

505 Careers

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ADVERTISING ADMINISTRATOR

We have an immediate opening for an Advertising Administrator. Reporting to the Director of Advertising and Administration, the ideal candidate will support the Advertising/Distribution Management team.

Position Responsibilities

- Provide support for sales/distribution management team, including scheduling meetings and client activities
- Coordinate team meetings, training sessions & activities
- Perform ongoing research on client needs
- Assist with coordination of set-up and training of new employees
- Miscellaneous research and projects, including market/competitive research
- Manage office supplies
- Correspondence

Desired Qualities

- Excellent interpersonal and communication skills
- Strong organizational skills
- Attention to detail
- Results orientation
- Self-starter
- Adaptability and accountability
- Proven time management skills

Required Experience/Skills

- Extensive knowledge of Microsoft applications (Outlook, Excel, Powerpoint, Word)
- Advertising/Marketing Diploma
- Knowledge of PBS a definite asset



Metroland Media Group Ltd.
Making a Positive Difference in Our Communities

We offer rewarding opportunities for development and advancement. If working with a highly energized, competitive team and market is your ideal environment, please email your resume to: mmartin@yrmg.com no later than Friday, December 14th, 2007. Metroland is an equal opportunity employer. We thank all applicants for their interest; however only individuals selected for an interview will be contacted. No telephone calls, please.



An equal opportunity employer.

Community-Based Rights Adviser

\$20.00 per hour/fee-for-service

The Ministry of Health and Long-Term Care's Psychiatric Patient Advocate Office seeks motivated individuals on a fee for service basis. You will: provide rights advice services to patients and/or substitute decision-makers as required under the *Mental Health Act* and its regulations, including advising patients and/or substitute decision-makers of their rights and options; and assisting them, upon request, to apply to the Consent and Capacity Board, to retain a lawyer and to apply for legal aid. Travel to meet with patients or substitute decision-makers in facilities or in the community within a specified area is required.

Location: Markham

Qualifications: Knowledge of relevant legislation (*Mental Health Act*, *Health Care Consent Act*, *Substitute Decisions Act*); ability to work with persons with mental illness; understanding of mental illness; familiarity with Ontario's mental health services; excellent communication, interpersonal and problem-solving skills; diplomacy; ability to deal with confidential information and work independently in a stressful environment. Successful applicants must complete a training course for Rights Advisers under the *Mental Health Act*.

Please forward resume and covering letter by December 14, 2007 to: Psychiatric Patient Advocate Office, 55 St. Clair Ave. West, Box 28, Suite 801, Toronto, Ontario, M4V 2Y7. Fax: 416-327-7008

TRANS-NORTHERN PIPELINES INC.

Trans-Northern Pipelines Inc. is searching for a Line Controller to supplement the work force in its Oil Movements Department in Richmond Hill, Ontario. We are looking for an individual who is responsible, committed, respectful, adaptable and acts with integrity in all that they do. The successful applicant will receive extensive training in all aspects of pipeline operations before permanent assignment.

To be considered for this position you must:

- Have a valid Class "G" driver's license;
- Have a minimum of a High School Diploma;
- Be fully proficient in English.

In addition, completion of University or Community College courses leading to OACETT registration as a "Certified Technician" under provincial registration would be a definite asset.

Trans-Northern offers excellent compensation and benefits and long-term career opportunities.

Please submit resumes by December 14, 2007 to:

Trans-Northern Pipelines Inc.
Suite 310, 45 Vogell Road,
Richmond Hill, ON L4B 3P6
Attn: M. Donovan
Email: info@tnpi.ca

515 Skilled & Technical Help

515 Skilled & Technical Help

TWIN HILLS FORD LINCOLN LTD. SHOP FOREMAN (M/F) SERVICE ADVISOR SERVICE TECH

- Ford exp. preferred, but not required.
- Excellent communication skills
- Customer service oriented

Call Sandro Calzini
905-884-4441

Eurofase Inc., a leading lighting manufacturer & distributor in Richmond Hill requires a:

RETURNS LEAD HAND.

The ideal candidate should have 2+ years hands-on reverse logistics experience in a warehouse environment, great verbal + written skills and above average PC skills (Excel). Lighting repair ability and/or electrical knowledge required.

E-mail resume with salary expectations to: hr@eurofase.com or fax to: (905)695-2056

520 Computer Data Processing

520 Computer Data Processing

AS400 PROGRAMMER required

AS400/ System/36 programmer capable of programming RPG2&4. Please fax resume to: 905-475-2227 or email: cindy@ajdataservices.com

525 Office Help

525 Office Help

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.

ACCOUNTING/BOOKKEEPER

A Markham-based Property Management Company requires full-time person, experienced in but not limited to AP /AR, bank reconciliations, payroll, source deductions, T4 slips; GST remittances, year-end preparation, real estate transactions. Intermediate level knowledge of Excel, Simply Accounting, Quick Books, Outlook, Word. Experience with Lone Wolf or Yardi software an asset.

Email resume to info@monopolyrealtync.com or fax 905-477-4788.

No phone calls please. Only interviews will be called.

Data Entry/ Customer Service

(Dufferin & Hwy 7 area). Duties include: Receptionist, order/entry and customer service. Must have excellent keyboard skill. Be computer literate.

Fax resume to 905-669-4530 or email to hr-dept@hotmail.com

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: ournepositions@gmail.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@qcsi.com or fax 905-470-4220

525 Office Help

525 Office Help

DISPATCHER

for Thursday & Friday 4-10pm. Saturday 12noon-10:00pm & DRIVER. Call: (905) 472-0025

P/T BOOKKEEPER

For home-based business. Very flexible hours. Approx. 10-15 hrs/ wk. to organize books and continue upkeep. Call Chris, (905)946-0332

535 Hospital, Medical, Dental

INSIDE SALES

for a small sales agency in Markham. Must be able to work from home and enjoy working with computer. All expenses paid. Fax resume to 905-471-6549 or email to: rick@rdsi.ca

RMT, YOGA INSTRUCTOR & PERSONAL TRAINER

required for The Absolute Wellness Center. Email: dr_dandc@hotmail.com

525 Office Help

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CUSTOMER CARE COORDINATOR

- Proactively track customer store openings, deadlines, equipment on order and communicate with National Account Manager
- Prepare equipment listings (SO's) for store installation
- Respond to status inquiries from Customer and Account Reps
- Experience dealing directly with customers on site
- Ability to read and understand floor plans and drawings
- Promote source tagging as directed

General business college diploma or equivalent experience. 2+ years customer service related skills. Excellent data entry, verbal and written communication skills. Advanced computer skills (Microsoft Office) Oracle, Lotus Notes, bilingual (English/French) an asset. Position requires a valid drivers license and use of own reliable vehicle.

Please send resume to Sylvia.pinto@checkpt.com or fax to 905-948-1056

530 Sales Help & Agents

530 Sales Help & Agents

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MAGAZINE SALES REPRESENTATIVE

York Region Media Group has an immediate opening for a full time advertising sales representative.

In this full time position, your responsibilities will include actively generating advertising sales for two established magazines in York Region.

If you are confident, enthusiastic and creative, and have an entrepreneurial spirit, this opportunity may be for you. Magazine sales experience would be an asset.

We offer a salary plus commission, car allowance and a great team environment.

Please e-mail your resume with cover letter to: Mike Rogerson at mrogerson@yrmg.com (Only successful applicants will be notified)

535 Hospital, Medical, Dental

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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@srmedstaff.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.

535 Hospital, Medical, Dental

535 Hospital, Medical, Dental

540 Hotel Restaurant

R.N./R.P.N.

needed for busy weight loss clinic in Markham. Flexible hours/ positive work environment. Fax resume to (905) 201-1987

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)

DENTAL ASSISTANT

needed full time in Richmond Hill area. HARP certified. Please call 905-886-1444 or fax resume to: 905-886-4302

DENTAL ASSISTANT PART TIME

Tuesday, Wednesday & Thursday 7am - 7pm Will train, must be flexible 905-294-0761

Local bakery

looking for F/T BAKER'S HELPER Duties include: Baking & mixing, kitchen duties. Must speak English. Tuesday-Saturday 905-471-8518

Find a JOB! It clicks home