

501 Career Counseling

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**Need help looking for a job at no cost?**

**Connect with COSTI's Markham Employment Services!**

A sampling of some of the services offered at COSTI are:

- Job Search workshops
- Computers, internet, long distance phone calls, fax machines and photocopiers
- Professional and knowledgeable employment facilitators to assist you with your job search
- Diverse resource library

**Markham Employment Resource Centre – your connection to employment**

Connect with COSTI! Call today!

Operated by:	Employment Ontario programs are funded in part by the Government of Canada
	
Markham	905.947.0172

505 Careers

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SENECA CREATES A DYNAMIC ENVIRONMENT THAT SUPPORTS SUCCESS FOR OUR STUDENTS. WE DEMONSTRATE OUR COMMITMENT TO EMPLOYEES BY CREATING WORKING AND LEARNING COMMUNITIES THAT VALUE PEOPLE AND SUPPORT INCLUSION, RESPONSIVENESS, PERSONAL DEVELOPMENT AND TEAMWORK.

# Seneca

OUR MARKETING & COMMUNICATIONS TEAM IS GROWING AGAIN.

**MARKETING SPECIALIST**

APPLICANTS MUST HAVE THE FOLLOWING QUALIFICATIONS:

- Minimum 3 year post-secondary diploma (or equivalent education and experience)
- 6 years experience in a marketing or agency environment
- Senior level copywriting skills
- Account management experience
- Strategic planning abilities
- Excellent interpersonal and communication skills
- Access to a reliable vehicle

**COMPENSATION: \$59,040 PER YEAR PLUS BENEFITS**

Seneca is the largest college in Canada, offering degrees, diplomas and graduate certificates for more than 260 careers. We are committed to employment equity and welcome applications from women, racial/ethnic minorities, persons with disabilities, Aboriginal peoples and francophones.

Please send a covering letter and updated resume, QUOTING THE COMPETITION NUMBER 07S-1044, to Ingrid Ali, Employment Advisor, Employee Relations by October 31, 2007.

FAX 905.479.4162 EMAIL [employee\\_relations@senecac.on.ca](mailto:employee_relations@senecac.on.ca)  
www.senecac.on.ca/cms/community/findingjob.jsp

We thank all applicants for their interest, however, only those selected for interviews will be contacted. If you have previously submitted your resume for this position, please do not apply again.

SENECA CHANGES YOU.

505 Careers

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525 Office Help

**CUSTOMER ACCOUNT/COLLECTION REPS**

Duties include contacting customers regarding past due balances and keeping appropriate records of accounts contacted. A minimum of 5 years' experience in credit and collections, as well as excellent computer skills and strong negotiating skills are required. Experience with the U.S. gift market is preferred.

**CDN. CUSTOMER ACCOUNTS CLERK**

You will process customer transactions efficiently, including processing credit card payments and following-up with customers if payment is declined. You will also assist with the cancellation of orders and update credit files.

**EXPEDITER**

You will monitor and expedite incoming shipments, consolidate shipments and maintain accurate shipping information. 2 years' inventory expediting experience in an office environment combined with MS Office and AS400 experience are required.

Please forward your resume to: Fax: 905-856-4647 Email: [careers@ganz.com](mailto:careers@ganz.com)  
Websites: [www.ganz.com](http://www.ganz.com) & [www.webkinz.com](http://www.webkinz.com)

**GANZ**

P/T Evening / Weekend  
**RECEPTIONIST**  
for busy Real Estate Office. Experience an asset & must possess strong computer skills.  
Fax resumes to: 905-471-3816

**Part Time Bookkeeper**  
2 days a week.  
Please call 905-773-5569 Ext. 21 or fax: 905-773-7985



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**ADVERTISING SALES ERA-BANNER SHOWCASE**



Interested and qualified candidates should email their resume and cover letter to the attention of Stephen Mathieu no later than October 31, 2007. [smathieu@yrmg.com](mailto:smathieu@yrmg.com)  
We thank all applicants for their interest; however only individuals selected for an interview will be contacted.

The York Region Newspaper Group has an immediate opening for a Real Estate Advertising Sales Representative who will service and grow our existing client list and will increase sales revenue through new business development. This is an outside sales position which requires a car and valid driver's license.

**Responsibilities include:**

- Provide our valued customers with creative and effective advertising solutions and will play a key role in the overall success of our organization
- Responsible for ongoing sales with both new and existing clients and must be able to concurrently manage both sales and administrative processes
- Prospect for new accounts including researching advertisers in competing publications and reviewing new businesses in the area
- Create proposals for prospective advertisers through compelling business cases
- Assist clients in ad designs and co-ordinate with Production dept
- Negotiate rates with clients within acceptable guidelines
- Attain and/or surpass sales targets
- Address client concerns in a timely and professional manner

**Skills/Experience Required:**

- Action oriented, drive for results; composure, customer focus, creativity, learning on the fly, time management
- Excellent product and industry knowledge
- Superior customer service skills
- Ability to build and develop effective relationships within the team and with clients
- Strong sales, presentation and telephone skills
- A proven history of achieving and surpassing sales targets; an unprecedented drive for results
- Solid organizational skills and time management skills with the ability to multi-task
- Ability to work in a fast-paced, dead-line oriented environment
- Must be able to concurrently manage both sales and administrative responsibilities
- A minimum of 2 yrs experience in advertising print sales preferred

509 Drivers

509 Drivers



**SCHOOL BUS DRIVERS**

Training now! Routes available in the Markham & Stouffville areas.

- Training provided to suitable applicants
- Part time hours
- Great for stay at home parents or retirees
- Competitive wages
- "B" license signing bonus

Please contact our recruitment team  
905-294-5104 1-800-268-5584  
30 Heritage Rd., Markham L3P 1M4

520 Computer Data Processing

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**APPLICATION DEVELOPER**  
Sutton, Ontario

LiveDDM located in Sutton is a high tech supplier of dental software solutions to a rapidly growing market of Canadian dental practices.

LiveDDM is looking for a Microsoft application developer with excellent trouble-shooting skills required for this exciting and challenging position.

**Experience Requirements:**

- Minimum 3 years VB6 experience
- MS SQL Server 2000/2005
- ADO, ODBC
- .NET experience an asset

Apply to: [info@liveddm.com](mailto:info@liveddm.com)

511 Retail Opportunities

511 Retail Opportunities

**GRIFFIN JEWELLERY DESIGNS**

is looking for dynamic and motivated individuals to form a sales team for our new location in Markham, Woodbine and Highway 7 area.

All positions include:  
salary+ commission+ bonus

Positions available:  
**MANAGER:**

jewellery sales experience required

**ASSISTANT MANAGER:**

sales experience required

**FULL TIME & PART TIME:**

sales experience an asset.

Please fax resume to:

905-944-8300

515 Skilled & Technical Help

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**Quality Engineer / Safety Coordinator**

**Experience:**

- QA Control
- ISO Quality System
- Safety Program in manufacturing
- Experience in Wire & Cable Ind. preferred

Fax resume to 905-731-9570

525 Office Help

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State Farm® Insurance Agency on Bullock Drive, east of McCowan Road, is in need of a

**Customer Service Representative.**

We are looking for a person who is well organized, has a solid knowledge of Microsoft Office, particularly Outlook and Word and is highly skilled in telephone and e-mail communication with customers and corporate partners. Training in our systems will be provided. Come have fun and grow with us!

Please e-mail resume to: [andrew@andrewmctaggart.com](mailto:andrew@andrewmctaggart.com)

**OFFICE ADMINISTRATOR**

A Markham CA firm is looking for a part-time Office Administrator to join their team. The qualifications include:

- Pleasant telephone manner a must.
- Must be proficient with WORD, EXCEL, Outlook
- Some bookkeeping/payroll experience would be an asset
- Proficient in English language (orally/ written)

This position would be suitable for a person who would like to work during school hours.

Please email your resume and salary expectations to [info@lottaccounting.ca](mailto:info@lottaccounting.ca).

**CALL CENTER CAREER**

Leading National Service Provider, located in North East Toronto, requires telephone interviewers to obtain medical information for the Life and Health insurance industry. NO Sales Required. Full-time and part-time positions available. Medical background and/or medical terminology an asset. Must be fluent in English. Preference given to those with alternate language skills. Excellent keyboarding skills required. Hours are Mon-Fri 4 p.m. - 12 midnight, Sat 9 a.m. - 7 p.m. and Sundays 11 a.m. - 4 p.m. This is NOT telemarketing.  
E-mail resume to [dwalk@hooperholmes.ca](mailto:dwalk@hooperholmes.ca)

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](mailto:krista_belanger@delridgehomes.com)  
No phone calls please

**CORPORATE ASSISTANT**

If you are looking for a change in environment and want to work with a dynamic group then Bratty and Partners is the place for you. The ideal candidate must be a team player, detail oriented, accurate and have a desire to learn and excel in the corporate field.  
If you feel you meet this criteria, then we want to hear from you.  
Please email your resume to: [jobs@bratty.com](mailto:jobs@bratty.com) or fax: 905-760-2900

**ADMIN/CUSTOMER SERVICE**

WE are a promotional products marketing company, established in 1985 with a solid client base and a long history of success in our industry. IF YOU have sound computer skills, are energetic, organized, detail-oriented & have the drive to succeed. IF YOU can take on the many duties required in a small but growing office in R.H., we want to hear from you!  
Please send your resume & salary needs to: [jhurst@tritonpromo.com](mailto:jhurst@tritonpromo.com) Fax: (905)508-4988  
WEB SITE: [www.tritonpromo.com](http://www.tritonpromo.com)

**Mario's no frills Now Hiring FULL TIME HEAD CASHIER/ BOOKKEEPER.**

Also, FULL TIME GROCERY CLERK  
Apply in person at:  
9255 Woodbine Ave. at 16th Ave., Markham or fax resume: 905-887-2189

**FULL TIME LAW CLERK- MARKHAM**

Andrew Feldstein & Associates  
Experience in family law & knowledge of Divorcemate, PC Law and Word an asset. Law Clerk Diploma required.  
Please e-mail resume to: [melanie.rain@andrewfeldstein.com](mailto:melanie.rain@andrewfeldstein.com)

**MARKETING COORDINATOR**

Working for a dynamic real estate team, the candidate will produce various marketing materials. Applicants must have excellent computer and writing skills, ability to multitask and be detail-oriented.  
Previous experience an asset.  
Fax all resumes to 416-291-9950.

**Busy Property Management/ Real Estate Office requires full time**

• RECEPTIONIST & • CUSTOMER SERVICE REP  
Must have strong communication and computer skills.  
Fax resume to 905-940-0079

**OFFICE ADMINISTRATION**

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

**OFFICE ADMINISTRATION**

Incoming/ outgoing calls, Excel, Microsoft Word, invoices, receivables. Must have 2 - 3 years experience. Salary + commission + productive bonus & discounts.  
Call Maria at 905-201-8998

525 Office Help

529 Inside Sales

**ADMIN ASSISTANT/ BOOKKEEPER**  
FT, bilingual (French), computer literate, self-starter, work independently, 5-10 years experience, R-Hill area, \$40k depending on exp.  
Email resume to [cbwa@cbwa.ca](mailto:cbwa@cbwa.ca)

**WAREHOUSE HELP**  
Receiving, shipping, picking, packing.  
Full time or part time  
Call Ed  
905-642-1010  
E-mail: [ed@choko.com](mailto:ed@choko.com)