

500 Career Training

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525 Office Help

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BECOME A MONTESSORI TEACHER

Toronto Montessori Institute offers f/t, p/t and summer courses in Richmond Hill. All courses lead to a Montessori Teaching diploma. Pre-requisite includes post secondary education.

Open House Dates:
October 10, 24, 27
10-11 am

PLEASE CALL TO REGISTER
(905) 889-6892 x242

www.tmi.edu
8569 Bayview Avenue

CAREER OPEN HOUSE

Thursday, October 11, 2007

Hilton Suites Toronto - Willow Room

8500 Warden Avenue, Markham (Warden Avenue & Highway 407)

6:00 p.m. to 9:00 pm

COME & JOIN A WINNING TEAM!!!!

TD Meloche Monnex Group is a leading Canadian Insurance Company that is growing.

We are currently hiring for exciting roles in our Accident Benefits Units in our Toronto (Yonge & Eglinton) and North York (Victoria Park & Steeles) offices.

We are looking for dynamic individuals who possess superior communication skills with a passion for customer service.

If you are an experienced Accident Benefits Adjuster or if you are a graduate of a medically related program such as Kinesiology, Rehabilitation Management, or Physiotherapy, our Accident Benefits unit will offer you an excellent opportunity to utilize your experience and education. Hours of operation are Monday to Friday 8:30 - 4:30

TD Meloche Monnex Group offers the opportunity for career growth, ongoing training & development, as well as a very competitive salary, bonus, and benefits package.

Please bring a copy of your resume.

If you are unable to join us, please email your resume to the attention of Human Resources at:
careers.tor@melochemonnex.com Ref# OH-10-11



Meloche Monnex Group

Committed to People

RECEPTIONIST/BOOKKEEPER

LifeSuccess Publishing is seeking a Receptionist/Bookkeeper with strong computer skills and high proficiency with Microsoft Office applications, including Outlook, Word and Excel is required. Working knowledge of QuickBooks is needed. Candidates must have excellent oral and written skills, as well as excellent organization and interpersonal skills (an engaging and out-going personality is a plus). Candidates must also have experience with budgets, be able to maintain financial accounts, and be detailed oriented. Must be able to handle multiple tasks simultaneously, as well as be flexible when priorities change quickly.

Compensation: Salary is commensurate with experience.

Please send via email or fax your cover letter, resume, salary requirements and references to Tanya at

Tanya@lifesuccesspublishing.com or fax your resume to: 905-640-9425.

We thank all candidates who apply, but only those who qualify will be accepted for an interview.

FT Accounting Clerk

for Markham office
A/P Purchase
Orders, Invoicing,
Reconciliations,
Telephones.
Business Visions
an asset
email resume to:
lori@md
packaging.com

SUNRISE

Full Time, Markham
CUSTOMER SERVICE REP.
Customer oriented
with good telephone
manners/skills.
French preferred.
Monday to Friday.
Send resume to
vlm@sunrisetools.ca

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

525 Office Help

ALICO 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@alicoindustries.com

We thank all applicants, but only those selected for an interview will be contacted.

PART-TIME RECEPTIONIST

and
LAB ASSISTANT

required.
No experience necessary.

Fax resume to: 905-946-8312

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

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@qcsf.com
or fax 905-470-4220

532 Retail Sales Help

532 Retail Sales Help



Listro's No Frills,
7075 Markham Road,
Markham, ON, L3S 3J9

PART-TIME DAY HELP

Hrs: 8am-7pm.
• FULL-TIME PRODUCE CLERK
- Must have 2-3 years exp. in industry
- Must be able to work with minimum
supervision
- Must be able to direct and instruct
part-time staff
• Must be able to work weekends
and flexible shifts.
Anyone interested, please apply in writing
and mail resume to the address above.

509 Drivers

509 Drivers

North America's Leading School Bus Company



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

DRIVERS WANTED

Barrie Transport Co. has immediate openings for AZ drivers, stepdeck, border crossing experience preferred.

Fax resume to (705) 792-0570

515 Skilled & Technical Help

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INDUSTRIAL MACHINE ASSEMBLER

We are looking for an individual to assemble industrial machinery and equipment from prefabricated parts. Experience in electrical wiring and hydraulics an asset. Must have own tools. Concord, Ontario

Fax resume to (905) 738-5750
Email to job2reply2@yahoo.ca

Automotive parts manufacturer in Concord is now accepting resumes for the position of

Fine Blank Press Operator

3-5 years exp in Fine Blanking
Experience running Feintool Press
Understanding of Fine Blanking Process
Die change, coil change
Please fax Resumes to: HR- 905-879-1013



Must be exp. in Kitchen Cabinet Mfg
• Edgebander Operator
• Wood Finisher/Spray Painter
• Truck Loader/ Packager

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



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, 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.

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

MARKHAM

REWARDING CAREERS
for PEOPLE WHO CARE.

525 Office Help

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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
No phone calls please

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

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

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