

505 Careers

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Central LHIN

Local Health Integration Networks (LHINs) are a key component of Ontario's plan to make the health care system more patient-centered and responsive to local health care needs. LHINs respond to local population needs by planning, coordinating, integrating and funding the delivery of health services in each of the 14 LHIN geographic regions.

Part-Time Board Directors

The Government of Ontario seeks two candidates to serve as members of the Central LHIN Board of Directors, with an expected start date of June 2010. As a member of the Central LHIN Board of Directors, you will be responsible for directing the affairs of the LHIN in accordance with applicable legislation, constituting documents, approved strategic and business plans, and government policies established and communicated by the Minister of Health and Long-Term Care. This opportunity requires an understanding of, and background in the health-care system, issues and priorities as well as the LHIN mandate, a career based on senior management experience, including leadership of organizations through significant change, and sufficient financial literacy, governance experience, preferably in both profit and not-for-profit organizations, and a particular understanding of the differences between management and governance within such organizations. Knowledge of, and experience in the following areas would be assets: Health Care, Management, Accounting, Finance, Law, Marketing, Human Resources, Labour Relations, Communications, Information Technology, Governance Background and Board Experience.

Applicants are required to identify any real, perceived or potential conflicts of interest that might impede the work of the LHIN, as outlined in the guidelines:

1. A person or an immediate member of their family who is a member of the board, chief executive officer or an officer of any corporation, agency or entity that represents the interests of persons who are part of the health sector and whose main purpose is advocacy of the interests of those persons; the college of a health profession or group of health professions as defined under the Regulated Health Professions Act, 1991; an entity that does or may receive funding from a LHIN.
2. Staff of the Ministry of Health and Long-Term Care or an immediate member of their family;
3. Staff of the LHIN or an immediate member of their family.

Persons selected for the Board would be required to clear any conflicts prior to accepting membership on the LHIN Board. Directors are appointed by the Order-in-Council for a term of up to three (3) years, subject to renewal.

For more information on the Central LHIN, please visit our website at [www.centrallhin.on.ca](http://www.centrallhin.on.ca). Downloadable application forms are available at [www.pas.gov.on.ca](http://www.pas.gov.on.ca). Application forms, quoting file number PAS-1007, must be received by February 15, 2010, at: Public Appointments Secretariat, Room 2440, Whitney Block, 99 Wellesley St. W., Toronto, ON M7A 1W4. Fax: 416-327-2633. Alternatively, you can apply online. Only applicants selected for an interview will be contacted.



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514 Salon & Spa Help

Esthetician and/or Makeup Artist

Sales experience an asset. Hiring full time flexible, outgoing individuals for our salon location in Markville Mall. Qualified candidates will attend a paid certificate training program in Toronto. Salary negotiable, based on experience.

Send resume to salon owner:  
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525 Office Help

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**ACCOUNTING CLERK**  
Experience required. Bank deposits, account reconciliations, A/P, A/R.

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**PART-TIME SCHEDULING COORDINATOR**

Great opportunity for a stay at home mom. Work at home going in to the office a few times per month. Uxbridge location.

- Must Have:
- Exceptional communication skills
  - Home computer with internet connection
  - Microsoft Office software
  - Working knowledge of Excel, Word and Email

Email resumes to:  
[totalcomfortcare@gmail.com](mailto:totalcomfortcare@gmail.com)  
Fax: 1-866-799-4126

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**GLOBAL**

INTERNATIONAL



**NOW HIRING: EXECUTIVE ASSISTANT**  
1 year contract

Global Credit and Collection Inc., is seeking an experienced, full-time Executive Assistant to support the execution of its daily operations and help facilitate its remarkable growth. This position is a one year contract to replace an assistant on maternity leave

Suitable applicants must be able to multi-task, managing multiple calendars and duties, be proficient in Microsoft Office and related programs, be capable of arranging corporate travel for executives and clients, and possess an overall familiarity with the daily operation of an executive office while maintaining a personable and professional demeanor.

Candidates must also be capable of making facility requests, organizing company events, and maintaining the overall appearance of the executive area. Only successful applicants will be contacted for an interview.

Apply Now! [hiring@globalcollection.net](mailto:hiring@globalcollection.net)

525 Office Help

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**GLOBAL**

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**DEBT COLLECTORS WANTED- TELEPHONE CUSTOMER SERVICE REPS.**

Global Credit and Collection Inc., a leading service-provider for clients in the financial, telecommunication and utility sectors is seeking motivated and capable individuals to help facilitate its impressive and continuing growth. Global offers opportunities for commission and advancement, a positive work environment, and a recession-proof career!

Full time positions only. Fast paced environment where successful candidates must be able to multi-task and reach targets.

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- Strong customer service, interpersonal and negotiation skills
- Strong command of the English language
- Must have a strong work ethic
- Must be able to work independently or as part of a team
- Must be reliable, punctual & professional (conduct, dress code, attitude)

New state-of-the-art facility located in Motorola Building at Hwy#7/Warden. Free parking

**Requirements at interview stage:**

- High school Diploma
- Government Issued Photo Id and Social Insurance Card

Apply Now! [hiring@globalcollection.net](mailto:hiring@globalcollection.net)



Family Law Clerk

SBMB LAW, a well established full service Richmond Hill law firm, requires a Family Law Clerk effective March 15, 2010 for a one year term (maternity leave relief), with a possibility of extension. Family law experience required.

We offer an excellent working environment and generous 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 e-mail to [mdunleavy@sbmblaw.com](mailto:mdunleavy@sbmblaw.com)

New Home Builder is seeking an enthusiastic, responsible, detail minded HOST/HOSTESS for their Stouffville sales office. Candidate must have strong organizational skills, excellent computer, verbal and written communication skills and be web savvy. Candidate will support sales team, in clerical functions, take incoming calls from prospects, Candidate will qualify their interest/needs, create appointments with the right salespeople and help with all other administrative duties. "Sales" personality is a big plus. 1-2+ years of Real Estate /new homes sales office experience preferred. Mandatory weekends and occasional weekday hours required.

Please forward resume and references to [info@geraniumhomes.com](mailto:info@geraniumhomes.com)

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**BOOKKEEPER**

Well established firm in Markham/Scarborough area req's a bookkeeper to handle payroll, AP, AR, GL for various entities, reporting to Controller. Min. of 3yrs. exp. in construction industry in this capacity is mandatory.

Email resume, references WITH salary expectations to: [info@onlineserver.org](mailto:info@onlineserver.org)

**Bilingual (French/ English) CSR**

For outbound call center. Updating customer information. Hwy#7 & Warden Ave. area

Please fax to 905-475-2227 or email: [cindy@ajddataservices.com](mailto:cindy@ajddataservices.com)

510 General Help

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**Special Events Manager**

JENNIFER ASHLEIGH CHILDREN'S CHARITY is seeking a full-time Special Events Manager. We are looking for someone energetic and outgoing, with excellent interpersonal and organizational skills. Flexibility required with meetings and events outside of office hours. Experience in obtaining sponsorships is desirable.

Please submit resume with cover letter by fax to JANE SLEEP, EXECUTIVE DIRECTOR, at 905.852.0124 or email [generalmail@jenash.org](mailto:generalmail@jenash.org) before January 29, 2010.

We thank everyone for their interest. Only those applicants selected for an interview will be contacted.

**EXCELLENT LONG-TERM POSITIONS - OPEN NOW!!!**

•Auto Accessory Installers (Scar) valid G License, must drive standard, clean driver's abstract, work with small power tools, outdoor work, \$16.00 per hour!!!

•Must have safety shoes and own vehicle  
Many other general labour positions available!

Apply IN PERSON with a resume: Week-days 9am-3pm to Global: 777 Warden Ave., #217 Scarborough (below Eglinton)

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83yr. old construction firm offering position for driving and general maintenance/property maintenance for our head office, and various other functions, including deliveries, tenders, site visits on as needed basis.

Email resume WITH wage expectations to: [info@onlineserver.org](mailto:info@onlineserver.org)

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Professional House Cleaners now hiring Experienced Cleaning Staff Full time (Day Shift Only) G license/clean abstract a must. MARKHAM  
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**CLEANING POSITION**

available immed. for 8360-8362 New Kennedy Square Mall, Markham  
Call Anita at (647)271-4703

535 Hospital, Medical, Dental

150 Office/Business Space

DENTAL receptionist needed four days a week for Markham orthodontic office. Dental experience beneficial. Must be friendly, organized, reliable, and a great multi-tasker. English proficiency necessary. Please, fax resume to 905-887-7356.

HOME Office for lease, available February 1. Suits professional/ storage possible. Woodbine Ave. Vaudor. 416-670-8899.

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100 Houses For Sale

100 Houses For Sale

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