

515 Skilled & Technical Help

**Industrial Millwright Mechanic**  
One Year Contract  
Metroland Media, Toronto Print Division  
(10 Tempo Avenue)

**Skills and Experience**

- Licensed Industrial Millwright Mechanic
- Minimum 7 years of experience in an industrial environment
- Strong knowledge of Offset Printing Technology is desirable
- Must be able to read mechanical drawings, schematics and technical manuals in English
- Able to work with other mechanics and electricians as part of the maintenance team
- Able to work independently to diagnose and effectively make timely repairs in a safe and cost effective manner
- Able to complete preventative maintenance strategies based on best practices
- Knowledge of large industrial facility infrastructure is required, including fire systems, security systems, compressed air, HVAC, shipping dock operations and doorways.

We offer competitive wages, overtime, shift work, free parking and a Toronto location. This one-year contract could be extended or become full-time permanent.

Please submit your resume to [sales@insidetoronto.com](mailto:sales@insidetoronto.com) by August 21, 2011.

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525 Office Help

**Creative Outdoor Advertising** is currently seeking organized and personable individuals to fill the following two positions:  
**In House Rep:** Base salary of \$25,000+ commission. Expect to earn \$40,000+  
**Director of Municipal:** Salary of \$40,000 - \$45,000 depending on your experience.  
To view the positions in further detail please go to [www.CreativeOutdoor.com](http://www.CreativeOutdoor.com), click "Company", see "Employment Opportunities"

525 Office Help

**LOCATE/ CONSTRUCTION CLERK.**  
To obtain utility locates, safety and equipment record keeping.  
Highway 7 & Dufferin area. Own car.  
Email resume: [jobs0811@con-elco.com](mailto:jobs0811@con-elco.com) or fax to 416.798.7125

545 Teaching Opportunities

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514 Salon & Spa Help

**GREAT:** Clips hiring stylists for new Markham salon. Salary incentives & benefits avail. John 647-998-1232

145 Industrial/Comm. Space

**CONTRACTOR** Shop & Yard For Rent. No automotive or mechanical use. 416-709-6586

165 Mortgage Loans

**SSMONEYSS** Consolidate Debts. Mortgages to 90%. No income. Bad credit OK! Better Option Mortgage #10969. 1-800-282-1159. [www.mortgageontario.com](http://www.mortgageontario.com)

**A Debt Solution 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-wide-financial.com](http://www.ontario-wide-financial.com)

170 Apartments & Flats For Rent

**CHECK OUT FULL LISTINGS AND PICTURES ON**  
[gottarent.com](http://gottarent.com)

**14TH Kennedy:** New executive home. 1 bedroom basement, separate entrance. All utilities included. Non-smoking. No pets. \$1150. Available immediately. 647-283-9867

**16TH Ninth Line:** Cornell 1 bedroom, coachhouse, cable, a/c, laundry, parking. Non-smoking. No pets. Sept. 1st. \$975. 647-707-3535

**BRIMLEY/ Denison:** Reduced! Lovely large 1 bedroom basement. Laundry, cable, private. Non-smokers. pets \$700. Minutes to YRC & TTC. 905-480-0451

**HWY 48 & 7:** Bachelor walkout. Separate entrance. laundry, internet included. \$700. No parking. pets or smoking. Available now. 905-294-2121

**MAIN St. Markham:** Condo type loft. 1 bedroom, den, open concept, parking. Suits. professional near Transit. \$985+. utilities. immediate. 905-294-1779

**MAJOR:** Mackenzie McCowan. 2 bedroom basement. Separate entrance. laundry. \$450. room. \$975. whole basement. 416-623-6841

**MARKHAM/ Denison:** 2 bedroom basement. separate entrance. parking. Near schools, mall. No pets. 905-472-1475

525 Office Help

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530 Sales Help & Agents

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510 General Help

**Executive Assistant - P/T**

In this role, you will blend both traditional Corporate EA responsibilities along with more direct personal support for this busy Executive. The person we are seeking will be equally comfortable in the traditional EA side of this role along with enjoying the immense variety of the personal assistant side. You are likely someone who describes yourself as organized, professional and someone who can change direction on a moment's notice. You will be exposed to confidential personal and corporate information and can build trust with your Executive that any information shared is with the utmost respect. The EA in this role will truly be the right hand to this Executive. Ideal candidate lives within Markham/Richmond Hill area and must have their own vehicle. Available to work 15 to 20 hours per week.

If this challenging EA and PA role sounds of interest, please forward your resume to: [coaching7472@hotmail.com](mailto:coaching7472@hotmail.com)

**ACCOUNT REPRESENTATIVE** req'd for a progressive, independent employment firm that rewards hard work. As a motivated sales producer you will help generate new business in South York Region. Experience with cold calling & outside sales req'd.  
Call/Email: 905-737-1600  
[pdi@staffingsrvs.com](mailto:pdi@staffingsrvs.com)

**STAFFING SERVICES**

535 Hospital, Medical, Dental

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**ADMIN/OPTOMETRIC ASSISTANT**

Full time and part time positions req'd for local Optometrist. Duties include patient scheduling, OHIP billing, pre testing & frame selection. Experience an asset but will train. Must be flexible.  
Are you friendly, well organized with excellent computer/multi-tasking skills and able to work in a busy medical environment, then email your resume to: [optometry1@live.ca](mailto:optometry1@live.ca)

**P/T CERTIFIED DENTAL ASSISTANT.**

flexible hours, Saturday mandatory  
Fax resume to: 905-475-9637

Busy doctors office in Markham requires **RN/RPN** for part time days/evenings. Must be flexible and fluent in English. Venipuncture required.  
Fax resume to: 905-475-3581

540 Hotel Restaurant

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**Experienced Dining Service Attendant and Cook**

required for Stouffville Creek Retirement Residence.  
Email: [dsm.stouffville@diversicare.ca](mailto:dsm.stouffville@diversicare.ca)  
Fax: (905)642-8580.

545 Teaching Opportunities

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**Among Friends Child Care Centres** is looking for **REGISTERED ECE'S** to run local school aged daycares. Must be available from September to June. Part time split shifts. Summer hours also available.  
Email: [amongfriendsdaycarecentres@hotmail.com](mailto:amongfriendsdaycarecentres@hotmail.com)  
Perfect for someone re-entering the workforce

**EVENT COORDINATOR**

F/T Position -Dental media company in Markham. 3yrs solid exp in corp. event coordination with excellent verbal & written communication skills. Advanced in Microsoft Office, Outlook. Organized. Car is a must.  
Send resume to: [ajob11@rocketmail.com](mailto:ajob11@rocketmail.com)

**Tire Installer**

Wanted for full-time work in the Stouffville area. Experience preferred, but not necessary. For inquires please call 905-591-1709 during regular business hours.

**EXPERIENCED GARDENERS WANTED**

Please email Donna at: [ggwild123@yahoo.com](mailto:ggwild123@yahoo.com)

510 General Help

**Sleepy Hollow Golf & Country Club** in Stouffville is currently seeking to fill the following full time & part time  
**• WAITSTAFF**  
Start Immediately  
Please forward resume to **Sleepy Hollow Country Club**  
13242 10th Line  
Stouffville, ON L4A 7X4  
Fax: (905)642-0308  
Email: [events@sleepyhollowgolf.on.ca](mailto:events@sleepyhollowgolf.on.ca)

**York Downs Golf & Country Club**  
Is a premium private golf club located in Markham. We are currently seeking:  
• Wait Staff & Bartenders  
• Beverage Cart Attendants  
• Line Cooks  
• Greenskeepers  
• F/Pt Back Shop Services  
Brynn Labbett  
[blabbett@yorkdowns.com](mailto:blabbett@yorkdowns.com)  
fax 905.477.0989

**New School Year Approaching!**  
We require school crossing guards in Markham for September  
•Chant & Carlton  
•Chatelaine & Roxbury  
•Elson & Coxworth  
•Castlemore & Ridgecrest  
•Fonda & Mindy  
•Riverwalk & Barter  
\*We also require paid stand-by guards\*  
Please call us today at: (905)737-1600

510 General Help

**Steele International Canada Limited WAREHOUSE ASSISTANT**  
Responsibilities will include:  
• Preparation of orders and samples to be shipped, including palletization,  
• Lifting will be required.  
Qualifications expected:  
• Good M/S Office (Excel, Word, Outlook) skills  
• Complete command of English (written & oral)  
This position is full-time, at a rate of \$12 per hour, plus benefits.  
Please send your resume to: [marketing@steelite-canada.com](mailto:marketing@steelite-canada.com)

**COPPINWOOD**  
Centrally located 5 minutes from Uxbridge and Stouffville, Coppinwood is one of Canada's Premiere Private Golf Clubs. We are currently hiring individuals to work in our Greens, Golf and Hospitality departments until the end of the golfing season. To start the application process please visit [www.coppinwood.com](http://www.coppinwood.com)

**Ballantrae Golf Club** requires service-oriented individuals for the following full and part time positions:  
• Golf Course Maintenance Labourers  
• Beverage Cart & Snack Shop  
• Back Shop  
Forward resume to: **Ballantrae Golf Club**  
Fax: 905-640-9481  
[info@ballantraegolfclub.com](mailto:info@ballantraegolfclub.com)  
Thank you to all candidates who apply. Only those selected for interviews will be contacted.

510 General Help

**Markham Bowling** is looking for mature, disciplined individuals, fluent in English for the following positions (training provided):  
**Lane Runner** - Sat 12-7pm, Sun 12-6pm  
Suits students. Must work well with children.  
**Front Counter** - Fri & Sat 6pm-1am  
**Snackette** - Sat. 10am-6pm, Sun 12-6pm  
(Extended hours on these days on occasion)  
Email: [markhambowl@rogers.com](mailto:markhambowl@rogers.com) or fax 905-294-4193  
Only those considered for positions will be contacted

Medium sized accounting firm in Stouffville is seeking a **General Accountant/ Bookkeeper.** The successful candidate will be responsible for full cycle bookkeeping including the preparation of working papers and corporate tax returns for review by partners as well as the preparation of personal tax returns. You must possess at least 5 years recent and continuous experience, knowledge in Simply, Quickbooks, Caseware and various Taxprep programs. Salary will commensurate with experience.  
Please email your resume to [connie@turack.ca](mailto:connie@turack.ca)

**•RESEARCH ASSISTANT/ANALYST** required for growing private investigation office in Markham. Must be familiar with various Internet databases and be able to analyze information found.  
**•ADMIN. ASSISTANT/DATA ENTRY** Must possess fast and accurate typing/keyboarding skills, excellent spoken and written English and be proficient in all components of Microsoft Office.  
Both positions require flexibility and an ability to work in a fast-paced environment. Please e-mail your résumé to [hr.naai@yahoo.ca](mailto:hr.naai@yahoo.ca)