you're ready to join a professional organization committed to your career development, we invite you to apply to:

Human Resources, CAA  
60 Commerce Valley Drive East  
Thornhill, ON L3T 7P9

Please apply online or contact us at:  
e-mail: [jobs@caasco.ca](mailto:jobs@caasco.ca)  
fax: (905) 771-3447

[www.caasco.com](http://www.caasco.com)

**535 Hospital, Medical, Dental**    **535 Hospital, Medical, Dental**

### NEEDED IMMEDIATELY

**Client Care Coordinator -F/T**

- Previous Home Health Care experience
- Strong computer skills & scheduling experience
- Excellent organizational time management and interpersonal skills required
- Competitive wages, benefit plan
- Ongoing training and development.

Please send resumes to:



Home Health Services  
Fax: 905-895-7353  
Toll Free Fax: 1-866-895-7353  
Email: [dmcriner@wecarecanada.com](mailto:dmcriner@wecarecanada.com)

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**RN FOR CLINICAL RESEARCH & TRIALS**

- Full time, required immediately
- Fast paced specialists office
- Current experience and credentials a must
- Current Research experience an asset

Fax: 905-471-7154

**510 General Help**    **510 General Help**


## DELIVERY POSITION AVAILABLE

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Please call Distribution at: (905) 294-8244

**525 Office Help**    **525 Office Help**



### RECEPTIONIST

A leading manufacturer of residential and commercial lighting is now seeking an enthusiastic, self starter, quick learner for reception and light office duties in our busy Markham office. Must have excellent MS Office, computer and organizational skills! French an asset.

*Our last receptionist was just promoted!*  
Please send resume to:  
2750 John St. #2, Markham, ON L3R 2W4  
Fax: 905-305-6191 or by email [admin@alcoindustries.com](mailto:admin@alcoindustries.com)  
We thank all applicants, but only those selected for an interview will be contacted.

**525 Office Help**    **525 Office Help**

### OFFICE ADMINISTRATION

required immediately. \$20,000 salary a year. Skills required: excellent verbal/ written/ telephone skills, some A/R, A/P, billing & computer skills.  
Send resume to [olagos@qcsl.com](mailto:olagos@qcsl.com) or fax 905-470-4220

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**525 Office Help**    **525 Office Help**

**FT Accounting Clerk** for Markham office. A/P, Purchase Orders, Invoicing, Reconciliations, Telephones, Business Visions an asset.  
email resume to: [lori@mdpackaging.com](mailto:lori@mdpackaging.com)

**529 Inside Sales**

### CALL CENTRE REP

Excellent communication skills, fluent in English a must! Bilingual (French) preferred. F/T, P/T. Experience. Salary + Bonus Hwy#7 & Leslie 905-764-1951 ext.241

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**535 Hospital, Medical, Dental**

### RMT

needed in Stouffville clinic. Flexible hours and terms.  
Email resume to: [RMTposition@yahoo.ca](mailto:RMTposition@yahoo.ca)

### Mario's no frills

Now Hiring  
**FULL TIME BOOKKEEPER**  
Cash office.  
Apply in person at 9255 Woodbine Ave. at 16th Ave., Markham or fax resume: 905-887-2189

**525 Office Help**    **525 Office Help**

### SUNRISE

Full Time, Markham **CUSTOMER SERVICE REP.** Customer oriented with good telephone manners/skills. French preferred. Monday to Friday. Send resume to [vim@sunrisetools.ca](mailto:vim@sunrisetools.ca)

**535 Hospital, Medical, Dental**    **535 Hospital, Medical, Dental**

### FULL-TIME CHIROPRACTIC RECEPTIONIST

Wanted in busy office. Must be enthusiastic, organized and have ability to multi-task. Experience required. FAX: 905-415-5982

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**540 Hotel Restaurant**    **540 Hotel Restaurant**

### PART-TIME RECEPTIONIST

for Unionville dental office. Tuesday and Thursday evenings as well as Saturday.  
Please fax resume to: 905-477-6339

**535 Hospital, Medical, Dental**    **535 Hospital, Medical, Dental**

### DELIVERY POSITION AVAILABLE

A reliable person is required immediately for newspaper delivery door to door throughout Stouffville.

*The successful candidate will:*

- Be extremely reliable.
- Own a reliable vehicle.
- Insert and deliver newspapers throughout Stouffville.

Delivery days are Thursday and Saturday. You must be available to work all delivery days.



Call Caroline 905-640-2612 ext. 26

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**540 Hotel Restaurant**    **540 Hotel Restaurant**

### The Earl of Whitchurch

is hiring for the following positions: (Experience preferred)

- Servers & Line Cooks

Please Apply:  
In Person to 6204 Main St. Stouffville or via email: [info@theearlpub.ca](mailto:info@theearlpub.ca)

**510 General Help**    **510 General Help**


## DELIVERY POSITION AVAILABLE

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