

505 Careers

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Metroland Corporate Sales has an opening for an enthusiastic SALES & MARKETING ASSISTANT
REQUIREMENTS FOR THE SUCCESSFUL CANDIDATE

- Strong computer skills in Microsoft Outlook, Microsoft Excel, Microsoft Word and Microsoft Power Point
- Outstanding oral and written communication skills, and interpersonal skills.

Reporting to the Sales Support Supervisor you will focus on providing sales, marketing and technical support to Corporate Account Representatives by processing electronic advertising orders and materials, entering and managing computer data, assisting in the preparation of market research presentations and sales proposals. In addition, you will communicate with clients, advertising agencies and newspaper personnel concerning the day-to-day business needs of the Account Representatives, maintain files on customer and newspaper information and other support duties as required.

If you are ready for a new and exciting opportunity at Metroland Corporate Sales, we would like to hear from you by

FRIDAY, MARCH 12, 2010



Please forward your resume by email to:
Robin Pettit, Metroland Corporate Sales Office
rpettit@metroland.com

Quality Assurance/Regulatory Affairs Manager Position

at a Scarborough Co-Packing company. Candidate must have a BS degree in a scientific discipline with solid experience in a GMP - DEL environment

Industry experience required:

Ability to lead the Quality Department with a focus on:

- Compliance with Canadian Health Standards and Regulatory requirements
- Support internal Health and Safety Committee
- Conduct internal and external audits
- Good Documentation Practice and Management
- To interface effectively with all levels of management
- To work effectively with the internal and external supply-chain team
- Enthusiastic "hands on" operation floor presence
- To support a high volume of business and deadline pressures
- Lead continuous improvement activities and staff training
- Fluent English, professional written and verbal communication skills

Please apply by email only:
jobs@nowpac.com

HUMAN RESOURCE MANAGER

required for growing, fast paced firm. Candidate must have a minimum 5+ yrs experience and proven track record with excellent command of English language. French a definite asset.

Responsibilities may include: Policies and procedures, Payroll, Employee relations; including recruitment, administration of benefits, performance appraisal, schedules, record keeping and more.

Please forward resume to
careers@nationwideappraisals.com
Only those selected for an interview will be contacted.

515 Skilled & Technical Help

515 Skilled & Technical Help

INTERPRETATION/TRANSLATION



Thriving company serving medical/insurance industries requires qualified interpreters in all languages.

Must be fluent - written & oral - in native language and English.

\$25/Hour

Email resume to info@ecats-solutions.com or submit on-line. Call 905-709-3228 for info. Quote Code: YR101

www.ecats-solutions.com

515 Skilled & Technical Help

515 Skilled & Technical Help



Emergency Roadside & Mobility Specialists

- Valid driver's licence - G class with clean abstract
 - Excellent communication and customer relation skills
 - Knowledge of the York Region and GTA an asset
 - Mechanical aptitude an advantage
 - Basic computer skills
 - Ability to work shifts, eve. & weekends
- Exp. not needed. Will train right candidate
Fax resume and driver abstract to 905-472-1875

529 Inside Sales

529 Inside Sales

LEAD GENERATION/BUSINESS DEVELOPMENT

Markham software company is looking for energetic individuals with excellent phone skills to generate sales leads.

Email resumes: info@advanceware.net
Full/part time positions available.

525 Office Help

525 Office Help

Dicta Typist/ Admin Assistant

Small Insurance Adjusting offices requires full time multi-tasking person who enjoys variety in a small team environment.

Primary functions: claims enquiry, setting up new claims in internet based data base, copy typing, time input, photocopying, email and backup dicta typist. Must be friendly, cheerful, have a helpful telephone manner and be a team player. Fluent English written and oral communication skills mandatory as well as knowledge of MS Word, Excel, email and internet with minimum typing speed of 70 wpm. Insurance experience an asset. Knowledge of SABS preferred.

Interested applicants please fax resume to 416-497-8120 or email info@mercemyers.ca

REAL ESTATE RECEPTIONIST/ ADMINISTRATIVE ASSISTANT

required for a busy ReMax office at Vic Park/ McNicoll and new iRealty office at Yonge/ Finch. Real estate experience a plus. Multi-lingual in Mandarin, Cantonese and English would be an asset. Excellent remuneration package for the right person. Please email lois@topremax.ca or fax 416-756-1267

535 Hospital, Medical, Dental

535 Hospital, Medical, Dental

Dicta Typist

Required for Markham Cardiology Clinic. Permanent, F/T. Certified Medical Transcriptionist. Speaks, Reads, Writes perfect English. Typing 100-120 wpm. Medical terminology. 2 yrs- less than 3 yrs exp. Salary to be negotiated. Start ASAP
Email jobs@cardiomatters.com

535 Hospital, Medical, Dental

540 Hotel Restaurant

DENTAL RECEPTIONIST

Must be fluent in English, Chinese would be helpful. Full time. N/E Scarborough
Fax resume to : (416)297-5826

NONNA'S RESTAURANT

now hiring DISHWASHERS WAIT STAFF
Call: 905-205-0145 or apply at: 9275 Hwy 48, Unit 18
vince@nonnas.ca

515 Skilled & Technical Help

UXBRIDGE Landscape company seeking experienced staff. Must have own transportation and references. 416-881-7936

532 Retail Sales Help

532 Retail Sales Help

532 Retail Sales Help

Which paint dries faster?



If you know, we'd like to talk to you.
If you don't, we'd like to teach you.

If you have a passion for learning and helping others, The Home Depot could be your answer. As the leading home improvement retailer in Canada, our business thrives on the enthusiasm and skills of each of our associates. For you, that means you'll get the training and hands-on experience you need to learn, grow and succeed.

Have questions? Want to find the right position? Visit homedepotjobs.ca/0989 to apply online or find more information.



We are committed to diversity as an equal opportunity employer.

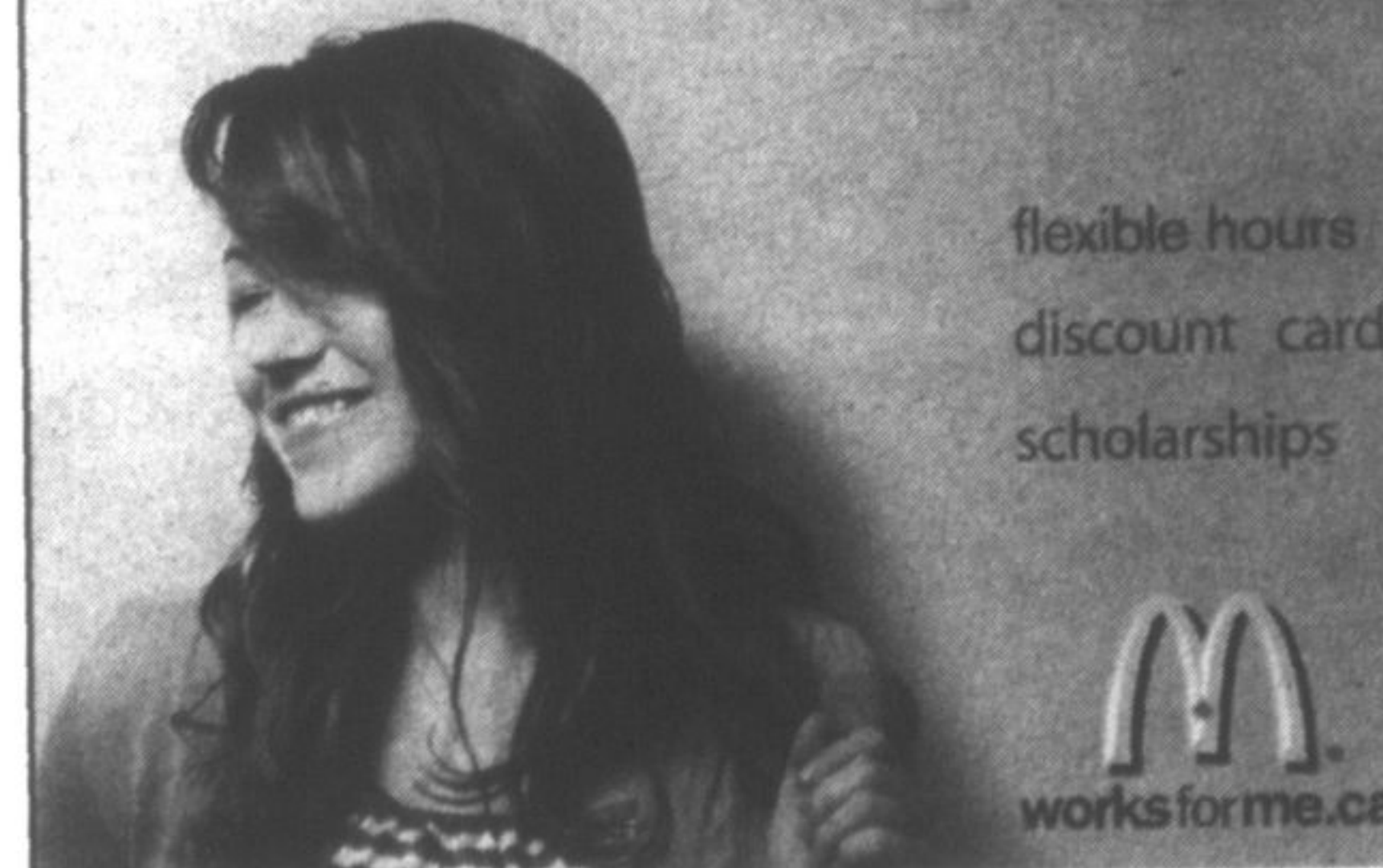
A: Latex.

540 Hotel Restaurant

540 Hotel Restaurant

540 Hotel Restaurant

"Food. Half-price. What else can I say?"



flexible hours
discount card
scholarships

Now hiring part-time evenings & weekends. Please apply online at www.worksforme.ca or at the Stouffville McDonald's.

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510 General Help

510 General Help

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LANDSCAPERS WANTED

HYLAEUS GARDENS INC. is an established soft-landscaping company that specializes in mature custom garden installations in the GTA. We are currently seeking individuals to join our crew who possess the following qualifications:

- Horticultural knowledge and interest
- Ability to perform strenuous physical activity on a daily basis
- Good driving record with a minimum 'G' license
- Facility with medium truck and machine operation
- Own daily transportation to nursery / yard near Mount Albert

Please call Matthew at 416-571-4792

or fax / email resume to 905-473-3228 / info@hylaeusgardens.com

530 Sales Help & Agents

530 Sales Help & Agents

F/T SALES REPRESENTATIVE

Established outdoor advertising firm is seeking a pleasant, outgoing person to prospect for new clients. Exc. communication skills req. to place daily sales calls to businesses. No exp. necessary - training provided. Base + comm. - earn approx. \$40K+ per year. Hours M-F 11am-8pm. Car is req'd., no public transit.
Email: HR@CreativeOutdoor.com

510 General Help

510 General Help



Aurora Custom Mouldings
LEADING MANUFACTURERS IN QUALITY WOOD MOULDINGS.

Requires EXPERIENCED MOULDING STICKER OPERATOR & GENERAL LABOURER
Apply in person only
120 Metcalfe St., Aurora

AVANTE PROPERTY SERVICES

is now accepting applicants for: **Landscape Construction Personnel and Lawn Maintenance Personnel**
Pay based on experience
Please fax resume to 905-640-5535. or email: avante@rogers.com and state position applying for.

Eagle Fencing located in Markham requires **EXPERIENCED FENCE INSTALLERS & LABOURERS**

for residential, commercial & industrial projects. Must have own vehicle. Heavy physical labour required.
Fax/email resume: 905-642-0764
info@eaglefencing.ca

SHIPPING CO-ORDINATOR

A Medical Equip. Mfr. requires a **Shipping Co-ordinator**, immediate. Must have 2+ years exp. Familiar with Fedex, UPS System. Hardworking & attn. to details.
Fax: 905-764-7743 or
Email: reception@amvex.com

100 Houses For Sale

100 Houses For Sale

FREE Quick Over-the-Phone Evaluation of Your Home

Call today for a verbal accounting of what comparable homes have sold for in your area and which homes are currently listed, how long they have been for sale, and their prices.

Get the facts without pressure!

Based on this info., you will know what your home is worth. This complete confidential Market Analysis is absolutely FREE.

Call Now 1-800-595-0826 Code:033

Compliments of Daryl King, Sales Representative from Royal LePage Your Community Realty Inc., Brokerage.

525 Office Help

160 Business Opportunities

COMMERCIAL CSR required for Richmond Hill Insurance Broker. Service of existing accounts, plus assisting producers on new. Must have minimum 3 years experience, RIBO licence & excellent customer service skills. Fax resume to 905-764-8066 or email info@walterrobertinsurance.com

ASIA - JAPAN

Great opportunity with US company expanding to Asia.
info at 1800-998-0373 or Health Show Booth 825, MTCC this weekend

532 Retail Sales Help

MATURE help wanted for Old Firehall Confectionery Store. Must be available to work various shifts including weekends, days and evenings. Email resume to wendy@nicholbys.com

155 Stores For Sale, Rent, Wanted

STOUFFVILLE- downtown, Main Street. Retail space, approx. 1440 sqft. \$1500+/ month. Call Peter, (416)705-7065

535 Hospital, Medical, Dental

TELEPHONE work for Optometry Clinic in Markham. Immed. Perm. P/T Flexible 25 Hrs/ week Fax resume 905-471-1763 or email DrWalji@aol.com

STOUFFVILLE- downtown, Main Street. Retail space, approx. 1440 sqft. \$1500+/ month. Call Peter, (416)705-7065