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525 Office Help

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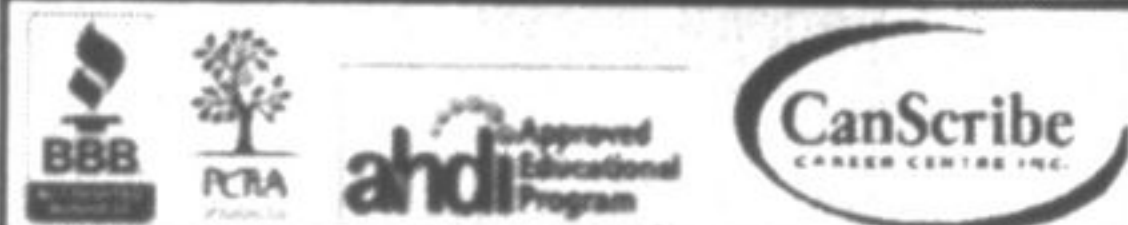
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You must enjoy serving and satisfying customers, exhibit work ethic, values and integrity, and also be confident in your abilities.

LONG TERM CAREER

Base Salary, Commissions, Bonuses, Extensive Benefits, (manufacturer's points program & trips), SPIFFS,

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Attention-Rick
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8502 Woodbine Ave.
Aaron@ Phone: 905-479-2001
Fax: 905-479-0371
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CRUISE AGENTS WANTED!

Full-time positions are available at our Markham location.



- We Offer:
- Best commissions in the business!
 - Industry leading compensation package
 - Group Benefits Plan
 - Signing Bonus
 - Work from home or in-office

Qualifications:

- Min 1 year retail travel experience
- TICO Certification required
- Excellent communication skills
- Superior customer service skills
- Fluency in English
- Sales driven
- Ability to speak Cantonese or Mandarin an asset

Please forward your resume in confidence to: Human Resources – Bel Air Travel
Email: hr@belairtravel.com Fax: (416) 441-9754

Main Street Travel & CRUISES

Part of the **belairtravel.com** Group
Your Guardian Agent

If you are looking for a change, now is the perfect time to join our team!

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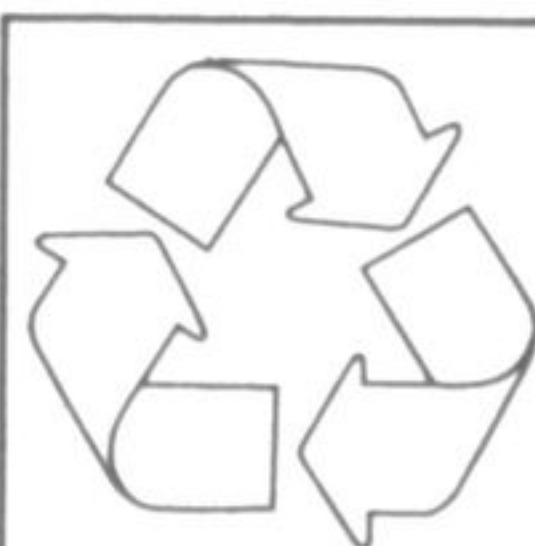
525 Office Help

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SECURITY GUARDS

wanted for York & Peel, including the GTA. F/T & P/T. Up to \$18/ hour +benefits. Training Provided. Call toll free: 1-888-351-4295



CUSTOMER SERVICE/ACCOUNT MANAGER

Counter Intelligence Merchandising Inc. a national Merchandising company located at Hwy 7 & Dufferin Street is hiring a: **Customer Service/ Account Manager** You will be responsible for analyzing information and preparing reports from clients and field merchandisers. There is a high volume of data entry. The ideal candidate will have a strong customer service background with excellent verbal & written communication skills. Previous office and retail experience is needed. Experience on MS Excel & Word is required. Please fax your resume to 905-738-2313 or e-mail heatherb@counter-intel.com Only considered candidates will be contacted

CALL CENTRE MANAGER/ CALL CENTRE TELEOPERATORS

- New call centre start-up of combination outbound and inbound campaigns requires experienced manager and multilingual agents to lead and support business within 15 language line VOIP system.
- On demand call centre interface supports both physical and virtual call centre operation with flexible staffing with live agents-our office, at home, onshore and offshore.
- Focus to customer care, sales/marketing and settlement support.
- Education: completion of post secondary preferred, internationally trained professionals welcomed. High importance allocated to language skills, vertical knowledge and very high quality interaction with end users.
- Wage: \$23.00/hour - \$30.00/hour
- Advanced knowledge of Call Centre software, computer use.
- Manager position requires previous supervisory or managerial status.
- Various English and Bilingual positions available.
- English/Spanish, Russian, Cantonese/Mandarin/Tamil/Hindi/Punjabi/Farsi/Arabic/Gujarati/Korean/Urdu/Portuguese/Vietnamese/Bengali
- Newmarket located facility, home agents must have broadband connection.

All resumes to be sent by e-mail to: info@bridgetranslations.com

Bridge Translations is a division of Social Enterprise for Canada
17705 Leslie Street, Suite 202, Newmarket, Ontario L3Y 3E3

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BETZ POOLS LTD.
Stouffville, requires **AZ DRIVER**
Must have minimum 3 years experience with clean abstract and CVOR
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Email: t.bennett@betzpools.com

525 Office Help

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YORK REGION MEDIA GROUP
A DIVISION OF METROLAND MEDIA GROUP LTD

SIGN LANGUAGE INTERPRETER

Are you fluent in American sign language? We are looking for an interpreter for approximately three hours per month.

If you are interested, please contact mmartin@yrmg.com

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

P/T Bookkeeper required 2 days per month. Must be proficient with A/R, A/P, QuickBooks, Payroll, trial balance, MS Excel, Word, Internet and English.

P/T Medical Admin Assistant required 20+ hours per week. Must be proficient with MS Word, Excel, Outlook, Internet. Fluent English. Typing 60 wpm.

Hwy #7 @ Durham-York Town Line
Must have own transportation.
Fax resume to (905) 471-9799

LEGAL ADMINISTRATIVE PROFESSIONAL

Must be detailed, organized and have experience in the administration of Cost Sharing & Joint Venture groups. Knowledge of Estates, Leasing Agreements and Accounting would be an asset. Minimum of 5 years experience in a law office environment.

Please email resume to: jobs@bratty.com

RECEPTIONIST/ADMIN. ASS'T required for maternity leave, possible permanent, in private investigation office, Markham. Must be proficient in Microsoft Office, possess fast, accurate typing skills and dicta. Excellent spoken and written English a must. Flexibility and ability to work in a fast paced environment is essential.

Please email resume to: hr.naai@yahoo.ca

Small construction company looking for **Bookkeeper/ Office Assistant** Approximately 20 hours per week. Must have knowledge of Simply Accounting. Duties include Data Entry, accounts payable, Government remittance, Union dues, filing and other office needs.

If interested please fax resume to 905-642-8874

F/T Legal Corporate Assistant

for very busy Richmond Hill law firm. Min 2 years exper. Excellent keyboarding skills, Word, WP, Fastco, PC law, and be able to work in a fast pace environment. Please reply to Alexandroff@litowitz.com or fax 905-731-6986

CUSTOMER SERVICE (Tel.)

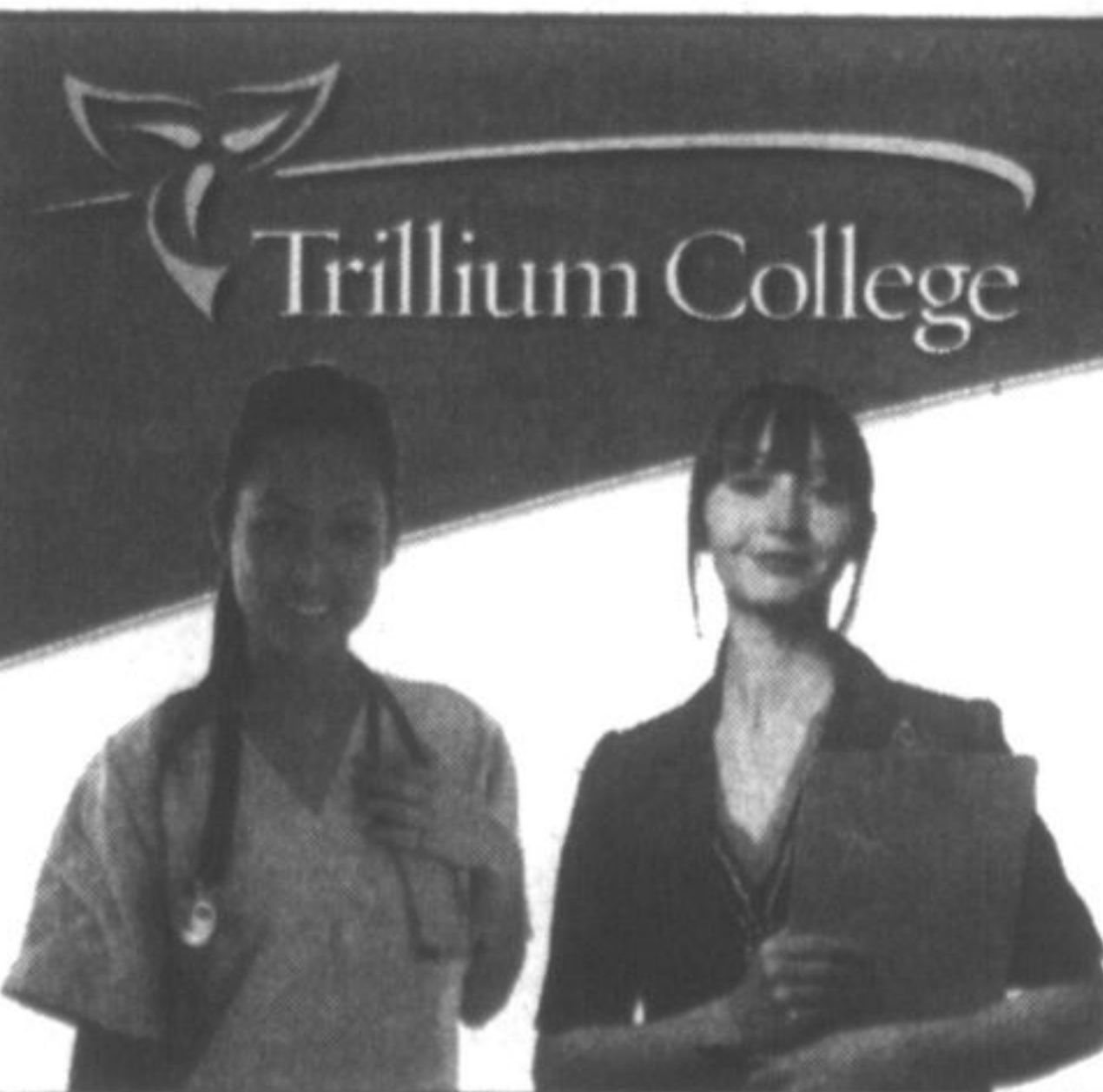
Excellent English, data entry, metric a plus, for **healthy food Co.** N. Scarborough. \$18.-\$21/ hr. Ph:416-733-2696 to 11 p.m.

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