

525 Office Help

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535 Hospital, Medical, Dental

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540 Hotel Restaurant

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Cole Engineering

Cole Engineering Group Ltd. (CEG) is a Canadian firm, wholly owned and operated by our principals and senior staff, providing innovative and efficient professional engineering services to Municipalities, Regions and the development industry. For further information on our company, please visit our website at www.coleengineering.ca.

Administrative Assistant

High School graduate with a minimum of 2 years office experience, effective communication, organization, prioritizing and multitasking skills with excellent working knowledge of Microsoft Office software. Duties include providing administrative support, answer telephone calls and respond to inquiries, format reports and documents, type letters, meeting minutes, voice mail messages and proposals, schedule and book meetings.

We offer a competitive salary and benefits program and are conveniently located at Hwy 404 and 7 in Markham.

Qualified candidates please email a cover letter and resume to: careers@coleengineering.ca.

We are an equal opportunity employer.

Part-time BOOKKEEPER
Fully experienced for sales/manufacturing company
One day/week
Fax: 905-479-3722
or call: 905-709-2722

JR. ACCOUNTING CLERK
Full time, for busy construction firm.
Fax resume to: 905-947-8222

PERSONAL SUPPORT WORKERS

S.R.T. Med Staff has immediate openings for full and part time assignments throughout York Region. Candidates must have a P.S.W. certificate and 1 year recent experience.

- High Pay Rates • Travel Reimbursement
- Weekly Pay (inc. Travel) or Daily Instant Pay
- Benefit Plan • Paid Inservices

Please fax your resume to Wendy Hobson at S.R.T. Med-Staff, Human Resources
416.968.3652 or toll free 1.800.650.8839
or email: humanresources@srtmedstaff.com

S.R.T. Med-Staff, ranked #1 for best agency is a Canadian owned and operated health care company, recognized as a trusted,



experienced provider of nursing and personal support services since 1981. S.R.T. Med-Staff has been accredited by the CCHSA since 2000.

Local bakery looking for Baker's Helper
Duties include: Baking & mixing. Must speak English. Tuesday-Saturday
Call: 905-471-8518

Experienced WAIT STAFF required for fine dining lounge. Apply in person at The School Fine Dining 4121 14th Ave. Markham. (905)477-1161

540 Hotel Restaurant

545 Teaching Opportunities

DISHWASHERS & KITCHEN HELP
Days Mon - Fri. only
Tucker's Express Kitchen at Woodbine & Denison
Apply in person. (905) 474-3529

Grace Church Daycare requires a Qualified ECE with diploma for their Toddler program. Fax resume to 905-895-3940 or email to gracedaycare@rogers.com

541 Part-Time Help

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CLUB HEAD COACH

The Whitchurch-Stouffville Soccer Club is looking for a Club Head Coach. This individual who has a passion for soccer would define, develop and direct the Club's technical programs. This is a part time salaried position involving the outdoor and indoor seasons. The individual would have competitive playing experience, coaching experience at several age levels, good organizational skills, excellent communications skills, be positive and enthusiastic, have a keen understanding of youth development stages and be proficient in Word, Excel, Outlook and Internet Explorer. Adult coaching experience would be an asset. The club will consider direct applicants and other persons suggested by third parties.

Please email resume/nominations to: admin@wssc.info.

545 Teaching Opportunities

510 General Help

F/T- P/T ASSISTANT & SUPPLY TEACHERS needed for daycare in Stouffville. Please fax resume to: 905-640-4872

Horse farm requires WEEKEND HELP Mucking. Some experience. Call (905)642-4888

510 General Help

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LOOKING FOR A CAREER? JUST STARTING OUT?

We are looking to build our Merchandising team! McDonald Sales & Merchandising is looking for positive & outgoing people who are:

- Able to work flexible hours
- Able to travel out of town
- Own a reliable vehicle
- Dedicated and hard working

We are holding an Open House on Thursday November 29th from 8:00am-1:00pm

For your Thursday interview, Call Monday Nov. 26th between 10:00am-2:00pm 905-855-8550

Please bring your resume, cover letter & references, as we will be hiring on the spot, pending reference checks!
3 open positions for the GTA and Markham areas

Altima Dental Canada is seeking great people!

Dental Receptionist (Full-time) Markham & Scarborough

Computer proficient individuals with dental experience, great attitude, and looking for a new style of dental career are encouraged to apply. Along with formal training and opportunity for career growth, we offer an attractive compensation package.

If you want to join an amazing team where you can work, learn, grow and play, talk to us!

E: hr@altima.ca F: 416 785 5561
Visit www.altima.ca for all our current opportunities

Partner Program Coordinator

The Whitchurch-Stouffville Soccer Club is looking for a Partner Program Coordinator. This individual would manage and run the club's volunteer program. The position is part time with increasing weekly hours from January through to August (approx. 5 to 20). It is an hourly paid position with the rate depending on the candidate's qualifications. Wednesday night duty from 6 to 9 is required to coincide with the club's office hours. Qualifications would include 5 years business experience, excellent interpersonal skills, good team member and leader, good communication skills, good organizational skills, good problem solving skills and proficiency in Word, Excel, Outlook and Internet Explorer. Sports club experience would be an asset. The club will consider direct applicants and other persons suggested by third parties.

Please email resume/ nominations to: admin@wssc.info.

Markham office looking to fill a full time Office Administration/ Reception position to start immediately

Mon- Thurs: 9am-5pm & Fri: 9am-1pm. Applicants must be well spoken with excellent telephone skills and able to multi task and work both independently and as a team in a close knit office environment. Must have strong computer skills ie: Excel, Word and various other computer software.

Please fax resume to: 905-201-0625
Attn: Kathy
Serious applicants need only apply

OFFICE ASSISTANT needed for President of very fast paced roofing co. Specific trade experience a bonus, but will train right candidate. Must be fluent in English and extremely computer literate. Salary based on credentials. Office in Stouffville.
Please fax resume: 905-640-7352 Att: Rick

RECEPTIONIST/ OFFICE ASSISTANT
Pleasant individual with excellent communication skills. Must have computer experience, & basic math skills. Yonge/ Elgin, Richmond Hill.
Fax resume: 905-508-8110

535 Hospital, Medical, Dental

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COMMUNITY NURSING AGENCY is offering F/T shift work for P.S.W.'s. Position requires valid license / vehicle & exp. with Alzheimers. Light duty, safety supervision and meal prep. RNs and RPNs for P/T-casual and F/T in home palliative & supervision positions.
For an interview 905-895-5800 or Fax 905-952-0796
www.directsupportcare.com

Registered Nurse & Certified Dental Assistant for Oral Surgery Practice Looking for 2 more team members for our growing practice.
Top \$\$ paid. Tuesday- Friday
Email resume to: omfsassociates@rogers.com

HEALTH CARE RECEPTIONIST
Part time: 2 evenings and Saturday. Experience an asset, but we will train.
Fax resume: 905-471-1703

Markham North - EXP. DENTAL RECEPTIONIST
4 days 9am-7pm. Min. 8yrs. exp. Recall responsibility. References a must.
P/T EXP. DENTAL ASST
Thurs 9am-7pm. Mon-Wed flexible hours. Start Jan. 3rd.
Fax: 905-640-5656

540 Hotel Restaurant

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CROSS ROADS RESTAURANT & LOUNGE Main St. Stouffville, seeks immediately experienced LINE COOKS, BARTENDERS & WAIT STAFF full & part time.
Apply in person or fax resume to: 905-591-5890 or email: steve_crossroads@yahoo.ca

NOW HIRING DRIVERS for Caterer (Woodbine/Denison)
Must speak fluent English. Experience required. F/T & P/T available.
Please call Michael or Lidia: 905-943-9346

540 Hotel Restaurant 540 Hotel Restaurant 540 Hotel Restaurant

Kyle Palumbo when asked what your weaknesses are, don't respond with a list of girls' names.

We take care of our employees. apply today.

flexible hours • scholarships • discount card

©2007 McDonald's

Now hiring Part-Time for after school and weekends. Please apply in person to 28 Sandiford Dr. Stouffville or online at worksforme.ca



WorksForMe.ca

540 Hotel Restaurant

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We are currently hiring for evening & overnight f/t, evening & wknd. p/t and overnight maintenance positions at our Markham locations. (Markville Mall and McCowan & 7)

- Flexible Hours • Competitive Wages
- Free uniforms • Discounts on food

Apply online using the following information: www.hiringtwin.com/apply
Promo Code: MCD05898c

OR
For an interview attend our Job Fair: November 27th & 28th from 12 noon to 8 pm
5225 Hwy 7 (corner of McCowan & 7)

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

WILD WINGS Stouffville now hiring WAIT STAFF & COOKS Experience an asset, but will train. Fax resume to: (905)642-1618 Ph. (905)642-1777



TDF

TOTAL DEBT FREEDOM INC.

Canada's leading Debt Settlement firm is now hiring for the following positions:

Junior Customer Service Representative
You are enthusiastic, an exceptional relationship manager, possess outstanding communication skills, have demonstrated achievements in negotiating resolutions to problems and are skilled with MS Office programmes. Training will be provided.

Senior Customer Service Representative
You possess the above skills and have at least 1 year's debt management experience in one or more of the following areas: credit counseling, credit granting, bankruptcy, or a collection agency.

If you see a strong fit for either of these roles please send your resume to rcoper@totaldebtfreedom.ca

INDAS CONTACT CENTRE AGENTS NEEDED

INDAS Limited is looking for team players to join our roster as Inbound & Outbound Contact Centre Agents. As a CSR, you will maintain customer accounts by handling inbound phone inquiries from magazine subscribers and product customers as well as making outbound calls to current and new subscribers while earning a great wage! Strong English mandatory; minimum 25 wpm; previous customer service experience required.

To apply, please submit your resume to: Email: jobs@indas.ca Fax: (905) 946-0410

Participation House, Markham Support Services for Adults with Disabilities. Now Recruiting **ADMINISTRATIVE ASSISTANT** Community Programs Strong background in Health & Safety/WSIB and travel required. Please send resume to Frances DiCarlo, HR Department by fax only: 905 294-7834

GENERAL ACCOUNTANT
Required for a Markham printing Co. with min 5 yrs manufacturing experience, strong computer/Excel, excellent communication skills. 6 month contract with possible full time. Email resume to: cathy1m@hotmail.com