

505 Careers

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525 Office Help

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510 General Help

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**PharmaCommunications Direct Marketing**

PharmaCommunications™ is one of Canada's leading healthcare marketing companies. Through our Markham and Montréal locations, we provide a variety of specialized marketing services including direct mail, sample distribution and telemarketing.

We currently require the services of a Production Assistant to join our team. Based in our Markham Office, this entry-level position will involve assisting our Production Manager in all aspects of completing client projects, including copy development, production scheduling and on-time delivery. The position involves close contact with our customers and working directly with a team of professionals dedicated to providing our clients with the highest level of service excellence.

This position requires a good knowledge of Excel, Word, and Access, knowledge of production management, and a proven ability to handle complex projects from initiation to delivery. Bilingualism and some exposure to the healthcare industry would be definite assets.

We are a hands-on entrepreneurial firm, providing a fast paced and challenging environment. If you believe that you could thrive in such a setting, please fax your résumé in complete confidence to:

905-477-3121 (1-800-823-6663) or e-mail it to [careers@pharmacommunications.ca](mailto:careers@pharmacommunications.ca)

**PRODUCTION ASSISTANT**

**ADMINISTRATIVE ASSISTANT**  
Needed for Richmond Hill office. Good command of the English language, French a definite asset. QuickBooks knowledge, organized. Permanent full time with benefits.  
Reply by fax 905-731-2873

**BOOKKEEPER/OFFICE ASSISTANT**  
Small growing local manufacturing business needs bookkeeping and general office help. Variety of duties and flexible hours available for the right person.  
Fax resume to: 905-201-6457

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

**DENTAL ASSISTANT**  
required in Stouffville, Monday, Tuesday, Thursday 7:45am-6pm, Wednesday, Friday 7:45am-12pm.  
Send resume to: [tbidental@gmail.com](mailto:tbidental@gmail.com) or call Evelyn at (905)640-1144

**MARKHAM FAMILY PHYSICIANS**  
is accepting resumes for **PART TIME DAY RECEPTIONISTS**  
Please fax resume to: 905-471-3627

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**ATTENTION ALL GARDENERS**  
**Valleyview Gardens** is a year round Garden Centre and Greenhouse business. We are looking for hard working motivated people to join our team. At the present time we are looking for Cashiers, Drivers (G class), General greenhouse help for both our locations (Scarborough and Markham). Full-time, part-time and seasonal positions are available.  
Please apply in person to: **VALLEYVIEW GARDENS** 3012 Kennedy Road Scarborough Ontario 416-291-1270

Sleepy Hollow Golf & Country Club in Stouffville is currently seeking enthusiast individuals to fill the following positions:  
**SOUS CHEF**  
**LINE COOKS**  
**PREP COOKS**  
**DISHWASHERS**  
**WAITSTAFF**  
Please forward resume to Sleepy Hollow Country Club 13242 10th Line Stouffville, ON L4A 7X4 Fax: (905)642-0308 Email: [events@sleepyhollowgolf.on.ca](mailto:events@sleepyhollowgolf.on.ca)

**Balantrae Golf Club** is seeking individuals for the following full-time seasonal positions:  
• **Assistant Mechanic**  
• **Golf Course Maintenance Labourers**  
Forward resume to: Fax: 905-640-5028 [dg-balantraegc@bellnet.ca](mailto:dg-balantraegc@bellnet.ca)  
Thank you to all candidates who apply. Only those selected for interviews will be contacted.

**GRIFFIN LANDSCAPING INC.**  
**NOW HIRING**  
• Construction site Foreman (M/F)  
• People with skill and experience in landscape construction.  
• Lawn cutting Crew Chief & Crew members  
Fax Resume to (905)604-4973 or call John (905-910-0562)

**BASEMENT SPACES**  
... we do it ALL underground  
**NOW HIRING**  
- **General Labourer** -  
To assist in all aspects of basement finishing. Must have own transportation.  
**Please Call: 905-201-7734**

**MEN & WOMEN WANTED**  
Join the world renown Arthur Murray Dance organization for an exciting career. Full time dance instructor positions available immediately if you are dynamic, self-motivated, with high energy and excellent people skills. Ballroom dance experience welcome. Richmond Hill, call 905-773-2555;

**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](http://www.Jobs-WorkAtHome.com)  
Reference 2-301

**AFFORDABLE MAINTENANCE SERVICES** **NOW HIRING**  
• **Lawn Cutters/ Snow Plow Drivers**  
Year round position.  
\$12.50 - \$17.00/ hour +bonuses.  
Experience an asset.  
Must have driver's licence & own transportation.  
**Call: 905-887-7492**

**School Crossing Guards**  
**URGENTLY needed for:**  
• **Hollingham & Lockridge**  
• **Kreighoff & Fred Varley**  
We also have **PAID** back-up positions avail. Please call us today at: 416-606-0901

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540 Hotel Restaurant

**Vitran Logistics Ltd.**, located in Concord, Ont., is a division of Vitran Corp. Inc.  
This fast-growing Intermodal Marketing Company/ Freight Brokerage is currently recruiting for two key positions:

**OPERATIONS MANAGER**

Optimizes the efficiency and cost effectiveness of the brokerage operations while maintaining a high level of customer satisfaction.

**Requirements:**

Min. 3-5 years management experience in TransBorder Intermodal and Highway services.

**FRANCOPHONE LOGISTICS COORDINATOR**

Arranges / manages all aspects of TransBorder transportation for existing Quebec clients using Intermodal and Highway transportation suppliers.

**Requirements:**

Min. 2 years experience in Intermodal and Highway transportation operations. **MUST** be fluent in Francophone French.

Candidates must possess TransBorder experience in the transportation industry. Please submit resume to:

[HR@vitran.com](mailto:HR@vitran.com) or Fax to 905-660-2448 Attn. Human Resources.

**Tim Hortons**

**NOW HIRING**

F/T & P/T

Counter & Bakery.

•Great Benefits

•Premium Wages

•Flexible Hours

•Paid Training

Apply in person to: 7828 Kennedy Rd., Markham (1 blk south of #407)

**HOUSEKEEPING**

Staff required for STOUFFVILLE INN

Part time.

Weekdays/Weekends.

Flexible shifts.

Please call

John or Margaret

905-642-2929

515 Skilled & Technical Help

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510 General Help

**irpinia** Requires Experienced Cabinet Makers & Wood Sanders Wood Finisher/ Spray Painter Packagers  
For hi-end kitchen manufacturer. Yonge/ Major Mac. Excellent wages/ benefits. Email resume to: [jmarc@irpinia.com](mailto:jmarc@irpinia.com) or fax: 905-780-0554, Attn: Joe.

**TWIN HILLS FORD LINCOLN LTD.**

Requires

**DIESEL TECHNICIAN**

Ford experience preferred

but not essential.

Call Sandro Calzini

905-884-4441

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A well established corporate housing company with head offices in Stouffville is looking for a full time representative to join our young, dynamic team. The ideal candidate will handle customer service requests, accounts payables and receivables and some sales requests. We are looking for someone who has strong organizational skills, able to work independently but is also a team player and possesses strong written and oral communication skills.

If you are looking for a challenging position, please forward your resume to [hr@apts-intl.com](mailto:hr@apts-intl.com)

**TYPESSETTER**

required full time. Proficient in Illustrator and/or Corel Draw. Excellent English skills.

Start at \$14/hr.

Fax resume to: 905-475-7488

**Clintar** Canada's Authority on Grounds Care [www.clintar.com](http://www.clintar.com)  
Year round and seasonal opportunities for York Region & Scarborough area.  
• **LANDSCAPE MAINTENANCE & CONSTRUCTION**  
• **IRRIGATION INSTALLATION & MAINTENANCE**  
Candidates must be customer oriented, energetic and reliable with a clean driving record.  
Please fax your resume to: 416-291-6792 or email: [mcordick@clintar.com](mailto:mcordick@clintar.com) or call (416)291-1611ext 222

**ADVANTAGE FITNESS SALES INC.** is a leading distributor of commercial exercise equipment in Ontario. We are located in Markham and we have an immediate opening for:

**INSTALLATION TECHNICIAN & DRIVER**

The successful candidate should have:

- Excellent mechanical skills
- Clean driving record with experience driving standard 5 ton size trucks
- Be very physically fit and capable of heavy lifting
- Excellent customer service skills
- Own and be proficient with tools
- High school education
- Starting wage \$18/hr. with benefits

Interested candidates should fax or email resumes to: 905-415-9916 [brian@advantagefitness.ca](mailto:brian@advantagefitness.ca)

**Michael-Angelo's**

Immediate positions available for:

Full-Time Grocery Clerks,

Full-Time Produce Clerks,

Full-Time Meat Cutters

at the Markham location. Experience required. Excellent pay & benefits.

Fax resume to 905-300-0815

or email [employment@michaelangelos.ca](mailto:employment@michaelangelos.ca)

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**Maintenance Technician**

You are looking to apply your broad base of mechanical skills and aptitude towards ensuring that our facility and equipment operate at optimal efficiency and safety. In addition to performing preventative procedures, you will contribute to the resolution of system and equipment breakdowns and general maintenance tasks such as troubleshooting and equipment modification. Your attention to detail is critical in the completion of documentation related to preventative maintenance, repairs, safety, inventory and process/procedures. You are a secondary school graduate who may be working towards a qualified certificate or trade license with similar experience. You possess strong initiative, flexibility and problem solving skills, combined with a willingness to work on a rotating shift schedule.

**Production Technician**

We are seeking people with initiative and an attention to detail who will contribute to the production of active pharmaceutical ingredients and intermediates in our manufacturing areas with a comprehensive on the job training program. You will set-up, operate and clean equipment in compliance with current Good Manufacturing Practices (cGMP) and safety procedures. You are a secondary school graduate or equivalent who can work in a physically intensive environment with chemicals and under a rotating shift schedule.

If you are interested in contributing to our success, please submit your résumé (quoting the position of interest) to:

**Human Resources, Torcan, 110 Industrial Parkway North, Aurora, Ontario L4G 3H4. Fax: (905) 727-7545. E-mail: [resumes@torcan.com](mailto:resumes@torcan.com) - [www.torcan.com](http://www.torcan.com)**



Thank you for your interest in our company. We regret to advise you that we will only be able to contact candidates selected for an interview.