


509 Drivers 509 Drivers 509 Drivers

First Student Canada
School Bus Drivers Needed
 Wanting to work this September?
 Training available now to successful applicants.



A Safer And Better Way To The School Day.
905-294-5104
 www.firststudentcanada.com

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

Office Assistant Contract

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 Office Assistant in our Human Resources department. This is a 6 month contract.

Recipient of the 2006 "Manufacturer of the Year" award from Medical Device and Diagnostic Industry magazine.

Office Assistant

We are looking for a well-trained, well-organized individual to assist in our office. The core hours of the position are Monday to Friday, 10:00 am to 3:00 pm with occasional full time hours. This is a 6 month contract (mid August to mid February) with the possibility of extension.

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:

- Competitive wages.
- Participation in our company incentive program.
- Employee Assistance Program.
- Training and other tools and resources for success.

Your duties include:

- Reception relief.
- Various general office tasks.
- Vacation coverage.
- Warehouse.

Critical attributes required:

- Confident, energetic and positive.
- Superior organizational and communication skills.
- Ability to prioritize work.
- Attention to detail and accuracy.
- Excellent Microsoft Office skills.
- Some heavy lifting.

Apply by mail: Cook (Canada) Inc., 111 Sandiford Drive, Stouffville, ON L4A 7X5 or fax: 905-642-7712 or email: cci.hr@cookmedical.com by August 8, 2008. No phone calls please. We thank all applicants; however, only those selected for an interview will be contacted.

www.cookmedical.com

536 Veterinary Help 545 Teaching Opportunities 545 Teaching Opportunities

Full time KENNEL ASSISTANT needed for September start. Suit keen, mature person. Please fax resume to Stouffville Veterinary Clinic. 905-640-6102

ECE OR EQUIVALENT (Rec leadership C&Y worker) (student or grad) & **ASSISTANTS** perfect for those returning to the workforce. Part time split shift. Must be available in September. Please fax resume to: 905-477-0285 or email: amongfriendsdaycarecentres@hotmail.com

540 Hotel Restaurant 510 General Help 510 General Help

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

SHIPPER NEEDED

Amico, a medical equipment manufacturer is looking for a shipper. Applicant must have 1-2 yrs experience in shipping, with good organizational & computer skills. Knowledge of NAFTA is an asset. Applicants must be fluent in written and spoken English.

Email resumes: rcliapperton@amico.com

510 General Help

515 Skilled & Technical Help 515 Skilled & Technical Help 515 Skilled & Technical Help

Engine Control Systems Limited, an ISO 9001 certified manufacturer of diesel exhaust emission control devices, based in Newmarket, but relocating to a larger facility in Markham (404/7) Fall of 2008, has day and night shift positions open for:

Production Welders: The successful candidate will have experience with MIG and TIG welding of thin gauge stainless steel as well as fitting and assembly. Blueprint reading is required.

Metal Fabricators: The successful candidate will have experience in metal fabrication with thin gauge metal using various metal fabricating equipment including; shears, roll formers, brake presses and saws. Blueprint reading is required.

Engine Control Systems Limited
 165 Pony Drive
 Newmarket, ON L4Y 7V1
 Fax: (905) 853-6909 or E mail: hr@enginecontrolsystems.com

AUTOBODY PERSON in Markham Minimum 5 yrs. experience Please call (905)472-3270

WELDER/FABRICATOR required with enthusiasm and self motivation. Email resume to: john@cobrametal.com

535 Hospital, Medical, Dental

DENTAL Receptionist Must be fluent in English and Chinese. Full time. N/E Scarborough Fax resume to: (416)297-5826

525 Office Help 525 Office Help 525 Office Help

SBMB LAW

Corporate/Commercial Clerk

SBMB LAW, an accomplished and respected Richmond Hill law firm, has an immediate opening for an excellent Corporate/Commercial Clerk. Responsibilities include drafting and filing documents, maintaining corporate minute books and administrative functions. As the successful candidate you will have at least three years relevant corporate/commercial law experience; possess exceptional organizational and follow-up skills; have a Law Clerk or Legal Assistant Certificate; and have superior MS Word skills. You will have excellent judgment and problem solving capabilities; have good file management skills; work independently and carefully. We offer a great working environment and a competitive remuneration package.

Apply in confidence by fax to Office Administrator: Marilyn Dunleavy, 10800 Yonge Street, Richmond Hill, Ontario, L4C 3E4 at 905-884-5445 or by email to mdunleavy@sbmblaw.com

PURCHASING LOGISTICS

Richmond Hill Distributor creating new Purchasing/Logistics position as assistant to Vice-President.

Candidate must have strong detail and analytical skills, pleasant personality and the ability to work under pressure. Your background in purchasing or logistics is beneficial.

Responsibilities will include help maintain forecasting with the Marketing Dept., placement of orders and facilitating worldwide delivery. The candidate must have good command of the English language, Microsoft Office Suite environment and Accpac Inventory Control.

Please e-mail your resume to: distribution.inc1999@hotmail.com

A/R - A/P POSITION Required in the Markham area. Duties include: A/R invoice/receipts, credit card processing, collections, account analysis, some A/P. Min. 1 yr exp. in multi-co acctg. environment. ACCPAC and MSOffice exp. an asset. Candidate should possess excellent computer and communication skills. Email resume to: jimk@tada.ca

ADMIN. ASSISTANT

Must have computer and customer service skills and use of automobile. email: helene@whitchurchstouffville.ca

Legal part time JR CORPORATE CLERK for Richmond Hill law firm. Fastco and PC law an asset. Please reply to: Alexandroff@litowitz.com or fax 905-731-6986.

OFFICE ASSISTANT

Busy Markham Rd/Steeles company has an immediate opening for an energetic office assistant. Excellent written/verbal English skills and computer knowledge required. This position has lots of variety supporting customer service, marketing, credit and accounts receivable. If you are a team player and like to multitask, this is the job for you. Flexible full time hours - Monday to Friday. Only those selected for interviews will be contacted. Please send resume to info@lorpen-na.com or fax 416-335-8201.

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

DENTAL ASSISTANTS

Hardworking and self-motivated individuals - required for group practice in Richmond Hill. Flexible hours include evenings and Saturdays. F/T and P/T positions available. Level 2 preferred. Please fax resume to: 905-884-9155 Email: rhidentalposition@hotmail.com

Service Production Supervisor

Telecommunication Service Centre is looking for a well organized person to direct a service team to meet the challenge and to optimize the growth of our product lines. Attributes of best candidate:

- Experience in a supervisory role in a technical service department
- Excellent communication skills
- Strong computer skills
- Team work & good supervisory skills
- University graduate in Electronic Engineering

Email : jobs@futuretel-service.com

535 Hospital, Medical, Dental 510 General Help

Full Time DENTAL RECEPTIONIST position available immediately in Markham. Dental experience is preferred. Some evenings are required. Please email resume to: dentalreceptionist@live.com

AMALGAMATED LANDSCAPING Requires full time LANDSCAPE CONSTRUCTION LABOURERS Must have minimum of 2 years experience and own transportation (905)887-9900

LANTECH CONSTRUCTION Requires SKILLED Landscape Construction Workers Vehicle required. (905)833-2888

EXPERIENCED PRESSER for dry cleaners located in Markham. Part time. Must have garment knowledge. Apply in person 6605 Hwy#7 or call (905)472-9626

535 Hospital, Medical, Dental 510 General Help

MEDICAL ESTHETICS RECEPTIONIST required for busy medical office in Markham. Immediate placement. Fax resume to: 905-471-7154

WAREHOUSE RECEIVER REQUIRED. Stouffville Call J McKay 905-642-1010 or email jmckay@choko.com

DRIVER & DISPATCHER (Evenings & Weekends) Call 905-472-0025

ADMINISTRATIVE ASSISTANT Finance dept. Duties include assisting inventory recon, facilities coordination and misc. admin. Must have strong organizational, computer (Excel & Word) and English skills. East Beaver Creek, Richmond Hill. Email: ludlow.williams@tigerdirect.ca Fax: 905-482-3147



Dynamic Crystal Company located at Woodbine & Hwy. 7 is hiring for the following positions:

- CUSTOMER SERVICE REPS
- ORDER ENTRY
- ADMINISTRATIVE CO-ORDINATOR

Candidates must be detail oriented, have strong organizational skills, the ability to work in a fast paced, deadline driven environment with good communication skills. Please send resume to: jobs@stragiscrystal.com

york region .com Find a JOB! It clicks home

NEIGHBOURS NOW HIRING !!!

Neighbours is a new kind of Food Store. There is nothing else quite like it in Canada... at Neighbours we offer great tasting, high quality "fresh your way" food & beverages plus convenience items all in one location.

Looking for: P/T & F/T Friendly, Out-going, Customer Oriented, Fun people to help us create a sensational Retail Experience for our customers.

Location: 4641 Highway #7, Markham, ON L3R 1M6

Opportunities Available: Food Service Attendants/ Guest Service Attendants

Competitive Wages & Full Training Provided.

If you would like to be part of a culture where Attitude, Image, Teamwork and Pride are valued, this opportunity is for you.

Please email your resume to: recruit@petro-canada.ca Only qualified candidates will be contacted.

The Ballantrae Golf and Country Club Recreation Centre has openings for individuals for **Facility Maintenance** First Aid/ CPR an asset.

Forward resume to: Ballantrae Golf and Country Club Recreation Centre 1 Final Round Ballantrae, Ontario L4A 1N3 Fax: 905-640-0912 Email daynas@schickedanzbros.com