

505 Careers

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**RUGBY CANADA**, the National Sport Governing Body for the sport of rugby football in Canada is seeking experienced and innovative individuals for the positions of **Director of Finance & Administration** and **Finance Coordinator (Bookkeeper)**.

**Director of Finance & Administration \$60,000.00 - \$69,000.00**

Reporting to the CEO, the Director of F & A will enhance RC's operational and financial management resulting in improved financial reporting, forecasting and overall day to day management on behalf of the Executive Team, Board and Audit Committee. Along with contributing to the strategic development of the Company, the D & F will provide leadership and direction in the areas of finance, accounting, and reporting as well as risk management and overall administration. Critical to your role will be your ability to work with a diverse group of programs within the national infrastructure of the sport to ensure proper planning and financial management.

The ideal candidate will bring a track record of success as a Manager or Director of Finance in a successful, complex company undergoing significant growth, with a proven ability to drive organizational effectiveness, planning and administrative functionality by providing sound, strategic and operational advice to the executive team.

Professionally designated (with a CA, CMA, CGA) you have worked in an environment whereby you have demonstrated sound leadership and strong financial management expertise. You've led a sizable team and won both their confidence and loyalty. And now, you'd like to put your financial leadership potential to the larger test of working to support one of Canada's fastest growing sports - rugby.

**Finance Coordinator (Bookkeeper) \$30,000.00 - \$36,000.00**

Reporting to the Director of F & A, the Finance Coordinator will oversee the day to day bookkeeping of the organization including the daily banking / government remittances / AR & AP / tax receipting / processing payroll with Ceridian and report preparation in conjunction with the Director of Finance.

The ideal candidate will have a minimum of 5 years bookkeeping experience and have a strong comprehension and working knowledge of Quick Books Pro.

**RUGBY CANADA** offers a competitive compensation package and a professional work environment. This job is based out of the head office, located in Richmond Hill, Ontario, CANADA.

Please submit applications to the attention of:

Mr. Graham Brown, CEO

By Mail: 40 Vogell Rd. Unit 26, Richmond Hill, ON L4B 3N6

E-mail: gbrown@rugbycanada.ca

Closing date for applications is February 15th, 2008.

Only candidates selected for interview will be contacted. No phone calls please.



**PLANNER**

Under the direction of the Development Department, a commercial / industrial developer in the GTA requires a full-time Planner for new development projects.

The successful candidate will be responsible for:

- Develop site design concepts for new projects
- Liaise with architects and engineers to establish design of buildings
- Work closely with the Director of Construction to provide documentation for new construction projects
- Obtain necessary approvals and permits from various municipalities for new projects, including building permits, committee of adjustment approvals, site plan approval, and condominium registration
- Undertake site visits to review land use planning opportunities
- Review municipal and regional zoning by-laws & official plans
- Obtain all pertinent related regulatory information of prospective purchases when required
- Review various engineering reports and studies for new projects
- Liaise with tenants, municipal staff and other approval authorities
- Manage and coordinate consulting team

**Requirements:**

- Minimum 5 years related experience in the development industry
- Knowledge of development approval process for commercial and industrial real estate project
- Solid negotiation skills and strong communication skills with internal and external departments
- An ability to manage a number of projects and tasks at the same time
- Is a driven and results oriented individual with a reputation of achieving positive results under challenging circumstances
- Holds a University Degree in Urban Planning or related discipline
- Proficient in MS Word, Excel, Powerpoint

We encourage interested candidates to fax their resumes to: 905-326-2250

525 Office Help

525 Office Help

525 Office Help

**PURCHASING ASSISTANT**

Required by a well-established, rapidly growing Richmond Hill area mfg. Duties include: creating reports using Excel, follow-ups with suppliers for order confirmation & delivery, research on products, issue Purchase Orders & quotes. Skills: math, communication in both written & verbal, work independently, thorough, aggressive, responsible, and takes initiative.

Please send your resume to:  
**AMICO CORPORATION**  
Email: hr@amico.com  
Fax: (905) 764-0862

**POSITION IN VETERINARY CLINIC**

Concern for pets and people.

Receptionist, all round assistant, multi-faceted position, computer literate, telephone skills, self motivated, flexible. Weekdays, part time.

Reply to ardilaun@xplornet.com

**ADMIN ASSISTANT**

for fast-paced Construction Co. Self motivated, in dependant thinker with computer knowledge. Gormley location. 9am-3pm. Mon-Fri. Fax resume 905-887-8186

532 Retail Sales Help

**PALMA BRAVA**

Home Furnishings seeks an aggressive, goal oriented **SALES PERSON** Exper. in home design an asset. Fax resume to: 905-948-9950

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**Banking. Technology. Are You Experienced?**

Strategic Information Technology Ltd. is looking for a:

- Mortgage & Loan Specialist
- Term Deposit & Investment Specialist
- Bank Teller Specialist
- Project Manager
- Technical Support Technician
- Prospector™ Support Technician
- Customer Relationship Manager
- Application Support Developer
- Business Development Manager
- Business Analyst: Accounting

Work in Stouffville - save yourself the commute...

For more information and instructions on how to apply, please visit the CAREERS section of:

www.stratinfotech.com



It is possible to enjoy your job.

509 Drivers

509 Drivers

509 Drivers

North America's Leading School Bus Company

**First Student**

formerly Laidlaw Education Services

**Steady, Part-Time School Bus Drivers Needed!**

Great for early retirees, mothers and fathers looking for additional income.



- B Licensed Signing Bonus
- No Experience Necessary
- Free, Friendly and Professional Training
- Competitive Wages
- Advancement Opportunities
- Safety Awards Programs
- Bring your Children & Save on Daycare Costs
- AND MORE!

Please contact our recruitment team  
(905)294-5104  
30 Heritage Rd., Markham L3P 1M4

525 Office Help

525 Office Help

535 Hospital, Medical, Dental

**Jr. ADMINISTRATIVE ASSISTANT**

**Responsibilities:**

- Including:
- Assist with Logistics and Distribution
- Data entry for job costing
- Day to Day Invoicing
- Data entry for update of project meetings
- Inventory Control
- Purchase orders

Location: Concord office

Send résumés to Metcon@metconeng.com  
www.metconeng.com/careers

**Markham security company looking to fill a FULL TIME OFFICE ADMINISTRATION/ RECEPTION POSITION**

to start immediately. Mon.-Thurs. 8:30am-5pm & Fri. 8:30am-1pm. \$14/ hour to start. Applicants need to be well spoken with strong communication skills and have a great personality. Must be able to work both independently and in the close knit office environment. Strong computer skills necessary ie: Excel, Word, QuickBooks and various other computer software. Fax resumes to Kathy 905-201-0625

**LEGAL SECRETARY**

For personal injury and insurance practice. 5-6 years experience only. Hwy. #7 & Leslie, Malach & Fidler Email: sthorpe@malach-fidler.com or fax resume to: 905-889-1139

535 Hospital, Medical, Dental

535 Hospital, Medical, Dental

Pediatric dental office in Unionville requires **FULL TIME RECEPTIONIST** with dental experience. Must be fluent in English. Fax resume to: 905-513-7833

530 Sales Help & Agents

530 Sales Help & Agents

100 Houses For Sale

**TOP INCOME PRODUCER IN COUNTRY**

is looking for friendly, outgoing sales people interested in travel and able to work evenings & weekends at our Richmond Hill office. Guaranteed wages, professional environment, fabulous opportunity for earning & advancement. Call Rudy (416) 567-7648

532 Retail Sales Help

532 Retail Sales Help

**CAREER OPPORTUNITY**

Retail Home Health Store in Markham seeks an experienced retail sales & marketing person. Knowledge of Home Health Care a must. Must have an optimistic, upbeat personality and be articulate in English. Must have a driver's license. This is a long term career opportunity for advancement. Send resumes to: dokshomehealth@gmail.com

535 Hospital, Medical, Dental

535 Hospital, Medical, Dental



Unionville Home Society is presently hiring for a junior full-time

**H.R. & STAFF EDUCATION COORDINATOR**

This position will report to the H.R. Manager and covers a wide spectrum of duties.

- Recruitment and Indoctrination
- Administration - Disability, WSIB and Benefit Programs
- Processing invoices
- Reporting
- Payroll / Employee Queries
- Occupational Health & Safety
- Staff Education
- Service Award Program

Minimum requirement CHRP certificate.

Please submit resume by February 29, 2008

Attention: Human Resources

Not all applicants will be contacted for interviews.

**FULL-TIME OPTOMETRIC ASSISTANT REQUIRED**

For growing practice in Stouffville. Intelligence, personality, aesthetic sense and team work are more important than experience. Some computer skills required. Please fax resume to 905-640-9836

540 Hotel Restaurant

540 Hotel Restaurant

**F/T EXP. BAKER**

required for busy banquet hall. Interested applicants please fax resume to:

416-798-7248

**The Earl of Whitchurch**

is hiring for the following positions:

**• Servers & Line Cooks**

Please Apply: In Person to 6204 Main St. Stouffville or via email: info@theearlpub.ca

**STAKEOUT Dining Room & Lounge**

in Stouffville Now Hiring Full Time **KITCHEN HELP NEEDED** Apply in person to: 5402 Main Street

**Full-Time Experienced Servers with Smart Serve**

Evenings Only 5pm-3am \$8/ hr. Apply within, Artisan Pubhouse, 48 Main St. North Markham.

510 General Help

510 General Help

**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

**PIONEER GAS BAR**

in Ballantrae seeks **FULL-TIME NIGHT SHIFT** Please fax resume to 905-640-5121 or call 905-259-6387

540 Hotel Restaurant

Very busy restaurant/pub accepting applications for **EXPERIENCED DISHWASHER, LINE COOKS, & SERVERS** Please call 905-737-4917 or fax: 905-737-9908

160 Business Opportunities

**JOB at home.** \$487.68 weekly. Assemble products, mail or computer work. Free details: www.TopJobReview.com Write CHRJobs:372 Rideau St. #916-A15 Ottawa On. K1N 1G7 1-800-351-5120

**PROMOTE** your business or service to over 4 million adults in Ontario. Call today to book your classified word ad in over 100 community newspapers! Regional & weekly packages avail. (includes online) 416-493-1300 ext 237,288,276 advertising@metroland.com

165 Mortgage, Loans

**\$\$\$MONEY\$\$\$** Consolidate Debts. Mortgages to 100%. No income, bad credit OK! Ontario-wide Financial Corporation 1-888-307-7799

168 Business Services

**BOOKKEEPING** Services- For small businesses. Quickbooks. Great rates. Professional service. (416)803-3515

170 Apartments & Flats For Rent

**BATHURST/ Steeles-** Large 3 bdrm basement. Appliances. 2 baths, laundry. Separate entrance. Immediately. (416)638-2251, (416)846-3639

**BIRCHMOUNT/ Denison-** 3 bdrm main, in house. Parking. \$1400+ 1 bdrm basement. \$650+ Parking. (905)475-8214

**COACH** house for rent available immediately at 16th Ave/ 9th Line. Parking. \$950. inclusive. 416-803-6750

**CORNELL-** Coach house 1 bedroom, available immediately. 5 appliances. \$925 inclusive. No pets/ smoking. 416-876-1994

**HWY#7/ Gallsworthy-** renovated 2 & 3 bedrooms, eat-in kitchen, 4pc bath, laundry facilities, parking. 416-809-5038

**MAIN Street Markham-** steps to GO station. 1 bedroom basement. Laundry, parking. No smoking. \$875 inclusive. 416-837-5144.

**MAIN Street Markham-** Beautiful, clean office+ two 2 bedroom apartments. Parking Available now. (905)642-4429

**MARKHAM-** Clean 1 bedroom+ den basement, appliances, laundry, parking, cable included. Near GO/ amenities. Non-smoker/ pets \$775 inclusive. (416)985-5468, 416-881-5204

**MARKHAM-** 1 bedroom basement, separate entrance, near shops, TTC, GO. Appliances. \$825 inclusive. Non-smoking/ pets. (905)415-0187

**MCCOWAN/ #7-** New spacious 2 bedroom basement, private entrance, laundry, parking, non-smoking. \$850. inclusive. Immediately. (905)940-2279