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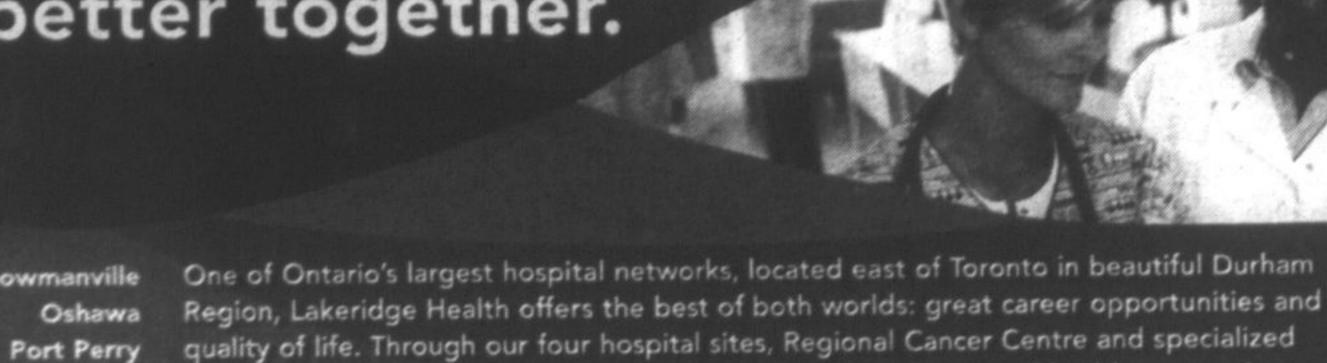
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Mental Health and Addictions program, we offer a broad range of healthcare services,

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 Patient Care Manager Patient Care Specialist

excellence in patient care and service.

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For more information about us and these opportunities, and to apply online, please visit our website.



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The Alea Group delivers lead generation and registration services and market research surveys for our high-tech clients. We are currently expanding and looking for individuals with strong telephone communications skills who are

driven to identify potential prospects for our clients in a non-sales environment.

**BUSINESS DEVELOPMENT:** 

Lead Generation - Successful candidates will be responsible for introducing products and services to key decision- makers within a non-sales environment. Hourly rate is \$12 per hour to start, plus a generous incentive plan. Prospective employees need to have the following skills and qualifications:

- Enthusiastic Attitude.
- Results-oriented.
- Professional and courteous telephone skills.
- Confident computer skills.
- Insides sales or customer service experience preferred.
- Bilingualism in English and French is an asset.

Why join the Alea Group?

Our employees are committed to excellent service and are driven to succeed both personally and professionally. Unlike some other similar roles, we offer successful candidates the opportunity to grow. We are looking for candidates who are ready to hit the ground running. We provide paid training. Our work hours are Monday to Friday, 9:00 AM to 5:00 PM. Located near West Beaver Creek & Hwy 7.

If you are interested in joining the ALEA team please feel free to contact us at 905-709-4606, Ext. 207, or via e-mail to wchung@thealeagroup.com.

Bayshore Home Health is a Canadian owned company that is a leader in home and community health services. We are seeking a full time Client Service Coordinator for our Richmond Hill office.

## Client Service Coordinator Richmond Hill (Full time)

Accountable for coordinating all aspects of client care and scheduling assignments for field staff. You thrive in a fastpaced environment and are able to manage stress effectively. Computer proficiency is required and preference will be given to those individuals who have experience with the Procura System. An ability to speak Italian is an asset. Related experience in the health care field is imperative!

If you are interested in this opportunity, please e-mail your resume to: gta@bayshore.ca and quote Resume CSC Richmond Hill in the subject line.

www.bayshore.ca

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TYPESETTER

required full time. Proficient in Illustrator and/or Corel Draw. Accurate typist. Excellent English skills. Start at \$14.50/hr.

Email resume to: sales@marking.ca or fax: 905-475-7488

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across Canada. We are currently looking for a talented wood finisher with a minimum of 5 years experience in high quality wood finishing. If your talents include staining, shading, toning and, top coating; you understand the operation and basic maintenance of finishing equipment; you have experience with the preparation and application of a variety of paint finishes and have an eve for detail, then we have the job for you. As part of our production team, excellent communication skills are a must. We are looking for people who are self motivated, practical problem solvers who put the customer's needs first. Do you have what it takes and more?

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Please email djones@bratty.com or fax your resume to 905-760-2900

Preference will be given to candidates with experience in Property Management and the Construction industry. Accounting and adminisduties will include A/R, A/P, bank reconciliation, collection, contracts, tenant correspondence, database maintenance, and various duties in rental administrative condominium Word, in Proficiency Excel and working knowledge of Quickbooks, the Condominium Act, and Landlord and Tenant Act is an asset

Please forward resume and salary expectations in confidence to info@kaitlingroup.com.

No phone calls please. We thank all applicants, however only those contacted will be invited for an interview.

ACCOUNTS PAYABLE

Markham based manufacturing company has an immediate full time position available in the Accounts Payable department. Completion of Post Secondary Accounting program is a must. Minimum 2 years experience doing full cycle accounts payable.

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needed for a well established renovation co. in Scarborough Please fax resume to: 416-609-8016

or email: info@platinumrenovations.com

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2 to 3 days per week. Must be proficient with Quickbooks, A/R, A/P, payroll, trial balance, Excel, Word and internet. English. Located in Markham.

Resume to: office@temperaturecorporation.com or fax: 905-513-8358

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Full time for very busy Richmond Hill law firm. Word and WP required. PC law and Fastco an asset.

Please contact rhlegal08@gmail.com

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TELEMARKETERS Legal Admin/Assistant required for Woodbine/ Steeles. financial service co

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