

525 Office Help    525 Office Help    525 Office Help    525 Office Help

# JOIN A WINNING TEAM!

**COOK MEDICAL**  
Cook (Canada) Inc. is a fast-paced, multi-discipline medical device company with our head office located in Stouffville, Ontario. We currently have a challenging opportunity for an Administrative Assistant for our Contracts department. This is a one year contract position with the possibility of renewal at the end of the contract term.  
Recipient of the 2006 "Manufacturer of the Year" award from *Medical Device and Diagnostic Industry* magazine.

**Administrative Assistant**  
We are looking for well-trained, well-organized Administrative Assistant for our busy Contracts department.  
Your qualifications include:  
• High school diploma.  
• A minimum three years office experience.  
• Computer literate with superior skills in Microsoft Excel and Word.  
Critical attributes required:  
• Confident, energetic, and positive.  
• Superior organizational and communication skills  
• Ability to prioritize work.  
• Attention to detail and accuracy.  
WHAT'S IN IT FOR YOU?  
Our environment is fast-paced and results-driven. Our team is energetic, intelligent, hard-working and eager to use their talents to achieve excellence in our field. We offer a competitive salary, plus:  
• Health and dental benefits.  
• Employee Assistance Program.  
• Three weeks vacation.  
• Training and other tools and resources for success.  
www.cookmedical.com

Apply by mail: Cook (Canada) Inc., 111 Sandford Drive, Stouffville, ON L4A 7X5 or fax: 905-642-7712 or email [hr@cookcanada.com](mailto:hr@cookcanada.com) by March 24, 2008. No phone calls please. We thank all applicants; however only those selected for an interview will be contacted.

Progressive vehicle leasing company, located in Markham, requires an **individual to join our ADMINISTRATION DEPARTMENT.** Primary responsibilities include preparing lease documentation, accounting for new leases and terminated leases. Must have excellent computer skills, an accounting background, well spoken (English) and excellent communication skills. Experience in the automotive industry an asset. Detail oriented a must.  
**Please forward resume & salary expectations in confidence to: [sterzo@landmark-leasing.com](mailto:sterzo@landmark-leasing.com) or fax to: 905-477-5902**

**EXP. OFFICE ADMINISTRATOR**  
Needed for Insurance Sales Office located in Markham (Woodbine/Steeles area).  
• Strong communication skills  
• Customer service oriented  
• Multi-tasker & computer skills  
• Pleasant phone manner  
Send resume and salary expectation to: Elliott Goldman, (905)305-0805 or email: [elliott@ontariofunerals.ca](mailto:elliott@ontariofunerals.ca)

Richmond Hill office that will be moving to North York shortly, seeks **RECEPTIONIST.** Skills must include excellent phone manners, high attention to details, good computer skills and ability to multi-task effectively and 2-3 years experience required.  
**E-mail resume with salary expectations to: [ournpositions@gmail.com](mailto:ournpositions@gmail.com)**

Markham Company requires **PART-TIME INVOICING CLERK AND TELEPHONE RECEPTIONIST**  
Must be computer literate with fluent spoken and written English.  
**Please fax: 905 305 0013 or e-mail: [mbaykal@petallmfg.com](mailto:mbaykal@petallmfg.com)**

**530 Sales Help & Agents    530 Sales Help & Agents**  
Do you want to put your knowledge of gardens and garden design to work?  
We are seeking motivated individuals to sell Ponds and Water Features. Top commissions paid. Full support and training provided. Chinese speaking an asset.  
**For more info 905 427 6240 or resume to: [pondmaster@gmail.com](mailto:pondmaster@gmail.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.ca](mailto:pm@niseprinting.ca)**

532 Retail Sales Help    532 Retail Sales Help    532 Retail Sales Help

**Bigger and Better**  
  
**Canadian Tire Markham 164** is looking to fill the following positions:  
• **Hardware Manager/ Team Lead**  
• **Garden Centre Manager**  
• **Auto Parts Team Lead**  
• **Sales Associates**  
Please send your resume to [cantire164@hotmail.com](mailto:cantire164@hotmail.com) or drop off at 8675 McCowan Road, Markham

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

**SALES REPRESENTATIVE for Equipment Dealership**  
Previous sales experience in this field, familiarity with Agricultural, Construction, Garden Equipment, and Computer savvy an asset. Competitive wages, great work environment.  
**Please fax resume to 905-887-0460 or email [larkinsalesg@look.ca](mailto:larkinsalesg@look.ca)**

**SALES REPRESENTATIVE for Car Dealership**  
Previous sales experience in this field, familiarity with Chrysler Vehicles, Computer savvy an asset. Competitive wages, great work environment.  
**Please fax resume to 905-887-3607 or email [larkinsalesg@look.ca](mailto:larkinsalesg@look.ca)**

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

## EMBRACE THE SPIRIT OF COMMUNITY

# Spring is the time for new beginnings!

Discover the rewards of an innovative, diverse and welcoming workplace. Embrace a progressive environment, where passionate professionals work with a network of health partners to promote patient-centred care. Be part of a team dedicated to ensuring the health and wellness of everyone who calls us *their* hospital. With two sites - Markham and Uxbridge - located close to Toronto, Markham Stouffville Hospital Corporation is a place where every contribution marks advancement towards creating a centre of community care.

## NURSING CAREER FAIR

**Wednesday, March 19, 2008 • 10 a.m. - 5 p.m.**  
**Auditorium - Markham Site**

This is a great time to join Markham Stouffville Hospital Corporation! Start this spring off right - come and talk to us about what makes us a top choice for health care professionals: from an excellent education bursary program and a critical care sponsorship program, to self-scheduling, professional practice development, and competitive compensation and benefits. As part of a new initiative, we also offer New Nursing Grads a comprehensive orientation/education program and all the tools to prepare them for their nursing career.

On-site interviews are available. Refreshments will be served. Free parking is available (bring your ticket in for validation).

If you are unable to attend, please call our Human Resources Team, at 905-472-7557, or send your résumé to: Human Resources, Markham Stouffville Hospital Corporation, 381 Church Street, Markham, Ontario, L3P 7P3. Fax: 905-472-7055. Job Line: 905-472-7575 or 1-866-243-JOBS. E-mail: [humanres@msh.on.ca](mailto:humanres@msh.on.ca)



**MARKHAM STOUFFVILLE HOSPITAL CORPORATION**  
PROGRESSIVE • COMMUNITY • CARE  
[www.msh.on.ca](http://www.msh.on.ca)

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

**MAKE A POSITIVE CHANGE**  
We need an excellent communicator who is reliable and motivated. If you are a **Level II Dental Assistant** who aspires to a rewarding, challenging position we'd welcome you on our team. We are a busy, patient oriented multi-practice in Richmond Hill.  
**Fax Resumes to: 905-884-9155**

**545 Teaching Opportunities    545 Teaching Opportunities**

**Genesis Community Daycare Centre**, in Richmond Hill is looking for  
• **1 PART-TIME ECE** for a split shift in our new infant room and school age room.  
• **SUPPLY STAFF**  
• **SUMMER CAMP STAFF**  
New grads welcome to apply.  
**Please send resume to [genesiscare@sympatico.ca](mailto:genesiscare@sympatico.ca) or fax 905-737-4122**  
*No phone calls please.*

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

**Don Valley North Automotive Group**  
**This is your opportunity to join our growing team!**  
We are currently accepting applications for:  
**Clean Up Person**  
Permanent, full-time position at our prep centre located at Stouffville Sideroad and Highway 404. The ideal candidate will be detail oriented and possess a valid class G driver's license.  
**Receptionist/ Customer Service Positions**  
Permanent, full-time positions available. The ideal candidate will be detail oriented with strong communication and inter-personal skills. Chinese Language Skills are an asset.  
Interested applicants please forward a resume with a cover letter indicating the position you are interested in to:  
**Ms. Leblond**  
Fax: 905-479-9753 Email: [hr@dvnlt.com](mailto:hr@dvnlt.com)  
Or call: 905-475-0722, ext. 255  
3120 Steeles Avenue East Markham ON L3R 1G9

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**General Labourer** wanted for Interlocking Co. in Markham. Heavy lifting req'd. Own vehicle a must. **Students welcome**  
Good hourly rate with growth potential.  
email resume: [fine-design@hotmail.com](mailto:fine-design@hotmail.com)

Olympic Cheese Hiring  
**Full Time Deli Counter Help**  
No experience required.  
**Phone 416-220-6002**

Horse farm requires **FULL TIME STABLE HELP**  
**Stouffville Bloomington / Kennedy**  
Experience required  
**Call Mary or Kate (905)888-1730**

**LANTECH CONSTRUCTION**  
Requires **SKILLED** Landscape Workers  
Must have own transportation.  
**(905)833-2888**