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525 Office Help

525 Office Help

525 Office Help

525 Office Help

A/P CLERK

Required by a well-established, rapidly expanding co. located in Richmond Hill (#7 & 404 area.) Applicant must be proficient with computers and have a pleasant telephone manner. Some duties will include matching packing slips with Purchase Orders, approving invoices and issuing cheques. Excellent benefit pkg. available. Salary range of \$30-32K Business Vision Software exp. an asset but not required.

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

Performins Canada Inc. We need the following quality person MARKETING ASSISTANT

Duties include, communications, seminar/conference/event preparation, sales reporting and inside sales duties. The ideal candidate will have a university degree and experience or desire to learn about the Insurance and Financial Services industry. Strong interpersonal, computer and problem solving skills are essential. Position will pay salary \$30,000-\$40,000 based on exp.+benefits.

Send Resume to: vitellaro@performins.com or Fax: 905-738-1280

Wholesale parts distributor requires a CUSTOMER SERVICE REP.

with good command of English. French an asset.

Call for appointment. 905-415-2280

LEGAL ASSISTANT - LAW CLERK

Tired of Commuting...Come to the City above Toronto we are seeking a candidate with a minimum of 5 years solid Residential Corporate Commercial Real Estate Commercial loan transactions. The candidate should be detailed have, strong organizational skills, and able to work within a team environment. Work close to home, we offer annual increases, benefits and free parking. This is the place to work if you are tired of the commute downtown.

> Email: jobs@bratty.com or fax: 905-760-2900

Wanted - Host/ Hostess/ Receptionist For busy new home sales office in Markham. Successful applicant must be friendly, professional and possess excellent computer skills. Hours are Monday-Thursday 1-8 p.m., Saturday and Sunday 11-6. Please fax resume to (905) 471-2507

RECEPTIONIST

or call (905) 201-6106.

Energetic, multi-tasking team player. At least one year related experience. Sound knowledge of Microsoft Of fice. Minimal supervision and ability to maintain a composed attitude.

Bill Cowan 905-472-3320 or bcowan@chartwellreit.ca

Parkview Home in Stouffville

Seeking Part-Time Receptionist.

Evenings and weekends. Excellent customer service skills, computer proficiency and experience in general office procedures required.

Email resume to: hr@parkviewhome.ca

Inside Sales

INSIDE SALES F/T Permanent \$40K + Commissions + Bonuses! Hwy. 7 & 400 Previous Advertising Print

Sales Experience Preferred. Email resume to: Box 05@JobClassified.ca

530 Sales Help & Agents

530 Sales Help & Agents

Maximize Your Earning Potential American Express & The Linkage Group can offer you an exceptional opportunity to earn an outstanding income. All candidates welcome to apply. *Asian Background would be an asset (Cantonese, Mandarin, & Korean).

Job Summary: The Linkage Group represents American Express as a Sales Agent. Our objective is to sign up merchants to accept the American Express Card using proven sales techniques.

Additional information during the interview process and in-house training at the Head Office in Markham will be provided as well as ongoing training & support.

Qualifications: Highly motivated individual with strong sales skills.

Entrepreneurial spirit Home office & a vehicle.

Interested candidates can fax resumes to: Selena, at 1-888-536-6641 or, fax locally to 905-415-2299. You can e-mail to selenam@linkage-group.com

Denny Craig.

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Seeking highly

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start an exciting ca-

reer! We are currently

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CE positions for our

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er service exp. and be

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EOE

Company Discounts

Paid Training

530 Sales Help & Agents 525 Office Help

P/T Real Estate RECEPTIONIST required for Stouffville Real Estate Office. Must be available nights, wknds and some days. Must have computer skills & speak fluent English with a pleasant telephone manner. Real estate experience,

knowledge of Office Commander & Easy Offer an asset. Fax resume to: 905-640-3606 or email: stouffville @remaxallstars.ca

PEOPLE DO READ SMALL ADS. TO PLACE YOUR AD

> CALL 1-800 743-3353

535 Hospital, Medical, Dental

535 Hospital, Medical, Dental

Markhaven Home for Seniors

Seeking a Full-Time RN **Evening Supervisor.**

Applicant must be an RN registered with the CON, and must have good computer skills, excellent communication skills and strong supervisory skills. Must have experience in Long Term Care.

Also hiring Part-Time and Casual RPN's We are a 96 bed Long Term Care facility and have been providing excellence in

care for the past 45 years. Please forward resume to Laura Burns at: laura.burns@markhaven.ca or fax to 905-294-6521. No phone calls please.

Pharmacy Technician Permanent F/T and P/T positions

available. Experience required, HWNG experience an asset. Reply confidentially to: Bob Moore SDM Uxbridge @ 905-852-3345 FAX 905-852-0098

PAEDIATRIC SHIFT NURSING

S.R.T. Med-Staff has immediate openings for R.N.'s and R.P.N.'s for full and part time community assignments throughout York Region. Candidates must have at least 1 year recent paediatric experience.

• Guaranteed Hours • \$500 Sign-On Bonus

Please fax your resumé to Hanna Krieger at S.R.T. Med-Staff, Human Resources 416-968-3652 or toll free 1-800-650-8839 or email: hkrieger@srtmedstaff.com

S.R.T. Med-Staff, ranked #1 for best agency, is

PHARMACIST

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technician.

Forward resume

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540 Hotel Restaurant



RECEPTIONIST

for medical office. Must speak English & Cantonese. for an experienced Evenings. **Email resume** to: to: menkariosm@

medisec@live.ca

540 Hotel Restaurant

540 Hotel Restaurant

PSW(s)

required.

Days, week-

ends and over-

night. Must

speak fluent

English.

Markham area.

Please call:

416-934-8548

MANDARIN.

MANDARIN RESTAURANT BOX GROVE LOCATION

88 Copper Creek Drive (East of 9th Line / South of Hwy 407)

ALL POSITIONS WANTED

Full/Part-time No experience necessary Photo ID required

Please apply in person

Date: August 30, 2008 to September 1, 2008 (10 a.m. to 5 p.m.) Place: Mandarin Box Grove, 88 Copper Creek Drive, Markham, ON, L3X 1V6

For any inquiries, please feel free to contact: Buffet Position ~ Kai Yang(647) 836-5325 Front Position ~ Jeff (647) 281-0886 Server / Busperson Position ~ Jerry (416) 877-1225 Kitchen Position ~ Justin (416) 666-6867

CROSS ROADS RESTAURANT & LOUNGE Main St., Stouffville seeks immediately LINE COOKS, BARTENDERS, WAIT STAFF, BUSSERS Full & part time. Apply in person or fax resume to: 905-591-5890 or email:

THE BLUESTONE BISTRO Now Hiring the following positions:

steve_crossroads@yahoo.ca

 EXPERIENCED SERVERS Bus Persons • Host/Hostess Bartenders

Fax resume to: (905)475-9519 or email: melanie@thebluestonebistro.com Previous applicants need not apply.

(Leslie/Hwy#7) has openings for SUITE **ATTENDANTS** and **NIGHT** AUDIT POSITION. Fax resume to: 905-771-9336 or email sbstoronto @ihg.com

Forward resumes

to: resumes@

sentienthr.com

Hotel

An excellent opportunity for ECE's & Assistants to work in a variety of childcare settings. FT/PT and Supply work available.

WAITSTAFF Wanted for lunch time at SUNRISE **GRILL** \$10 per hour + tips

Monday-Friday Please call 905-887-9903

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\$11 per hour Days Only Paid Weekly

F/T Monday-Friday ·Reliable/Bondable ·Vehicle required. Great Hours, Great Pay, Be Home Nights & Weekends with your Family. Dynamic Maids (905)476-4321

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RENOVATION

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COMPANY Seeks General Labourers with exp. in all aspects of general renovation. Framers, Drywallers, Tapers Painters & Sanders both residential and commercial.

Please Call 416-827-4283

PARKVIEW VILLAGE requires

WAIT STAFF Email resume to

rankin@ parkviewhome.ca or fax to:

905-640-4051

TO PLACE YOUR AD

CALL

1-800-743-3353

510 General Help 510 General Help

Global Human Resource Centre **NEEDS WORKERS!!!** GENERAL LABOUR, JOB FAIR!!! **FACTORY and WAREHOUSE**

openings, all shifts. Friday, August 29/08 at Peter's Academy! 10 am to 3pm 5762 Highway 7, Suite 203A (above No Frills)

all other weekdays apply to: 777 Warden Ave., #217, Scarborough (Below Eglinton)

Ballantrae Golf Club

Requires full-time and part-time **GOLF COURSE LABOURERS** (part-time weekend shifts available)

Forward resume to: Fax: 905-640-5028 dg-ballantraegc@bellnet.ca

Thank you to all candidates who apply. Only those selected for interviews will be contacted.

MOLLY MAID

Markham & Stouffville is looking for mature, positive, energetic responsible individuals to join our staff of home service professionals. Some positions available require a valid driver's license (car provided). Mon.-Fri., no evenings/weekends. Training provided. Call: 905-642-2575

CUSTODIAL POSITION

To be filled immediately at a busy Stouffville church/school. Mon-Fri., afternoons/ evenings (10hrs.) Sat.-Sun. (5hrs). Fax resume to 905-640-3925 or email to tim@eastridge.ca