

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

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 075-1044, to Ingrid Ali, Employment Advisor, Employee Relations by October 31, 2007.

FAX: 905-479-4162 EMAIL: 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.

**OFFICE CLERK**  
Required for a rapidly growing Richmond Hill mfr. Applicant must have accounts payable exp; be proficient with computers and have a pleasant telephone manner. Duties will include the matching & approval of freight bills, entering and receiving inventory, plus general office duties. Salary range of \$28-30K  
Please send your resume to:  
Fax: (905) 764-0862  
Email: hr@amico.com

**ACCOUNTS RECEIVABLE**  
Markham based family owned logistics company looking for a full time accounts receivable clerk. Individual will be responsible for accounts receivable, credit and preliminary collections together with invoicing and bank deposits. Minimum of 1 year a/r experience and strong computer and communication skills.  
Please fax salary expectations with resume to: 905-882-2250

**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 ASSISTANT**  
Working for a dynamic Markham based Real Estate team, the candidate will help with various office tasks. Applicants must have good computer and writing skills, ability to multitask and be detail-oriented.  
25-30 hours/week  
Fax all resumes to 905-294-3284

**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 or fax 905-470-4220

**SALES ACCOUNT EXECUTIVE**  
We are a promotional products marketing company established in 1985, located in R.H. with a solid client base and a long history of success in our industry. The ideal candidate will possess a competitive spirit combined with solid sales experience. We have great domestic & off shore factory sources & unique product offerings. Superior performance will result in an offer of equity. Let's talk!  
Send resume & compensation needs to: jhurst@tritonpromo.com  
fax 905-508-4988 www.tritonpromo.com

**PRINTING REPRESENTATIVE**  
Work hours to suit your lifestyle. We are seeking sales representatives to pursue new and maintain existing accounts. Experience in the Printing or Graphic industry is essential. Ideal for individuals reentering the workforce, hours 9:30 am to 3:00 pm. We will train the right individual.  
Fax resume to (905)940-4553 or email to: pm@niseprinting.ca

**535 Hospital, Medical, Dental    535 Hospital, Medical, Dental**  
**Markhaven Home Care**  
Seeking a Part-Time PROGRAM ASSISTANT

Applicant must be accredited in Activation, Gerontology, Dementia Studies or equivalent, must have a minimum of 2 years experience and can work as part of a team, must have good computer skills, good oral and written communications skills, and can work flexible hours.  
Also hiring PART-TIME ENVIRONMENTAL AIDES and PART-TIME R.N.'s & R.P.N.'s. We are a 96 bed Long Term Care facility and have been providing excellence in care for the past 45 years.  
Please forward resume to Laura Burns at: laura.burns@markhaven.ca or fax to 905-294-6521

**great people real opportunities**  
Compass Group Canada, the leading contract food services company in Canada, currently requires go-getters at a food service operation in an educational institution as:  
**Cashiers  
Kitchen Helpers  
Dishwashers**  
• Richmond Hill  
(Between Bayview Ave. & 19th Street)  
WE OFFER: Monday to Friday shifts; a pleasant and professional work environment.  
Please apply to:  
e-mail: kthomson@hts.on.ca  
Fax: 905-737-5187

**EXPERIENCED SERVERS (w/Smart Serve)**  
required immediately, for all shifts, for bistro style restaurant in an upscale health club in Markham (Woodbine/Steeles). Must be outgoing, reliable & mature.  
Fax resume to: 905-475-1817

**Tim Hortons**  
NOW HIRING  
F/T & P/T positions  
Great Benefits  
Premium Wages  
Flexible Hours  
Paid Training  
Please apply in person to:  
7828 Kennedy Rd., Markham  
(1 blk south of #407)  
Fri. Oct. 26th. 4pm

**545 Teaching Opportunities**  
**ECE and Assistant**  
Required  
Good Benefits  
Fax resume to:  
905-944-9678

525 Office Help    525 Office Help    525 Office Help

The Ballantrae Golf and Country Club Recreation Centre is part of an Award Winning Mature Adult Lifestyle Community and are seeking service-oriented individuals for a temporary full time  
**ADMINISTRATIVE ASSISTANT**  
Responsibilities include: registration of programs and new residents, daily cash balances, scheduling appointments, answering inquiries from residents, general office administration. First AID/CPR and computer skills are an asset.  
Forward resume to:  
Ballantrae Golf and Country Club Recreation Centre  
1 Final Round  
Ballantrae, ON L4A 1N3  
Fax: 905-640-0912  
jenniferb@schickedanzbros.com  
Thank you to all candidates who apply.  
Only those selected for interviews will be contacted.

**OFFICE MANAGER**  
Looking for energetic individual for busy office in health care field. Experience with QuickBooks and general office management skills necessary. Part-time hours.  
Fax resume to (905) 201-6498.

Very busy office looking for experienced  
**Buyer Agent & Part-Time Receptionist.**  
Must have real estate experience.  
Please call Julie 905-477-7785.

Small cosmetic company (15 People)  
F/T opening for  
**Intermediate Operations Position.**  
Responsible for orders, receipts, inventory, office systems etc. Bilingual French/English. Woodbine & 407 area. Please send resume to pat@spassion.com or fax to 905-479-2122

McGee & Fryer, a Markham Family Law Firm is seeking a **LAW CLERK** to provide litigation and client service support for two intermediate lawyers. Position is for one year maternity leave with potential for full time. The preferred candidate will have 2-4 years law office experience with a specific focus on family law and applicable software. February 2008 start date.  
Also seeking an **OFFICE COORDINATOR** with excellent telephone manner and computer skills. Duties will include client intake, office coordination, light bookkeeping and assisting Law Clerks. Law firm or experience in social services preferred. Position commences January 2008.  
Please email your resume to pam@mcgeefryer.net or 905-940-1730.

**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

529 Inside Sales    529 Inside Sales

**Inside Sales Representative**  
Imperial Smelting & Refining Co. is seeking a full time Inside Sales Representative who will be responsible for the promotion of products and services to new and existing customers through telephone sales. The successful candidate will also be involved in a range of direct marketing campaigns, and various projects as required.  
Previous sales experience with a strong command of the English language both written and verbal are a must. French and working knowledge of CRM software is an asset.  
Please e-mail resume to: chardley@imperialproducts.com or fax to: 905-475-0703. No phone calls please.

**RECEPTIONIST**  
2 days a week, Monday & Wednesday.  
1 year contract, starting January 2, 2008.  
Company in Markham requires a reliable person to handle a busy reception desk. Must have a pleasant telephone manner and an excellent command of the English language. Must be computer literate. Starting \$13.50/hr.  
Drop off resume:  
MIDDLETON GROUP  
75 DENISON ST., MARKHAM  
No phone calls please.

**Reception Person**  
required for growing firm. A/P and A/R experience an asset.  
Fax resume to: 905-477-7278

Secretary educational setting, flexible part time some full days, strong computer, organizational and multi-tasking skills, shows initiative.  
resumes9@sympatico.ca

**535 Hospital, Medical, Dental**  
**DENTAL RECEPTIONIST**  
Full time. Hwy 48 and Hwy 7 Dental Reception exp. required. DentalWare knowledge preferred.  
Email resume to: markhamdds@hotmail.com

**DENTAL RECEPTIONIST**  
Must be fluent in English and Chinese. Full time.  
N/E Scarborough  
Fax resume to: (416)297-5826

**ADMINISTRATIVE ASSISTANT**  
Full time  
**RECEPTIONIST**  
Part time for healthcare practice.  
Fax resume: (905)471-1703

The Dental Centres in the Uxbridge area require immediate  
**F/T Level II Dental Assistants and a Receptionist.**  
Candidates must be flexible, reliable and have a positive attitude. Experienced applicants apply only. Abel Dent is a must.  
Fax Resume to: (905)852-0284

**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 positions:  
**FT Maintenance Technician  
PT Lounge Server  
PT Security Officers  
FT & PT Restaurant Server  
PT Dishwashers  
PT Spa Attendants  
FT Spa Concierge  
FT Aesthetician  
FT Guest Service Agent**  
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  
Only those selected for an interview will be contacted.

**PUSATERI'S FINE FOODS & CATERING**  
Currently seeking creative & experienced individuals for the following positions:  
• **LINE COOKS**  
• **EVENT CATERING COOKS**  
3 years or more experience in fine dining/catering. Positions offer opportunities for growth, including a competitive salary and full benefit package.  
Please email resume to: hr@pusateris.com or fax to: 416-782-9485

**HIRING!**  
**Any Position Kelsey's**  
Markham Rd/ 14th FT & PT  
Apply in person  
7710 Markham Rd

Markham Private School seeks **MUSIC TEACHER** with Orff training. Send resume to 905-474-3113 or email dennis.vanderlugt@tcmps.com.

**AI Dente Restaurant Now Hiring!**  
Servers, Kitchen Help, Dishwasher  
Please drop resume to:  
39 Main St. N., Markham, ON or fax: (905) 471-4770

**510 General Help**  
**SNOW PLOW OPERATORS**  
for winter sidewalk maintenance. Guaranteed weekly income + hourly rate.  
Location: Scarborough  
Contact Doug at Royalcrest Contracting (416)335-9336 (416)676-0292

**Cook for Cafeteria needed.**  
F/T & P/T  
Exp. necessary.  
Mon-Fri.  
Woodbine/Hwy 7  
Please call Rosa 416-433-2343 after 6pm.

**COMPANY OR INDIVIDUALS**  
wanted to clear snow from community mail boxes in Markham, Richmond Hill and Thorn Hill on contract basis.  
Call Weekday 1-519-972-7139 ask for Brenda or email: bmurray@mississaugaadist.com

545 Teaching Opportunities

We are actively looking for  
**GUITAR BASS VOCAL DRUMS TEACHERS**  
Part time hours available  
email your resume to: info@werock.ca  
We Rock!  
6245 Main Street East, Stouffville, Ontario (10 min. North of Markham)

**LABOURER REQUIRED**  
We are looking for someone who enjoys physical work, works with a team, reliable and takes direction well. This is full time/year round.  
Call 416-705-0048