

505 Careers 505 Careers 505 Careers

**SCHOLASTIC**

*Scholastic Canada Ltd., the leading publisher and distributor of children's books, currently requires team players at our incoming Call Centre at Major Mackenzie and Woodbine Ave. as...*

## Customer Service Representatives

• English and Bilingual (French)

Your focus is to promptly handle client calls to ensure appropriate action is taken to maintain a high degree of customer satisfaction and loyalty. You must have excellent communication skills in English and for bilingual positions, fluency in French and English (preference will be given to bilingual candidates). A demonstrated telephone manner and exceptional organizational and listening skills are required along with, ideally, keyboarding, order entry and customer service skills. The flexibility to change shifts based on customer calling patterns is necessary. The rate of pay is \$12.00 per hour. A rate premium will apply for bilingual positions. A variety of shifts are available including:

- 3:30 p.m. to 8:00 p.m. plus Saturday (9:00 a.m. - 1:30 p.m.) Minimum of three evenings per week
- 12:00 p.m. to 8:00 p.m. Monday to Friday (four weekdays) plus Saturday (9:00 a.m. - 1:30 p.m.)

Please apply, indicating the shift availability and if you are interested in a bilingual position, by **September 19, 2008**, to: **Human Resources Division, Scholastic Canada Ltd., 175 Hillmount Road, Markham, ON L6C 1Z7 Fax: 905-887-3639 e-mail: resumes@scholastic.ca**

*We wish to thank all candidates for their applications in advance and advise that only those selected for an interview will be contacted. No telephone calls or agencies, please.*

[www.scholastic.ca](http://www.scholastic.ca)

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**TURF CARE**

Turf Care Products, a leading Canadian distributor of golf equipment & irrigation products, has an immediate full time permanent position available in our Newmarket H.O.

### GOLF/LANDSCAPE IRRIGATION DESIGN/GPS

A career minded individual, you are looking for a challenging long term position in a fast pace environment. We offer extensive training towards industry certifications for the right candidate. If you have experience with either AutoCAD or Irrigation Design, are computer literate, committed to continued learning and strive to meet customer deadlines, we want to hear from you. Duties include creating golf and landscape irrigation designs, golf course mapping and course GPS. Irrigation Certifications and GPS (Trimble) would be a definite asset

We offer a competitive compensation package commensurate with experience.

Forward your resume to: [resumes@turfcare.ca](mailto:resumes@turfcare.ca)  
Closing date for applications is **September 26, 2008**.  
Only applicants qualified for an interview will be contacted.

509 Drivers 509 Drivers 509 Drivers 509 Drivers 509 Drivers

Join our dynamic Customer Service Team!

## SCHOOL BUS DRIVERS

**"\$250.00 Paid Training + \$250.00 Hiring Bonus"**

# WE NEED YOU TO DRIVE THESE STUDENTS TO SCHOOL!

Stay at home parent? Stop paying for daycare and bring your preschooler with you. Need extra part time work to supplement your income? Regular Monday to Friday hours provided. Too young to retire? Make this an important part of your day.

- Competitive wages
- Charter opportunities
- Supportive team environment.

You must have a "G" license in good standing for 2 years and be fluent in the English language.

Stock Transportation, 24 Cardico Dr. Gormley (just north of Stouffville & Woodbine) or 550 Edward Ave. Richmond Hill (north off Elgin Mills west of Bayview Ave) Tel: 647-444-6327

**CHARTWELL**  
SENIORS HOUSING REIT

## Dietary Aides

Rouge Valley Retirement Residence, MARKHAM

Part-time opportunities exist to make our residents' dining experience special by setting and cleaning up the dining room, serving meals in a gracious, friendly manner, and performing general kitchen duties. You have successfully completed a Food Handling course, and hold current first aid and CPR certifications. Experience with seniors is an asset.

Please fax or e-mail your resume, in confidence, to Mr. Richard Mason, Food Services Manager, at 905-472-6775 or [rmason@chartwellreit.ca](mailto:rmason@chartwellreit.ca). To learn more, please visit [www.chartwellreit.ca](http://www.chartwellreit.ca).

*Thank you for your interest. Only candidates selected for an interview will be contacted. No phone calls, please.*

Large new homebuilder with head offices located in Stouffville is seeking a **MARKETING COORDINATOR** to join their team.

Candidate must have either a university or college degree in marketing. Real Estate or previous experience with a new home-builder is an asset but not an absolute requirement. Candidate must be able to multitask, work well under pressure and with a team. They must have strong time management skills and excellent written and verbal communication skills. They must have superior organizational skills and able to take direction.

Please forward resume by email to [info@kaltigroup.com](mailto:info@kaltigroup.com) or by fax to (905)642-8820

525 Office Help 525 Office Help 532 Retail Sales Help 532 Retail Sales Help 532 Retail Sales Help

Markham Insurance Broker requires **FULL TIME RECEPTIONIST/CLERICAL SUPPORT**

Computer skills required.

Fax or email in confidence your resume with covering letter and salary expectations to:

**Sally Elliott (905)471-2515 or [sally@parkerinsurance.com](mailto:sally@parkerinsurance.com)**  
Only candidates selected for an interview will be contacted.

**TOYS R US**

Our MARKVILLE MALL store is NOW HIRING!

- Sales Associates
- Night Crew
- Cashiers
- Baby Associates
- Early Morning Merchandisers

Apply in person at our **IN-STORE JOB FAIR:**

When: **Wednesday, September 17, 2008**  
Where: 5000 Highway 7 East  
From: 1 pm to 6 pm

**Be prepared to be interviewed. No experience necessary!**  
[www.toysrus.ca](http://www.toysrus.ca)

509 Drivers 509 Drivers

**AZ DRIVERS**

for Aurora based company, for local and highway runs.

Fax resume & CVOR, driver's abstract to: 905-888-1879 or email: [larryb@sladescartage.ca](mailto:larryb@sladescartage.ca) or call Larry between 9am-3pm 416-754-9230

Be a Part of Our Team!  
Canada's Largest Independent Alarm Co.  
Hwy #7 & Keele area.  
[www.apialarm.com](http://www.apialarm.com) has **three openings**.

Accounts Receivable  
Inside Sales Representative  
Bilingual Sales Administrator

Fax 800-665-9982 or Email [tanya.dyment@apialarm.com](mailto:tanya.dyment@apialarm.com)

Stacaro European Furniture

Now Hiring Full Time & Part Time **SALES ASSOCIATES**

For both Vaughan Mills & Toronto King St. locations

Fax C.V. to: (905) 761-8518 or E-mail [vaughan@stacaro.com](mailto:vaughan@stacaro.com)

515 Skilled & Technical Help 515 Skilled & Technical Help

Immediate opening for **LICENSED AUTOMOTIVE TECHNICIAN**

Hyundai experience preferred. New state-of-the-art facility. Competitive wages & benefits.

Fax resume attention **Service Manager: 905-292-5358**

**EXPERIENCED ACCOUNTS RECEIVABLE CLERK**

Required for busy roofing company. Prefer someone with contracting or construction accounting background. Must have good communication skills and be computer literate.

Please send your resume & covering letter to: [orzolij@hotmail.com](mailto:orzolij@hotmail.com)

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

## PERSONAL SUPPORT WORKERS

S.R.T. Med Staff has immediate openings for full and part time assignments throughout York Region. Candidates must have a P.S.W. certificate and 1 year recent experience.

- High Pay Rates • Travel Reimbursement
- Weekly Pay (inc. Travel) or Daily Instant Pay
- Benefit Plan • Paid Inservices

Please fax your resumé to Wendy Hobson at S.R.T. Med Staff, Human Resources 416.968.3652 or toll free 1.800.650.8839 or email: [humanresources@srtmedstaff.com](mailto:humanresources@srtmedstaff.com)

S.R.T. Med Staff, ranked #1 for best agency, is a Canadian owned and operated health care company, recognized as a trusted, experienced provider of nursing and personal support services since 1981. S.R.T. Med Staff has been accredited by the CCHSA since 2003.

**ESBE**

Esbe Scientific has a vacancy for a **Customer Service Representative - Full Time, Permanent**

Esbe Scientific, a distributor of scientific and laboratory equipment with its head office in Markham, is seeking a F/T Customer Service Representative. Hours of work: Mon. to Fri. 9-5

**Responsibilities:** Accepting, acknowledging and editing orders by phone, fax, EDI and email; verifying shipping addresses; performing order data input; communicating pricing and delivery information; troubleshooting discrepancies; tracking backorders; contacting suppliers; answering product and service questions; processing customer adjustments; working with sales representatives and product specialists

**Qualifications:** BSc degree or in-lab experience REQUIRED; Customer service and order-taking experience ESSENTIAL; strong keyboarding skills; good organizational skills; good listening skills with logical thinking patterns.

Reply via email only, stating salary expectation to: [HR@esbe.com](mailto:HR@esbe.com)

*We thank all candidates for applying but only those individuals selected for an interview will be contacted.*

**SKILLED TRADES**

\$25 - \$35/ hr. FT or PT for Independent Contractors with vehicle & tools. Jack of all Trades. Must be bondable.

Call 905-201-0601 or apply on line [www.handymanconnection.ca](http://www.handymanconnection.ca)

Busy agency in Markham looking for **DATA ENTRY STAFF**

Candidates must be fluent in English and computer literate. No experience required. Please fax your resume to 905-479-4071

*Please note, only suitable candidates will be contacted.*

**RECEPTIONIST WANTED**

Enthusiastic, energetic, good team worker required for a part time position at a Multidisciplinary clinic. Must be able to work evenings and Saturday's.

Please fax resume to Liz @ 905-479-7808.

Markham company seeking individual for: **CUSTOMER SERVICE REPRESENTATIVE**

Must have excellent communication & strong computer (Word, Outlook, Excel) skills. A min. of 3yrs. exp. Fluency in French an asset.

Email or fax resume by Sept 26, 2008 to [thardy@burkartassociates.com](mailto:thardy@burkartassociates.com) or (905) 294-3743.

509 Drivers 509 Drivers

Markham company seeking individual for: **TRUCK DRIVER**

Drives a 5 ton truck locally in GTA. Must have a valid class G license and excellent driving record with a clean and current (30 day) Drivers Abstract. Good communication skills. A min. of 3-5 yrs exp.

Email or fax resume by Sept 26, 2008 to [thardy@burkartassociates.com](mailto:thardy@burkartassociates.com) or (905) 294-3743.

545 Teaching Opportunities

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

Forward resumes to: [resumes@sentienthtr.com](mailto:resumes@sentienthtr.com)

525 Office Help 525 Office Help

**VISTA Disability Management Inc.** seeks a career-minded individual ready for a challenging position in a prestigious company.

As an **ADMINISTRATIVE ASSISTANT** with a wide variety of responsibilities in a dynamic fast-paced team environment, you will:

- Be fluent in MS Word & Excel and use similar data entry applications.
- Communicate clearly and accurately on the telephone and in writing.
- Demonstrate initiative in organizing and prioritizing assignments.
- Delight our customers by exceeding their expectations.

Qualified candidates, please fax your resume to 416-850-8098.

530 Sales Help & Agents 530 Sales Help & Agents

Growing HVAC company requires **Inside Sales & Service Personnel** to provide support to lead sales staff and service technicians. Candidate must have good organizational and communication skills, and be capable of working in a fast paced environment. High school diploma a must. College/ university degree a bonus.

Contact: [lsage@kildonanenergy.com](mailto:lsage@kildonanenergy.com) 416-894-2811 Markham.

**PERMANENT PARTTIME CHIROPRACTIC ASSISTANT**

Required for busy Doctor's office in Stouffville. Should be well organized, reliable, flexible, computer friendly, with excellent communication skills. Approx. 18-25 hours per week. Some evenings.

Please fax resume to: 905-640-4442.

**510 General Help**

**COMELL**

905-771-0444

Hiring qualified **SHINGLERS and LABORERS** F/T employment. Fax resumes to: 905-771-0435 or e-mail to: [mike@comellroofing.ca](mailto:mike@comellroofing.ca)