

505 Careers

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DEVELOPMENT ASSISTANT
Markham Stouffville Hospital Foundation
 Working closely with and providing administrative support to three Directors you will be responsible for coordinating meetings, assisting in preparation of all relevant meeting materials and preparing, updating and distributing various documents. The Development Assistant will also provide support on other cultivation and fundraising initiatives and events related to the programs and will perform other duties as assigned.
 The successful candidate will have a minimum of two years experience in a professional fund-raising organization and will have completed a post secondary education program. Strong multi-tasking, communication and customer service skills along with excellent Microsoft Office (Word, Excel, PowerPoint) skills are essential. Raisers Edge, marketing and advertising knowledge is an asset.
 For the full job description, visit www.msh.on.ca
 Forward resumes to Markham Stouffville Hospital, Human Resources, 381 Church Street, Markham, Ontario, L3P 7P3.
 Fax: (905) 472-7055.
 E-mail: humanres@msk.on.ca
 Deadline: Thursday, March 17, 2011

525 Office Help

525 Office Help



Administrative Assistant - Projects Division
 (1 Full-Time Position)
 The K-Line Group of Companies, a leading national High Voltage Electrical Contractor is looking for a full-time Administrative Assistant - Projects Division, based in the Stouffville, Ontario office.
 The successful candidate will have a minimum of 2 years administrative experience, possess strong organizational skills, have experience working with a centralized accounting software system and a familiarity with larger-scale construction projects. Formal training in project management administration or possessing the Certified Associate in Project Management (CAPM) designation would be considered an asset.
 Candidates must be professional, well organized, detail oriented, and have the ability to multi-task in a fast paced environment.
Interested in this opportunity?
 Fax your resume by March 18th, 2011 to (905) 640-7450 or email mladuca@k-line.ca to be considered.

OFFICE ADMIN ASSISTANT

wanted for a construction company in Markham. Duties include, but not limited to, filing, photocopying, faxing, emailing, data entry, researching and compiling data. The ideal candidate will have good analytical, verbal and written communication skills.
 Please email resume to hr@chouinardbros.com

525 Office Help

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Payroll Assistant
 (1 Full-Time Position)
 The K-Line Group of Companies, a leading national High Voltage Electrical Contractor is looking for a Full-time Payroll Assistant / Data Entry Administrator, based in the Stouffville, Ontario office. The successful candidate will have a minimum of 2 years payroll /data entry experience, be familiar with automated payroll systems, and have worked in a union and non-union work environment. The position will also support our labour costing program by assisting other-divisions in inputting data, producing reports, and tracking cost elements.
 Candidates must be professional, highly organized, detail oriented and have the ability to multi-task in a fast paced environment.
Interested in this opportunity?
 Fax your resume by March 18th, 2011 to (905) 640-7450 or email: mladuca@k-line.ca to be considered.

525 Office Help

535 Hospital, Medical, Dental

Real Estate Appraisal Office requires SUPPORT PERSON
 Data entry level.
 Please fax resume 905-886-9054

Chiropractic clinic in Markham seeks **Permanent P/T CHIROPRACTIC ASSISTANT**
 Email resumes to: info@activehealthcentre.com

530 Sales Help & Agents

530 Sales Help & Agents

FUTURE BUILDINGS
ATTN: Inside Sales Professionals! Top Closers Wanted!
 •All leads provided
 •Uncapped income
 \$85K avg. amongst 47 reps.
 E-mail resumes to: cbower@futurebuildings.com

535 Hospital, Medical, Dental

535 Hospital, Medical, Dental

PHYSIOTHERAPY ASSISTANT NEEDED
ACTIVE Health Services, a division of Centric Health Corporation, Ontario's largest and most experienced provider of rehabilitation to Long Term Care and Retirement Homes, has an immediate need for a full time Physiotherapy Assistant for the Stouffville area.
 Please submit resumes by e-mail to: jennifer.henderson@centrichealth.ca

EXPERIENCED MEDICAL SECRETARY for busy family medical clinic in Markham. Must be fluent in English (oral/written). Must be skilled in Hero Medical software. Proficiency in Hindi or Tamil an asset.
 Email resume and cover letter stating salary expectations to: rcosta@msn.com

535 Hospital, Medical, Dental

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535 Hospital, Medical, Dental

PERSONAL SUPPORT WORKERS

S.R.T. Med-Staff has immediate openings for full and part-time assignments throughout York Region. Candidates must have a P.S.W. certificate and 1 year recent experience.

- High Pay Rates • Travel Reimbursement
- Weekly Pay (inc. Travel) or Daily Instant Pay
- Benefit Plan • Paid Inservices

Please fax your resume to Wendy Hobson at S.R.T. Med-Staff, Human Resources 416-968-3652 or toll free 1-800-650-8839 or email: humanresources@srtmedstaff.com

S.R.T. Med-Staff, ranked #1 for best agency, is a Canadian owned and operated healthcare company, recognized as a trusted, experienced provider of nursing and personal support services since 1981. S.R.T. Med-Staff has been accredited by the CCHSA since 2000.

510 General Help

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540 Hotel Restaurant

SNAP FITNESS
 Snap Fitness is currently looking for a permanent part-time **Membership Consultant** to work Saturdays. Applicants should have experience in sales, strong communication skills, ability to work independently, a passion for health and fitness, be friendly and outgoing.
 Please email your resume to: Stouffville@snapfitness.com or drop off at Snap Fitness 5892 Main Street, Stouffville.

Waitress/Waiter
 Monday - Friday 10:30am-3pm.
 Must be experienced in fine dining.
 Apply in person Wednesdays or Fridays
Peter's Fine Dining, 5701 Hwy#7, Markham

AZ DRIVER/EQUIP. OPERATOR
 Landscape Construction
 Must have valid AZ license, some experience with Skid steer and Mini-excavator and be capable of physical labour. Company located in Stouffville.
Good Wages - Good Hours Great Opportunity
 Send resume to:
 Fax: 905-642-6349
 E-mail: sslcoop@rogers.com

Advanced Tent Rental has immediate openings for day shift/night shift positions, **TENT INSTALLERS & WAREHOUSE WORKERS.** No experience necessary.
 Email resumes: matt@advancedtent.com or fax: (905) 660-7425

510 General Help

OUTBOUND SALES
 Part time for office located in Markham. Must be fluent in English with a pleasant telephone manner.
 Call (905)479-5111

EXP. HELP WANTED on HORSE FARM.
 To clean stalls, drive tractor, do maintenance work.
 Voice Mail: 905-642-4888

510 General Help

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Are you retired and living in Stouffville?
 O'Neill Funeral Home is seeking part-time **Para Funeral Assistants** to assist with visitations and services at the funeral home by greeting client families and as well to assist with hospital and nursing home transfers.
 If you are interested in this opportunity, fax your resume to **Patrick Leblanc at 905-642-9382**

Shipper/Receiver
 General warehouse duties, Min 3 years experience, forklift certificate, Computer literate, SAP and electronic industry exp. an asset.
Apply at career@mineradio.com or fax 905.640.1649

HOMEWORKERS NEEDED!!!
 F/T & P/T Positions Available Will Train On-Line Data Entry, Typing Work, E-mail Reading, Homemakers, Assembling Products
HURRY, SPOTS GO FAST!
www.Work-JobsAtHome.com

509 Drivers

510 General Help

COURIER Drivers with own vehicle required immediately. Excellent earning potential and gas incentive. Fluent English. Experienced only apply. Call 1-888-468-4629 Extension 228
RESTORATION Cleaner. Leading Restoration Company looking for F/T motivated & upbeat candidates to provide specialized cleaning & water damage mitigation service. Drivers license required. Must be bondable. Top wages & benefits. Send resume to: careers@smmarkham.com or fax to 905-415-8550

SELL IT Special
Have small items under \$100?
 Now is the time to sell them in the Classifieds. For a limited time, you can place your **ARTICLES FOR SALE** ad for 2 weeks for as little as **\$10.95***
Have something over \$100? Fridge? Stove?
 Place your ad for as little as **\$20.95*** for 2 weeks!
 Call our Classified Department for more details
905-853-2527
1-800-743-3353
 *Some restrictions apply. Limited time offer.

510 General Help

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YORK WORKS JOB FAIR

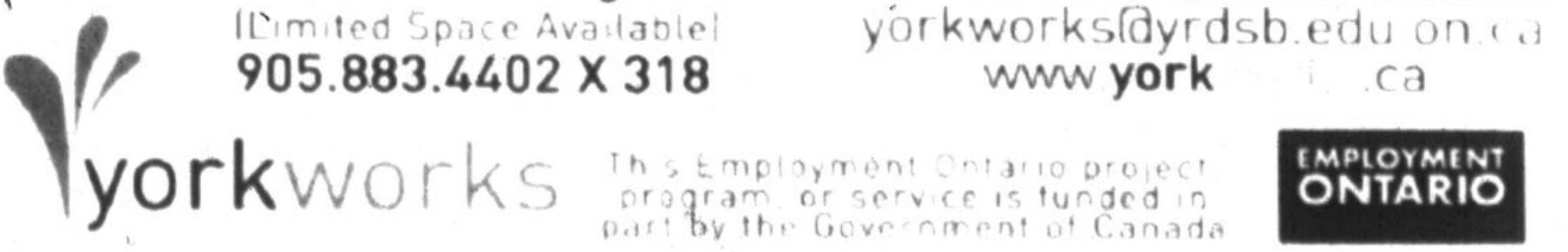
HIRING? START HERE.

Available at **NO COST** to employers!

10am-3pm at **NINETEEN ON THE PARK**
 19 Civic Avenue Stouffville

- Meet prospective employees face to face
- Hire full-time, part time, or seasonal help
- Resolve your staffing needs cost effectively
- Network with Employment Services

Call NOW To Register (Limited Space Available) 905.883.4402 X 318
 For More Info Email or Visit Us: yorkworks@ydrdsb.edu.on.ca www.yorkregion.ca



CLASSIFIED DEADLINES

THURSDAY EDITION

Help Wanted

Deadline: Wednesday at 12 Noon

Word Ads

Deadline: Wednesday at 2pm

Business & Professional Directory

Deadline: Tuesday at 5pm

SATURDAY EDITION

Help Wanted

Deadline: Friday at 12 Noon

Word Ads

Deadline: Friday at 2pm

Business & Professional Directory

Deadline: Thursday at 5pm

To place your ad,

call: 1-800-743-3353