

505 Careers

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CHARTWELL

Become a member of our dynamic team at our **The Woodhaven Long Term Care Residence.**

RNs

Full-time and part-time opportunities exist to apply your excellent communication, analytical and assessment skills and good decision-making abilities. You will lead personal care staff, administer medication and treatments, as prescribed by physicians, and complete assessments and documentation requirements, ensuring compliance with the standards of the Ministry of Health and Long-Term Care and the College of Nurses of Ontario, WSIB legislation, and health and safety practices. You are an enthusiastic, self-motivated individual who possesses a valid Certificate of Registration from the College of Nurses of Ontario, and holds current first-aid and CPR certificates. Experience in a long term care residence is preferred.

RPN

Set your nursing career on a new path! A self-motivated, co-operative team player and effective communicator, you will provide quality care for residents. This part-time function calls for an energetic RPN who holds a valid Certificate of Registration from the College of Nurses of Ontario and current first-aid and CPR certificates. Experience with seniors would be an asset.

Cook

Make our residents' dining experience special. An energetic, motivated, personable individual with related experience, you will excel in this part-time position, cooking appetizing and nutritious meals for seniors according to menus and special diet requirements. You will supervise dietary staff, perform general kitchen duties, and maintain a clean, safe environment. The ability to follow department regulations and standards is a must. Experience with seniors is an asset.

Dietary Aide

In this part-time role, you will make the most of your experience in providing care for older adults in a retirement residence setting. Your responsibilities will include assisting in food preparation, serving meals, setting and clearing tables, as well as performing cleaning duties. You must have proper certification, and be willing to work a flexible schedule.

Please fax or e-mail your resume, in confidence, to **Mr. Mike MacDonald**, at **905-472-1347** or **mmacdonald@chartwellret.ca**. To learn more about our organization and available opportunities to join our team, please visit our website at **www.chartwellret.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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CUSTOMER SERVICE
Imperial Smelting & Refining Co. is a well established private Canadian Company currently seeking a part time Customer Service Representative. Hours are Monday through Thursday 8am to 3pm. Successful candidates will have strong computer, oral and written communication skills.

Please email resume to: **careers@imperialproducts.com** or fax to: **905-475-0703**. No phone calls please.

SENIOR ADMINISTRATIVE ASSISTANT

Seeking an energetic, experienced person with expert level Excel, accounting and customer service skill set. Required for a growing fast-paced Stouffville company.

Please email: **work@gail-wilson.com**

RECEPTIONIST/ADMIN ASSISTANT

For a growing Consulting Engineering company in Markham. Requirements: excellent English communications, organization, and computer abilities.

Please forward your resume to: **markham_hr@seneca.ca** or fax: **905-470-8834**

RECEPTIONIST

Entry Level for Richmond Hill Home Builder. Excellent telephone manner, MS Office, general office duties. Fax or e-mail resume with salary expectations to **905-770-9798** or **primont@primonthomes.com**.

Roofing company seeks energetic and outgoing **Order desk/service co-ordinator** with excellent computer skills and good telephone etiquette. Must be able to multi-task and work in a fast-paced environment, organizational skills a must. Fax resume to: **905-479-8305** or email: **jason@chouinardbros.com**

CUSTOMER SERVICE/RECEPTION

Excellent opportunity in Markham at 14th/Woodbine w/ a fast growing Debt Settlement Co. Candidate must be organized, have excellent computer & people skills. Exp. with debt collections an asset but not req'd. Excellent Pay/Bonus/Benefits. Send resume: **rooper@totaldebtfreedom.ca**

530 Sales Help & Agents

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CROQUEST AUTO PARTS COMPANY

EXPANDING IN GREATER TORONTO AREA

A leading-brand Auto Parts wholesale/retail store is seeking to expand its business in its Markham North, Scarborough, Mississauga, Toronto East and Oshawa stores.

The following career opportunities are available:

- Store Management
- Inside Sales – Counter

In addition to 2+ years of experience in aftermarket auto parts or dealerships (parts department), we are searching for the following skills:

- Strong customer relations
- Planning & organization
- Good computer skills
- Leadership and team building
- Good command of the English language
- Other languages e.g. Cantonese/Mandarin, will be an asset

If this sounds like you, we want to hear from you! This is an excellent career opportunity which offers competitive pay, health benefits, bonuses and profit-sharing.

If you are interested in joining this dynamic team, forward your resume to:

Fax: **416-679-3070**
E-mail: **careers.carrieres@gpi.com**

CARQUEST CANADA LTD.
is an Equal Opportunity Employer.

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

FULL-TIME MEDICAL RECEPTIONIST needed for Markham family doctor/walk in office. Monday to Thursday. \$14-16/ hour depending on experience. Medical reception experience required. EMR an asset.

FULL-TIME LEVEL 2 DENTAL ASSISTANT needed for friendly family oriented dental office. Monday to Saturday with 2 evenings. At least 1 year experience required. Must be motivated, efficient with strong interpersonal skills. Salary will depend on experience. E-mail resume to **markhamclinic@yahoo.ca**

535 Hospital, Medical, Dental

Busy UXBRIDGE MEDICAL FACILITY expanding and now seeking full and part time: phlebotomists/laboratory technicians, Physiotherapists, Massage therapists, front desk secretaries/receptionists on-staff cleaning/maintenance personnel --experience preferred-- send resume to P.O. Box 790, Uxbridge, L9P 1N2 (interviews will be arranged for suitable candidates only)

535 Hospital, Medical, Dental

Dental Receptionist needed for Markham office. Dental assisting experience and Dentrix software knowledge an asset. Please fax resume to **905-479-6110**

535 Hospital, Medical, Dental

Full Time Dental Assistant/ CDA II needed for friendly dental office in Markham. Fax resume to: **905-477-6339**

545 Teaching Opportunities

Christ Church Child Care Centre in Stouffville requires **F/T & P/T Assistants & Supply Staff** Please email resumes to: **sharleen.mcauley@gmail.com**

545 Teaching Opportunities

Stouffville daycare req's **ECE** for preschool room. Diploma required. Please email resume to: **deerparkjulle@rogers.com**

545 Teaching Opportunities

545 Teaching Opportunities

Established Child Care centre in Stouffville requires **ECE's, CONTRACT WORKERS & SUPPORT TEACHERS** Applicants must have related experiences with children. Call **(905)640-0997** or fax resume to: **416-291-0612**

510 General Help

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Clintar Canada's Authority on Grounds Care **www.clintar.com**
We are welcoming applicants for winter operations for North Scarborough and York Region. Positions available: **Sidewalk Sub Contractors, Plow Sub Contractors, Sidewalk Personnel & Operators: Articulating Loaders, Farm Tractors, Sidewalk Tractors** Please Contact **Mike at 416-291-1611 ext. 222** email **mccordick@clintar.com** **Neno at 905-895-9238 ext. 225** email **nenoc@clintar.com**

MARKHAM AREA Landscape & Snow Removal Company hiring for winter season with potential for full-time summer employment. Looking for experienced people with knowledge using any of the following: truck with plow, front-end loader, salter truck & manual labour. Interested in candidates who are responsible, easy going and willing to work flexible hours. Salary based on experience. **SUBMIT APPLICATION ONLINE @ www.sunshinegrounds.com**

Cleaning Staff Needed for busy health related office facility. This is a permanent employee position available for two or three people to fill with total hours of approximately 50 with most of these hours being regular daytime hours. Duties will include full cleaning of offices and reception areas and some on-site laundry duties for towels and linens used in facility. **Reply to Cleaning Staff at P.O. Box 790, Uxbridge, Ontario L9P 1N2**

MEN & WOMEN WANTED

Join the world renown Arthur Murray Dance organization for an exciting career with fabulous financial and travel opportunities. Full time dance instructor positions available immediately if you are dynamic, self-motivated, with high energy and excellent people skills. Ballroom dance experience welcome. **Richmond Hill 905-773-2555, Thornhill 905-763-2623**

Full time **BUTCHER** required for customer service counter. Cooking skills an asset. **Closed Mondays** Fax **905-726-1406** or Call **905-841-5746** **MAUNDER'S FOOD SHOP**

SEARS CATALOGUES FOR DELIVERY

If you live in the Markham area, and if you have a car, are of insurable age, have easy accessible storage we have routes for you. **Please call Mon-Fri 9a.m.-4p.m. @ (416)398-6517**

HOMEWORKERS NEEDED!!

To Assemble Products, Mailing/ Processing Circulars, Envelope Stuffing, On-line Computer Work Up to \$1,500/wk. No experience needed! **FREE information at www.Jobs-WorkAtHome.com** Reference 2-301

WAREHOUSE PERSON

Fast paced Richmond Hill video distribution company; requires warehouse person. Must possess good communication and math skills. BFS is a public company, offers a clean working environment, good growth opportunities and benefits. **Apply by Fax to 905-884-8292**

SNOW SHOVELLERS

for commercial routes in Markham/ GTA area. Competitive pay packages. Call **905-472-4842** Fax: **905-470-8426** **Markham Property Services Ltd.**

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Project Tracking and Receivables Specialist

We are a mid sized entrepreneurial company providing a healthy, challenging and rewarding workplace for our employees.

If you have previous administrative experience including billing and collections, you may be up to the challenge of this multi dimensional role.

Visit **www.pulsevoice.com** for job details. Location: Woodbine and John.

Established Markham Insurance broker requires R.I.B.O. licensed **C.S.R.** with minimum 3 years industry experience. Knowledge of Power Broker would be an asset. Fax resume to: **905-477-0424**

FT/PT RECEPTION/ADMIN

For small multi-disciplinary wellness centre. Must be organized, proficient with computers, multi-tasking 4-5 days/week. 11am-5pm. Fax: **BALANCED LIVING: 905-209-8656**

Data Operators

Require keyboarding & computer skills. 8,000+K/S. Must be able to work at a fast pace. English skills required. Hwy 7 & Warden Ave. Please fax to: **905-475-2227**, or e-mail: **cindy@ajddataservices.com**

A leading Canadian consumer electronics distributor in Vaughn is looking for a highly motivated **INSIDE PROJECT MANAGER** to manage inside brand marketing and inside sales support. Please fax resume to **905.660.6145** **ATTN: Mike or email mike@precor.ca**

CLEANERS

F/T for homes / offices, 3 years experience, day/night, vehicle required. \$16.50+ 5% comm. **905-201-8998** Ask for Mya

532 Retail Sales Help

Cashiers

Mature, experienced, full time Apply with CV **Le Baron** 8365 Woodbine Ave. Markham

535 Hospital, Medical, Dental

Newmarket Dental Care is looking for an experienced, eager to learn **F/T DENTAL RECEPTIONIST** 1 yr. maternity leave, starting November. Dental experienced candidates fax **905-895-9119**

ACCOUNTS RECEIVABLE COORDINATOR

A medium sized company located in Markham is looking for an Accounts Receivable Coordinator. Should be experienced in invoicing, account collections and account reconciliations. Should have a background in accounting and must be computer literate. Must be able to start immediately--

Company benefits after probation. Please fax resume to the attention of Vivien Buencamino at **905-946-0448** or e-mail at **vbucamino@merangue.com**

Condo Builder in Markham is seeking to fill two positions. **Assistant Project Co-ordinator** **Accounts Payable Clerk**

Both positions require attention to detail, five years related experience and the ability to manage multiple projects simultaneously. Please fax resume to **905-479-2934** or e-mail to **hr@delridgehomes.com**

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

EXECUTIVE TELEMARKETING REP Business to business. Steeles & Markham Road. Basic computer skills required. \$15/hr. Call **416-292-7896** or email resume to: **hr@dillin.com**