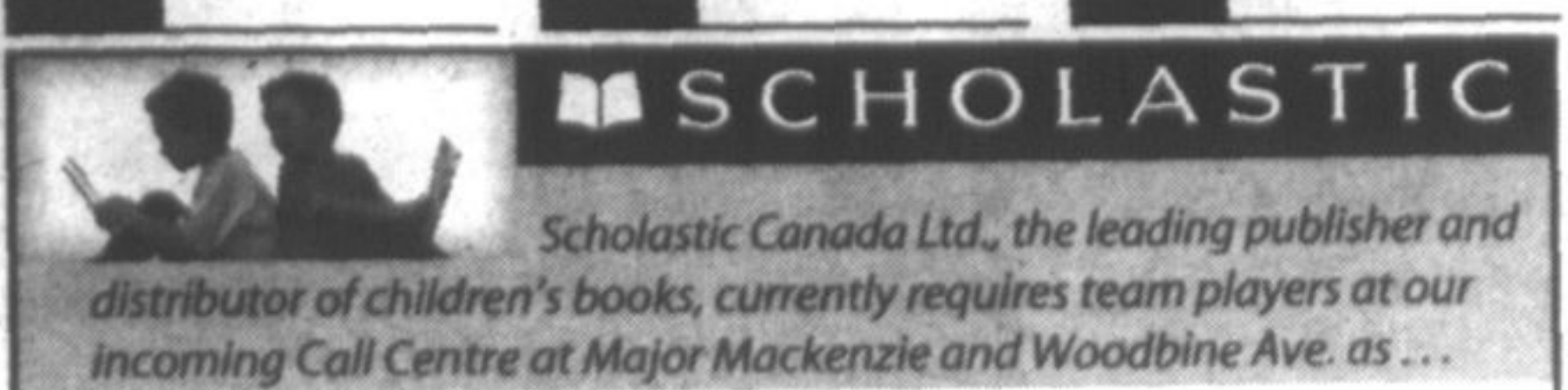


505 Careers 505 Careers 505 Careers



CUSTOMER SERVICE REPRESENTATIVES
English and Bilingual (French)
Starting August/September 2010

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 customer service and listening skills are required along with keyboarding, order entry and the ability to upsell on incoming calls. 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.)

Also required is the flexibility to change shifts based on customer calling patterns. Shifts scheduled between 7:30 a.m. to 8:00 p.m. Monday to Friday.

Please apply, indicating the shift availability and if you are interested in a bilingual position, by **July 26, 2010**, 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

525 Office Help 525 Office Help 525 Office Help

Full Time Administrative Assistant

- Toronto based mutual fund and bullion sales company seeks experienced, dynamic and assertive self-starter to assist top level executive.
- Ability to work independently with minimal supervision, experience in organization and office administration.
- Ability to edit and proof documentation and ability to liaise with various internal and external contacts.
- Excellent Microsoft Office and strong communication and interpersonal skills required
- Finance & Legal experience and/or knowledge an asset
- Location Markham

See website Careers for details
www.bmgbullion.com/careers.html
Applicants apply to
hr@bmgbullion.com

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

Community Outreach Worker
(Part-time - 10 hours per month)

Rainbow Health Ontario
Because LGBT health matters

Rainbow Health Ontario (RHO) is a province-wide program designed to improve access to services and to promote the health of lesbian, gay, bisexual and trans (LGBT) communities. RHO has a central office in Toronto and outreach workers in each of Ontario's 14 Local Health Integration Networks (LHINS).

We are seeking someone who is interested in LGBT health and wellness, who can build networks with service providers and community members, who enjoys learning and being part of larger LGBT health movement. We offer compensation of \$30 per hour, job related expenses and the opportunity to attend two weekend retreats per year. We are especially interested in people who represent the diversity of our LGBT community and who speak both English and French.

The Outreach Worker must live for the majority of the year in LHIN 8 Central (includes Alliston, Newmarket, Richmond Hill, Stouffville).

For more information and an application package, please go to www.RainbowHealthOntario.ca and look in the What's New section.

Deadline for applications: 5pm, Monday, July 26th 2010

525 Office Help 525 Office Help 540 Hotel Restaurant

LAW CLERK
No more commuting - Free parking!
We are seeking a Real Estate Law Clerk with a minimum of 5 yrs. exp. We are a small boutique firm located at 404 / 16th Ave. The candidate should have strong organizational skills and knowledge of E Reg, Teraview, Conveyancer and PC Law. Email: ccargill@cargillkert.com

We are seeking a friendly and courteous **SERVER** for a family restaurant in Markham. Woodbine/Steeles Call 416-298-3899

525 Office Help 525 Office Help

ACCOUNTS PAYABLE CLERK
Markham based Residential Construction & Land Development Company requires a highly energetic accounts payable person with a proven educational background and minimum 2 years experience in the home building and construction industry. Must be able to work under pressure and meet dead-lines. Salary commensurate with experience.
Fax resume in confidence to: 905-477-5258 or email: bhavanas@geraniumcorporation.com

EXPERIENCED INTERMEDIATE BOOKKEEPER
Duties include bank recs, G/L entries, G/L account review, tax payments, various duties. Computer knowledge, WORD & EXCEL. Starting part time - 2 days/3 days alternating weeks - to work into FULL TIME approx late fall 2010. Salary to commensurate with experience. Steeles & Woodbine
Email: bookkeeper@picklebarrel.on.ca

OFFICE ASSISTANT
wanted for the scanning and processing of in house documents. As well as being responsible for the progression of inventory and other office document related tasks.
Email resume to: jobs@212.ca

510 General Help
LANDSCAPE MAINTENANCE LAWN CUTTERS
required full time.
Please call (647)393-4884 or fax (905)640-4954

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

MARKHAM DENTAL OFFICE FRONT DESK POSITION.
Join our dedicated, compassionate and caring team.
Email resume to frontdeskmarkham@hotmail.com

545 Teaching Opportunities 545 Teaching Opportunities

Registered ECE's
required for local school age childcare centres from Sept. to June. Some summer hours also available.
Please email resume: amongfriendsdaycarecentres@hotmail.com

510 General Help 510 General Help

Canadian Tire Stouffville is looking for a new member to join our team!

- AUTOMOTIVE SERVICE ADVISOR Full-time

Service experience is preferred. Automotive knowledge an asset. Able to work flexible hours.
email resume to: cathryne@ctc280.ca or drop off resume in store

FULL TIME OPTOMETRIC DISPENSING ASSISTANT
required for busy Stouffville practice. This position is challenging and extremely satisfying. Responsibilities include advising patients on lens and frame selection, repairing and adjusting eye glasses and lab work. Sales and dispensing experience is an asset, but not required. Please submit resume by fax to 905-640-9836

510 General Help 510 General Help 510 General Help 510 General Help

6-MONTH EMPLOYMENT OPPORTUNITY @ THE WHITCHURCH-STOUFFVILLE PUBLIC LIBRARY!!!
ADMINISTRATIVE ASSISTANT TO THE CHIEF EXECUTIVE OFFICER

This position is responsible for the provision of administrative support to the Chief Executive Officer. Key responsibilities include formatting reports, creating and/or editing correspondence, facilitating prompt attention to telephone and e-mail inquiries, liaising with others on behalf of the CEO, attending library staff meetings and preparing minutes, maintaining a filing system of projects, reports, and correspondence of the library's operations according to the file plan retention schedule, acts as recording secretary to the Library Board, prepares board packages, notifies board members about meetings, processes the library's accounts payable, handles banking of all library revenues, handles personnel records, handles the ordering of supplies.

Qualifications required include but are not limited to:

- Community College Diploma in Executive Secretarial/Administrative Science, Business, Finance, Public Administration or related discipline.
- Current, significant demonstrated experience in progressively more responsible administrative/secretarial capacities, including experience at a senior/executive level, preferably in a library or public service environment.
- Thorough working knowledge of executive secretarial/administrative processes and protocol, records management practices, general office equipment operation (fax, copiers, telephone system, etc.), budgeting, and customer/public relations principles in a service-excellence environment; general knowledge of library functions/services, organizational/governance structures and legislative/regulatory framework, and the public sector would be helpful.
- General knowledge of the ordering process, from start to finish, and of the accounts payable and receivable process.
- Computer literacy utilizing word-processing, spreadsheet (preferably the Microsoft Office Suite - Word, Excel, Power Point), Microsoft Outlook, and desktop publishing.

Job schedule is 35 hours per week from September 7, 2010 to February 27, 2011 and may include some evening and weekend hours. Salary is \$25/hour.
For more information, please contact **Carolyn Nordheimer James, Chief Executive Officer at 905 642-READ, ext. 223. To apply, please e-mail resumé to cnordheimerjames@whitchurch-library.on.ca or deliver a hard copy to the Library at 30 Burkholder Street, Stouffville, ON L4A 4K1. Application deadline is July 28, 2010 at 4:00 pm.**

100 Houses For Sale
MATTAMY Built, 4 bd, 3 bath, 2200 sq.ft/ lots of upgrade, near to Go, high, elementary and park. Private sale call 905-209-0424

163 Professional Directory
CRIMINAL record? Only Pardon Services Canada has 20 years experience with criminal record removal. Call 1-8-NOW-PARDON (1-866-972-7366). www.removeyourrecord.com

UXBRIDGE BRAND NEW BUILDING 2 bedroom
Cathedral Ceiling, Hardwood Floor, Ceramic Tiles, Brand New Appliances. **--> 416-436-8591**

MARKHAM Highglen- 2 bedroom basement, separate entrance, parking, cable, laundry included, non-smoking/ pets. Immediately. (905)471-8224, 416-999-6928.

102 Open Houses
BUNGALOW- Sat/ Sun. 2-4pm. 3 Coverdale Cres. Toronto, \$460K. 416-606-6206 Dolores Trentadue, Re/Max Realtron Realty Inc.

165 Mortgage, Loans
SSMONEYSS Consolidate Debts Mortgages to 95% No income, Bad credit OK! Better Option Mortgage #10969 1-800-282-1169 www.mortgageontario.com

DENISON/ McCowan- 2 bedroom basement, laundry, parking, cable. Non-smoking/ pets. Suits family. Immediate. Contact: 647-297-8128

MARKHAM Major Mac 2 bed basement apt. Walk-out to backyard. Sep entrance & laundry. \$900. utilities incl. Walk to GO, transit & all amenities. No smoking or pets. Call 416-722-9552

103 Private Sales
STOUFFVILLE- 2+ 1 bedroom bungalow. Separate in-law basement apt. 50'x150' lot. Backs open field. Near lake. \$324,900. (416)779-8293

FREE yourself from debt Money for any purpose! Debt consolidation 1st, 2nd and 3rd mortgages, credit lines & loans up to 90% LTV. Self employed, mortgage or tax arrears. Don't pay for 1yr program! #10171 Ontario-Wide Financial Corp. Call 1-888-307-7799 www.ontario-widefinancial.com

HWY#7/ McCowan- Separate, 2 bedroom, living-room, appliances, laundry, parking, cable. Non-smoking. \$849 inclusive. 647-271-5224/ 647-893-7900.

MARKHAM Steeles- Newly renovated 1 bedroom basement. Separate entrance, parking, laundry. Non-smoking/ pets. Immediate. (905)471-9471

135 Lots & Acreages
50 acre parcel plus 1.5 acre lot for sale, north of Belleville. Permit available. (613)472-0691

168 Business Services
SAVE up to \$400 on your car insurance. Good driving record? Call Grey Power today at 1-877-603-5050 for no-obligation quote. Additional discounts available.

MARKHAM Rd/ Highglen- 2 bedroom basement. Separate entrance. Laundry, parking, cable. Non-smoking/ pets. August. (647)299-7570

MCCOWAN/ Bur Oak- Spacious 1 bedroom basement, separate entrance, laundry, parking. \$800. Immediately. 416-648-9292. 647-883-4133

150 Office/Business Space
OFFICE space, 800sq.ft. Hwy#48 exposure, Markham Road/ 16th Avenue near GO Station. (905)294-9887

170 Apartments & Flats For Rent
1 bedroom, Stouffville, (centrally located) Heat, 2 appliances \$750/ month +hydro. First/ last. References. David: 905-640-4477

MARKHAM- Kennedy/ Steeles- spacious, beautiful 2 bedroom basement. Separate entrance, laundry, September 1st. \$875. (905)475-2045

MCCOWAN/ Bur Oak- Spacious 1 bedroom basement. Separate entrance. Cable, laundry, parking, min. to YRT, schools. \$950. July (416)759-0154

160 Business Opportunities
FULLY equipped spa in Unionville for rent or work on commission. Hair styling chair for rent or work on commission. 905-477-3646, ask for Paul

MARKHAM Rd/ Elson- Walk-out, 1 bedroom basement apt. Facing pond. Parking, laundry. Near TTC/ school/ amenities. 416-843-1395, (905)294-3273

MARKHAM- Main Street. Basement. Hardwood. Nice, cool. Utilities/ parking included. Non-smoking/ pets. \$625. Doug 416-618-2078

STOUFFVILLE- 85 Winline Apts. 1 bedroom apartment, absolutely no pets, no smoking. \$1035. (905)640-4727

162 Insurance
GOOD driving record? Grey Power could save you up to \$400 on car insurance. Call 1-866-473-9817 for no-obligation quote. Additional discounts available.

MARKHAM- Main St. 1 bedroom loft. Century home. Lots of windows, parking, utilities, near GO \$850. Doug 416-618-2078

STOUFFVILLE- clean, 2 bedroom, newly renovated, fridge, stove, \$1100+. August 1st. (905)640-3549

HWY#7/ Yonge- 1 bedroom, hardwood, 5 appliances, underground parking, security. All amenities. \$1275 inclusive. 416-688-1193

180 Condominiums For Rent

MARKVILLE- 1000' adult condo apt. 1 bedroom+den. Parking, laundry, all facilities, \$1400. inclusive. 416-578-1459

185 Houses For Rent

CORNELL- Hwy#7/ 9th Line. 3 bedroom detached 1500sqft. Appliances. A/C, hardwood. Good condition. \$1535+. 416-822-1375.

LAKESHORE Rd.- Ballantrae. 3 bedroom, garage w/work area. Large lot. \$1300+ utilities. No pets. (905)640-1791

MARKHAM- 3 bedroom. semi. 2.5 baths, appliances, familyroom, \$1,300+. Available Sept. Call 905-471-6927 ext.231 for more info.

MARKHAM- Elson/ Middlefield. 2000sqft, newly renovated house with finished basement, separate entrance. Rent negotiable. 905-471-6300

MCCOWAN/ Denison- 3 bedroom. Excellent condition. \$1295. 2 washrooms. Non-smoking/ pets. August 1st. 905-294-6407

STOUFFVILLE- Brand new 3 bedroom, semi-detached. 1800sqft. Near schools, community centre, GO, park. No smoking/ pets. Immediate. \$1850+. 416-500-5041

190 Townhouses For Rent

HWY. #7/ Wooten Way South, Markham- Bright. Immaculate, private location, 3 bedroom, TH. A/C, Viva. Cable. Parking. Schools/ Shopping close. Non-smoking/ pets. \$1350+. 647-377-8549

192 Rooms For Rent & Wanted

MARKHAM- Spacious 1 bedroom in house with ensuite. Fridge/ microwave. \$550. No smoking/ pets. 905-471-8275

MCCOWAN/ Raymerville- 1 bedroom basement, separate entrance, new fridge, cable, parking. \$650. Non-smoking/ pets. 416-662-5269; 416-569-7030.

MCCOWAN 14th- 1 bedroom basement, separate entrance, laundry, cable, internet. Non-smoking. Immediately. (905)294-3990, 416-804-1781

LAKEFRONT natureful setting, Aurora/ Stouffville. Recreation at your doorstep. Pets. Highspeed cable. Laundry. \$400. 416-273-9141

200 Vacation Properties

PLAN your vacation easily by searching 100s of unique holiday home rentals. Rates start as low as \$47/night. Rent your own private vacation home at www.myholidayhomerental.com

234 Pools & Supplies

POOL-LINERS! Best prices! Largest selection! Quality work! Warranty! Free estimates! Glenn: 1-800-379-3827 or visit dvcpools.com

265 Lost & Found

LOST Cat- Long black hair with some brown markings, female. Lost in Markham St/ 9th Line area. Any information please call 905-640-8750 or 647-206-0890