

525 Office Help

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GREENFERD CONSTRUCTION INCORPORATED
Greenferd Construction provides complete Construction Management and General Contracting services to an ever-expanding list of top-tier companies. Incorporated in 1994, our goal was to become the leading commercial contractor by delivering Professional, Quality, Service combined with consistent price competitiveness. The dedication we have put into achieving our original vision has resulted in unequalled value for our clients. Our highly experienced team of in-house professionals combined with our access to the very best trades enable us to deliver superior projects time after time.

We are currently looking for a competent individual to fill our Receptionist Position. We offer a competitive compensation package that includes full benefits and we are located in Richmond Hill, Ontario.

RECEPTIONIST

Minimum Qualifications:

- Completion of High School or Vocational Equivalent
- A minimum of 1 year of experience in a related field.
- Advanced knowledge of Microsoft Office, Excel and experience with Nortel BCM 50 phone system
- Working Knowledge of office equipment; photocopier, fax machine etc.
- Ability to work independently as well as cohesively with employees and managers as part of a team.
- Problem solving and multi-tasking skills.
- Excellent interpersonal skills and phone etiquette required when answering the phones.
- Excellent administrative and organizational skills.
- Ability to type and write letters, reports, etc., using proper format, grammar and spelling.
- Ability to operate all office equipment in an efficient manner
- Ability to maintain confidentiality of pertinent data.

To apply:

Submit resumes and salary expectations to:

Attention: Greenferd Receptionist
Email: hireright@hrpar.ca

Thank you for your interest in our position. Only those applicants that are selected for interviews will be contacted.

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OFFICE ASSISTANT F/T

Seeking a right-hand person to assist in All Office duties. You must show initiative, work happily independently and have great organizational skills. Qualifications include, MS Office, bookkeeping and excellent English communication skills. Please Fax resume to (905)761-5591 or E-mail natalie@devillegroup.ca

FORK TRUCK OPERATOR

(Licensed, propane) required for manufacturing plant. Experienced in moving long extrusions. Apply in person with resume to: 288 Don Park Road, Markham by Wednesday, January 16th

530 Sales Help & Agents

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Giant Carpet & Flooring Sales Opportunity

Canada's largest independent floor fashion retailer has a sales opportunity for enthusiastic women and men, full-time and part-time, with or without experience at our Markham and Whitby locations.

We offer an excellent remuneration/benefit package and opportunity for advancement.

Fax or email your resume fax 416-636-5161 to the attention of Akis Kokonakis or email akokonakis@giantcarpet.com

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Growth, Opportunity and Success at Buckley Insurance Brokers!

Seeking experienced RIBO or OTL licenced insurance brokers/agents for personal lines inbound sales or personal lines service. We offer attractive salaries, benefits, commissions plus performance driven bonuses.

Busy environment, excellent for the highly motivated enthusiastic individuals. Candidates who qualify will be contacted. Email resume to: jewis@buckleyins.com

PRINTING REPRESENTATIVE

Retired? Experience in Print/Graphic Sales work hours to suit your lifestyle. Call 905-940-4551 Ex. #230 or email to: pm@niseprinting.com

Growing REAL ESTATE company in Richmond Hill is looking for EXPERIENCED OR NEWLY LICENCED SALES REPRESENTATIVES

to join our team. Call Monika 1-877-313-0770 or drop by our office at 13025 Yonge St., Suite 201.

532 Retail Sales Help

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Do you like to Ski or Board?

The Old Firehall on Main St Unionville is looking for enthusiastic sales staff for the winter season. Must be available to work evenings and weekends. Email resume to mountkirby@bellnet.ca Attn: Firehall or in person at 170 Main St Unionville.

535 Hospital, Medical, Dental

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DENTAL OFFICE

Front Desk Person & HARP Certified Assistant Required for our growing Markham practice which is moving to a new location. Join our dedicated, compassionate and caring team. Please fax resume to: Dr. Dennis Azuma (905)475-4809 (Markham)

REGISTERED NURSE

for Oral Surgery Practice Looking for a team member for our growing practice. Top \$\$ paid. Tuesday- Friday Email resume to: omfsassociates@rogers.com

535 Hospital, Medical, Dental

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PARTICIPATION HOUSE, Markham Residential and Support Services for Adults with Disabilities.

R.N and R.P.N.'s

Part time Evening, Weekends and Night Shifts
9 Butternut Lane, Markham L3P 3M1
Please submit resume to Frances DiCarlo, Human Resources Department by fax only (905) 294-7834

MEDICAL

ADMINISTRATIVE ASSISTANT

10-20 hours/week. Typing speed of 60 WPM, proficiency in MS Word, Excel, Internet and English. Located on Hwy#7 @Durham-York Townline. Fax resume to (905)471-9799

540 Hotel Restaurant

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Nava Restaurant & Bar
125 York Blvd
Richmond Hill
(404 & Hwy #7 area)



Brix Napa Valley Grille & Wine Bar
230 Commerce Valley Dr. E, #1,
Richmond Hill
(404 & Hwy #7 area)

Experienced Line Cooks (must be flexible)

Pantry Cooks/Salad

Dishwashers (must be flexible)

Experienced, high energy: SERVERS, BARTENDERS, BUSSERS, HOSTS/HOSTESSES, SECURITY STAFF

For fun & exciting restaurant venue with night life

Email: info@brixnapavalleygrille.com

Fax resumes in confidence to:

(905)889-0248

For inquiries: (905)763-2749

540 Hotel Restaurant

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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)

Part Time Help for Cafeteria in Markham.

Must have Food Handlers cert.

Monday-Friday
Please call (905)201-2451
ask for John

AI Dente Restaurant

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

Newly Renovated Pub & Grill

in Markham seeks F/T & P/T BARTENDERS SERVERS
Apply in person: 6545 Hwy. 7 East or email cm.jobs@hotmail.com

Dana Hospitality Inc.

is looking for Mon. to Fri. Chef Manager Cook, Grill Cook Salad & Deli Person Kitchen Help & Dishwasher Fax resume to: 416-495-2986

WAIT STAFF

wanted. Monday - Friday. Please call (905)940-1920 8920 Woodbine Ave. (between Hwy.7/16th) Markham.

DISHWASHERS & KITCHEN HELP

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

EXPERIENCED DISHWASHER

needed for evenings. Apply at: **Il Postino** Unionville or call: (905)940-1555

545 Teaching Opportunities

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Upper Canada Child Care

Child Care Assistant required for maternity leave position in Stouffville centre. Child Care experience an asset. Strong communication skills required.

Excellent work environment. Fax resume to 905-946-1116. info@uppercanadachildcare.com

Upper Canada Child Care is a non-profit, government licensed organization operating 50 centres throughout the G.T.A. www.uppercanadachildcare.com

510 General Help

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ECE or equivalent required for school age daycare in Richmond Hill. Part Time split shift

Please fax resume to: 905-477-0285 or email: amongfriendsdaycarecentres@hotmail.com

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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

Carcone's Auto Recycling is one of the largest and most progressive automotive recycling facilities and wheel refinishers in Ontario. We are growing and require:

•SANDER & PREPPER (Wheel Refinishing Dept.) Duties will require sanding and preparing wheels for the painting process (Labour Position) training available. We provide competitive industry wages, incentive based programs and full company benefits package.

Please reply in writing to: Carcone's Auto Recycling 1030 Bloomington Road, Aurora, Ontario L4G 3G8 or e-mail: jobs@carcone.com fax 905-773-0482 Please no phone calls.



Store Fixture manufacturer in Concord is looking for dynamic people to fill the positions of:

ACCOUNT/PROJECT COORDINATOR BUYER
SCHEDULER + PROJECT MANAGER
METAL SUPERVISOR + QUALITY ENGINEER
TRAFFIC COORDINATOR
Fax: 905-695-3040 E-mail: careers@idxtoronto.com www.idxcorporation.com

B2B Sales Reps/Team Lead for internet advertising Company

1-3 yrs B2B Sales exp req'd STRONG Oral & Written Comm. Skills 9am-5pm. Base 28-30K + commission HWY 401 & McCowan TTC Accessible Email Agnes: jobs@onecontactinc.ca

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



We are now hiring for the following position at our store:

Night Supervisor Weekdays 2pm-11pm

Please fax resume to 905-642-4870

Fitness Depot is looking for an enthusiastic individual who enjoys sharing the benefits of healthy lifestyles. Fitness or sales background will make you an ideal candidate. Fax Resume to: 905-201-6774 or in person at 8561 McCowan Road.

THE SHOE GROUP INC.

Hwy 7 & Woodbine, Markham Are you an individual who can multi-task and prioritize in a small, fast-paced office? We are a footwear sales agency seeking an ADMINISTRATIVE ASSISTANT

Qualifications: Excellent written and oral communication skills, quick and accurate order entry and keyboard skills, computer expertise and knowledge, accuracy and attention to detail, self-motivated and reliable. Fashion and shoe retail knowledge an asset.

If you have these qualifications, send CV to the attention of Jody Owen by email to: theshoegroupinc@powergate.ca or fax to 905-852-0387.

State Farm/E Insurance Agency on Bullock Dr., east of McCowan Road, has Customer Service/ Sales positions open.

We are looking for people who are well organized, have a solid knowledge of Windows, Microsoft Office, particularly Outlook and Word, and are highly skilled in telephone and e-mail communication with customers and corporate partners. Training in our systems will be provided. Come have fun and grow with us!

Please e-mail resume to: andrew@andrewmctaggart.com

ADMIN. ASSISTANT - Contract Position

Full time - 1 year contract position required for busy, friendly C.A. firm. Duties include reception, compiling financial statements and government filings, clerical support for Partners. Skills must include proficiency in Outlook, Word, Excel and Meridian phone system. Knowledge of bookkeeping is an asset; organized and positive attitude a must!

Please forward resumes to: info@linderlanni.ca or fax to 905-882-6111.

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@qcs.com or fax 905-470-4220

CUSTOMER SERVICE

position for roofing company in Markham. Requires excellent organizational, keyboarding and telephone skills. Will train on company system

Please forward resume to cathy@chouinardbros.com

Entry Level Credit Investigator

required immediately. \$20,000 salary a year. Skills required: excellent verbal/ written/ telephone skills and computer skills. Send resume to olagos@qcs.com or fax 905-470-4220

EXPERIENCED CGA/CMA

5yrs+ exp. required for Markham medical distributor full-time w/benefits or P/T 3-4 days/week Email: karen@remingtonmedical.com

535 Hospital, Medical, Dental

Chiropractic office looking for energetic P/T OFFICE HELP

to help the doctor directly in the management of patients. Will train the right person. Multi-tasking essential. Call: 905-294-3958 Tuesday, January 15th or 17th between 12:30-2pm

SCHEDULER COORDINATOR

with exp. needed for health care agency. Candidate must be available to do on call weekends. Fax 905-709-1768 or email staffrelief@golden.net

DENTAL RECEPTIONIST

required in Markham. Full time position, must have experience, some evenings required. Please email resume to dentaljob@msn.com



Full/Part Time Career Opportunities
• Rehabilitation Counsellors
• Case Managers
• Vocational Evaluators
• Office Support Staff
Direct your resume to info@rehabnetwork.ca