

525 Office Help **525 Office Help**

Administrative Sales Support

We are a mid sized entrepreneurial company providing a healthy, challenging and rewarding workplace for our employees. If you have previous administrative/sales support experience including liaising with customers, you may be up to the challenge of this multi dimensional role:

Visit www.pulsevoice.com for job details.

Salary is in the low to mid 30K range. Location: Woodbine and John.

BOOKKEEPER

Experienced Bookkeeper/Office Administrator required for small Markham based company 3 to 4 days per week.

Proficiency in Quickbooks, Word & Excel required. Responsibilities include payroll, payables, receivables and preparation of financial statements and other admin duties.

Fax resume to 416-292-7600

Direct Marketing Agency in Markham, specializing in flyer distribution, direct mail, on-line marketing and marketing analytics for the retail industry requires two key individuals to join their team:

- Administrative Assistant
- Part-time Data Entry Clerk

For further information, responsibilities and qualifications required, please visit Marketfocusdirect.ca/jobpostings.html

ADMINISTRATIVE ASSISTANT

Required immediately for fast paced collision repair facility near Yonge/ Steeles. General admin duties and greeting customers. Minimum Grade 12, exceptional computer skills, proven ability to work in a team. **Must be fluent in English.** Previous customer service experience an asset.

Send resume to: assistant_super@hotmail.com

**Markham Law Office
Bill Collector**

Must be fluent in English (other languages an asset) and have basic computer skills. Position involves mostly phone work and requires strong communication skills. Able to work flexible hours. Preference to candidates with A/R experience, but willing to train.

Reply by fax to: (905)474-3636

530 Sales Help & Agents **530 Sales Help & Agents**

**ADD Capital Corp.
ADD Communications Inc.
SALES REPRESENTATIVES**

ADD Communications is an authorized Nortel partner and Bell distributor.

ADD Capital is an equipment lease funding operation providing funding to a variety of commercial markets.

Both companies are currently looking for sales professionals to market our full range of products and services.

The ideal candidate should possess 1-3 years sales experience. You must be a highly motivated self starter.

We offer an excellent remuneration package with benefits. Transportation is a necessity. We are located in the Markham area.

Please e-mail or fax your resume to sales@addcommunications.com. fax 905-940-1434

540 Hotel Restaurant **540 Hotel Restaurant**

Tim Hortons

NOW HIRING
F/T & P/T night shifts
Counter & Bakery.
Great Benefits
Premium Wages
Flexible Hours
Paid Training
Apply in person to:
7828 Kennedy Rd.,
Markham
(1 blk south of #407)

Full-Time Experienced Servers with Smart Serve Evenings Only 5pm-3am \$9/hr.
Apply within,
Artisan Pubhouse,
48 Main St. North
Markham.

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Outside Sales



Gold Book is the directory division of Metroland Media Group Ltd., which is a wholly owned subsidiary of Torstar Corporation. We publish over 2.4 million directories and operate 14 regional websites across 41 markets in south-central Ontario. Gold Book services local markets, providing small businesses with affordable multimedia advertising bundles and providing consumers with complete listings of businesses and services relevant to their communities.

To ensure our continued growth and unprecedented success, Gold Book is seeking energetic and self-motivated individuals to join our team. We are in search of full-time **OUTSIDE ADVERTISING SALES REPRESENTATIVES** in the GTA and surrounding areas.

- Are you a hard working and independent, self-starter?
- Do you have the confidence and drive to excel at generating new business?
- Are you customer-focused with a desire to build strong relationships?
- Do you have excellent communication, presentation and telephone skills?
- Are you goal-oriented and capable of meeting weekly targets?
- Do you enjoy dealing with small businesses and meeting new people every day?
- Are you willing to commit 37.5 hours per week to achieving your financial goals?
- Do you have a reliable vehicle?

If you answered "Yes" to all of the above and would like to pursue a rewarding career with an innovative leader in the media industry, this opportunity may be the right one for you. We offer:

- **Unlimited income potential** (includes base + commission + bonus)
- **Car/cell phone allowances**
- **A comprehensive benefits package** (including group RRSP plan eligibility)
- **3 weeks vacation to start**
- **13 weeks paid training bonus**
- **Ongoing sales incentives and contests**

INTERESTED CANDIDATES

are invited to apply to Sarah Nash, Human Resources Manager: snash@goldbook.ca
Gold Book is an equal opportunity employer. We thank all applicants for their interest, however only those selected for an interview will be contacted. No phone calls or agencies please.

Gold Book
a division of Metroland Media Group Ltd.

Gold Book provides us with every opportunity to be successful. A superior directory product coupled with our drive to succeed makes our earning potential virtually uncapped!

Steve, Jesse & Nigel
Advertising Sales Reps., Gold Book



535 Hospital, Medical, Dental **535 Hospital, Medical, Dental** **535 Hospital, Medical, Dental**

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 resumé 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 agencies in a Canadian survey and awarded health care company recognized as a trusted



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

545 Teaching Opportunities **545 Teaching Opportunities** **545 Teaching Opportunities**

SUPERVISOR

required for licensed school age daycare in Richmond Hill.

Part Time

Must be ECE, or equivalent. Please fax resume to: 905-477-0285 or email:

amongfriendsdaycarecentres@hotmail.com

Montessori School immediately req's a **CLASSROOM ASSISTANT, P/T & SUPPLY POSITIONS** also available.

Email queensmontessori@bellnet.ca

510 General Help **510 General Help**

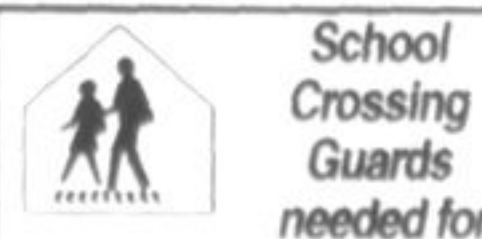
HAKIM OPTICAL

FASHION CONSULTANT/ RECEPTIONIST/ SALES ASSOCIATE

needed for Large Retail Optical Showroom. Ideal candidates will have good communication skills and a flair for fashion. Training will be provided, retail experience a must.

Drop off resume in person
Attention: Behzad
5837 Highway # 7 at Markham

510 General Help



School Crossing Guards needed for:
•Hollingham & Lockridge
•Kreighoff & Fred Varley
•Main Street & The Bridle Trail
•Bur Oak & Roy Rainey Ave.
Please call us today at: 416-606-0901

510 General Help **510 General Help** **510 General Help** **510 General Help**

Join our dynamic Customer Service Team!

SCHOOL BUS DRIVERS

\$250. Hiring Bonus

WE NEED YOU TO DRIVE THESE STUDENTS TO SCHOOL!



Stay at home parent?
Stop paying for daycare and bring your preschooler with you.
Need extra part time work to supplement your income? Regular Monday to Friday hours provided.
Too young to retire? Make this an important part of your day.

•Competitive wages
•Charter opportunities •Supportive team environment.
You must have a "G" license in good standing for 2 years and be fluent in the English language.

Stock Transportation, 24 Cardico Dr. Gormley (just north of Stouffville & Woodbine) or 550 Edward Ave. Richmond Hill (north off Elgin Mills west of Bayview Ave) Tel: 647-444-6327

Minto Communities

Minto Communities (Toronto) Inc. is a well established development company. For over 50 years, we have been building homes with a strong commitment to quality and customer service.

Minto is GROWING

We are seeking experienced professionals to join our team! We have the following exciting opportunities:

- Architectural Coordinator
- Construction Site Supervisor (2)
- Customer Care Service Technician
- Customer Care Site Inspector
- Décor & Construction Consultant
- Land Development Coordinator (Junior)
- New Home Sales Representative
- New Home Sales Assistant (2)
- Project Manager
- Site Administrator

To find out more about these and all of our opportunities, visit our website at www.minto.com, or send your resume by to e-mail: lthoms@minto.com by fax (416) 915-6129

We thank all candidates for their interest, however, only those selected will be contacted. We are an equal opportunity employer.



www.minto.com

Mac's Milk/ Gas Bar

Full time, midnights. Part-time, weekdays & weekends
Apply within, ask for Raz
5946 Main Street
Stouffville

KIDS! KIDS! KIDS!

--Ages 2+--
Wanted for TV & Movie Jobs!
No Fees! Men/ Women 16-65 yrs. Needed for same!
No extras
Parents call: (416)221-3829

Local company has 27 FT/PT openings in customer sales/service \$17.00 base/appt. Great for students, homemakers & others Flexible schedules, conditions apply. 905-731-0393 www.earnparttime.com

PART-TIME WAREHOUSE POSITIONS AVAILABLE LIBERAL & VAUGHAN CITIZEN

Reliable people are required immediately for part-time Warehouse positions.

The successful candidates will:

- Be extremely reliable.
- Be a strong team player.
- Own a reliable vehicle.
- Be strong team players.

Provide your own safety footwear. Previous warehouse experience is an asset. There is some heavy lifting.



Please fax resume to Brandon Williams (905)660-9887 or email to bwilliams@yrmg.com
You can also apply in person at 50 East Beaver Creek, Unit 1, Richmond Hill

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Tim Hortons

NOW HIRING
F/T & P/T night shifts
Counter & Bakery.
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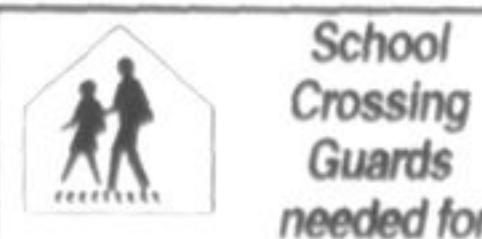
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Please call us today at: 416-606-0901

SHIPPER

Req'd for a well-est., rapidly expanding Richmond Hill area mfg. Applicant must have experience in shipping, with good organizational & computer skills.

If you are interested in pursuing a long-term career with a dynamic company that has world-leading technology, please send your resume to:
AMICO CORPORATION
Fax: (905) 764-0862
Email: hr@amico.com

BILINGUAL, French/English Outbound Telephone Representative

No Telemarketing, Part-Time, Rate \$12 / per hour
Morning & Afternoon Shifts
Located Major MacKenzie & 404

Please reply: psuitt@nsd.ca

