

505 Careers

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525 Office Help

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540 Hotel Restaurant

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a better opportunity

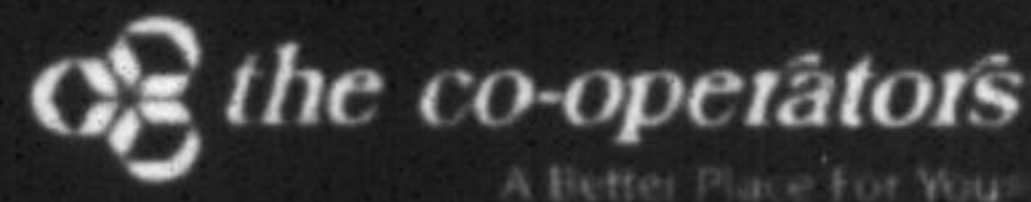
We are proud of our unique and diverse culture of trust, respect, and caring. We all work hard to develop an inspiring organization and an enjoyable place to work.

sales associate

the opportunity
The Co-operators, a leading Canadian company, is seeking sales associates to work in the Greater Toronto Area. You'll have the opportunity to learn and develop through internal training and advancement. You'll work in a fast-paced, dynamic environment.

your qualifications
You must have a minimum of 3-5 years of sales experience and a minimum of a high school diploma or GED. You must also have excellent communication skills and be able to work in a team environment. A degree in business or a related field is preferred.

If you are interested in a career with The Co-operators, please send your resume to: hr@cooperators.ca or visit www.cooperators.ca



LAW OFFICE TRUST ACCOUNTING CLERK
Bratty and Partners, LLP a top Vaughan real estate law firm is seeking an accounting clerk. Duties: Deposits, wire transfers, terms and balancing of monthly reports, bank reconciliations and other duties as required. You must have the ability to work accurately with high volume and tight deadlines. Proficiency in PC Law and knowledge of Conveyancer.

LEGAL ASSISTANT
We are seeking a candidate with a minimum of 3 - 5 years real estate experience. You must be proficient in Teraview, Conveyancer and PC Law. The candidate should be organized, detailed and able to work within a team environment. Please submit your resume indicating the position you are applying for by email to: djones@bratty.com

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 resume to hr.naai@yahoo.ca

ADMINISTRATIVE ASSISTANT 1 YEAR CONTRACT
Markham based association management company needs full-time administrative assistant. Must be fluent in written and spoken English, strong organizational and computer skills in all Office applications, multi-tasker, team player. French an asset. Previous event experience an asset. Fax: 905-513-1248.

OFFICE ADMINISTRATOR/ SALES CONSULTANT
A growth oriented Real Estate Brokerage/Builder has an immediate opening for an Office Administrator in it's Markville Mall location. Willing to train however preference will be given to those with experience. Must be fluent in English and speak either Mandarin or Cantonese. Please forward resume to: michael@bgsrealty.com

515 Skilled & Technical 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 or fax to 416.798.7125

SECURITY CALL CENTRE OPERATORS
Full training provided. Day & Night shifts - Keele/Hwy#7 Fax/email resumes: 1-866-277-4086 resumes@aplalarm.com

529 Inside Sales

TELESALES
Part-time days. Immediate. 5+ years experience. Promenade Mall Thornhill Call 905-886-4187

530 Sales Help & Agents

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 STAFFING SERVICES

535 Hospital, Medical, Dental

P/T CERTIFIED DENTAL ASSISTANT.
flexible hours. Saturday mandatory. Fax resume to: 905-475-9637



535 Hospital, Medical, Dental

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

Our 1st year success and recently opened Roof Top Patio and Lounge require additional F/T and P/T staff in the following areas:
Management Chefs Line Cooks Servers Bartenders Kitchen Dishwashers
An outgoing, vibrant personality combined with industry experience in this fast paced environment is an asset. Submit resumes in person or to info@thecornerhouse.ca

Experienced Dining Service Attendant and Cook
required for Stouffville Creek Retirement Residence. Email: dsm.stouffville@diversicare.ca Fax: (905)642-8580.

545 Teaching Opportunities

Upper Canada Child Care
Experienced RECES and Assistants for Before & After School Split Shifts required for York Region Centres starting September 2011. Strong programming, leadership and communications skills is a must. Experience working in a child care setting. Clear and recent police screening and up-to-date immunizations required. Interested applicants are invited to submit a resume to the undersigned: Attn: Sari Conneli, HR Administrator Email: hr@uppercanadachildcare.com Fax: 905.946.1116
Upper Canada Child Care is a non-profit government licensed organization operating centres in communities throughout Toronto, York Region, and Simcoe County. www.uppercanadachildcare.com

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 Perfect for someone re-entering the workforce.

510 General Help

520 Computer & IT

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I.T. Support Technician (1 Full-Time Position)
The K-Line Group of Companies, a leading national High Voltage Electrical Contractor is looking for a full-time Information Technologies Support Technician based in our Stouffville, Ontario office. The successful candidate has 3-5 years of experience working in an I.T. environment, an ability to provide desktop technical support, troubleshoot hardware and software problems, and support all LAN-based applications. Applicants should have familiarity configuring workstations, performing manual and automatic backups, and have a general knowledge of maintaining company phone systems. Candidates must be able to communicate effectively, be professional, well organized, and able to perform in a fast paced working environment. Occasional travel to company divisions situated out of province will also be required. Interested candidates should fax their resume on or before August 26th, 2011 to (905) 640-7450 or email mladuca@k-line.ca to be considered.

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 by August 21, 2011.

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 provider of nursing and personal support services since 1981. S.R.T. Med-Staff has been accredited by the CCHSA since 2000.

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

EXPERIENCED GARDENERS WANTED
Please email Donna at: ggwild123@yahoo.com