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LAW OFFICE MANAGER/BOOKKEEPER (\$45K to \$70K)
Vaughan law firm requires a full-time office manager/bookkeeper to handle various administrative, book-keeping and general office management responsibilities. Applicants should have (i) at least 3 years experience working in a law office in an administrative capacity, (ii) knowledge of bookkeeping and accounting principles, and (iii) considerable working knowledge and experience with PCLAW and Quickbooks as well as an understanding of law office financial procedures. All applicants must be eager, energetic, detail oriented, computer literate, and have access to a vehicle. Expected salary range is from \$45K-\$70K (depending on experience).

REAL ESTATE LAW CLERK (\$40K to \$60K)
Vaughan law firm requires a full-time real estate law clerk. Applicants must have (i) at least 3 years experience dealing with residential real estate law, (ii) an extensive working knowledge of Conveyancer, Teraview and E-Reg, and (iii) an ability to independently handle residential and other real estate transactions from start to finish. Expected salary range is from \$40K-\$60K (depending on experience).

Please e-mail all resumes to sbeckenstein@mblaw.ca

york region .com
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Information Technology

COOK MEDICAL

Cook (Canada) Inc. is a fast-paced, multi-discipline medical device company with our head office located in Stouffville, Ontario. We currently have challenging opportunities for **two Mobile Application Developers – iOS and one Business and Reporting Developer** in our dynamic Information Technology department.

Mobile Application Developer - iOS

Job Description:
This is an excellent opportunity to join a fast growing, well-established and respected medical device industry leader as a Mobile Application Developer. We're looking for exceptional people dedicated to high performance and personal excellence.

Your qualifications include:

- Work with internal stakeholders to visualize, define, and implement new mobile applications.
- Develop rapid prototype mobile products in coordination with other developers and designers.
- Ensure real-time availability of our applications and data feeds.
- Maintain accurate and thorough documentation.
- Maintain and enhance our portfolio of existing iOS applications.
- Demonstrated experience in iOS SDK.
- Demonstrated proficiency in designing and programming software solutions in Objective-C or C.
- Demonstrated expertise in software development concepts, practices and procedures.
- Proficiency with Linux, Mac OS X, scripting languages and regular expressions

Critical attributes required:

- Bachelor's Degree in Computer Science or related technical discipline, or equivalent experience.

Business and Reporting Developer

Job Description:
The Business and Reporting Developer will help gather requirements and implement changes and improvements into the Cook reporting systems. This position will help define and clarify requirements, propose and develop appropriate solutions, and provide feedback to the reporting team analysts and internal customers. This position will be responsible for infrastructure changes, updates and expansion of the current reporting systems.

Your qualifications include:

- Business Object Universe design and development
- Security design (roles, positions, groups, etc.) and implementation
- Dashboard development
- Global system monitoring to ensure accuracy and completeness
- System maintenance, upgrades, and rollouts
- Help deliver information in a 'mobile-friendly' environment
- Implement global processes and solutions into local areas and vice versa
- Liaise with reporting team analysts to help create efficiencies and ensure data integrity
- Investigate and fix technical issues
- Help identify when solutions should be report driven versus infrastructure changes
- Suggest solutions to reporting problems and needs
- Provide and manage project timelines for development and implementation
- Perform regular reviews of reports that are not 'resource friendly' and make suggestions for improvements (can be report driven or system design changes)
- Analyze reporting service requests and define technical specifications for efficient development
- Must work effectively with and for others to achieve company goals
- Must strictly adhere to safety requirements
- Requires regular and punctual attendance
- Must maintain company quality standards

Critical attributes required:

- B.S. in Business, Computer Science, Information Systems, or other related technical field, or experience of such kind and amount as to provide a comparable background.
- 3+ years in BI development role
- SQL and Oracle database experience
- Business Objects software engineering
- Microsoft Office proficiency (Excel, Access, PowerPoint, Word)
- Demonstrated ability to drive to deadlines, balancing multiple priorities, and ensuring quality standards
- Ability to communicate technical details to technical and non-technical resources.

WHAT'S IN IT FOR YOU?

Our environment is fast-paced and results-driven. Our team is energetic, intelligent, hard-working and eager to use their talents to achieve excellence in our field. We offer a competitive salary, plus:

- Full health and dental benefits.
- Employee Assistance Program.
- Three weeks' vacation to start.
- Training and other tools and resources for success.

www.cookmedical.com

Apply by mail: Cook (Canada) Inc., 165 Mostar Street, Stouffville, ON L4A 0Y2 or fax: 905-642-7712 or email cci.hr@CookMedical.com by August 2, 2012. Please indicate the position you are applying for in the subject line of your email or on your fax. No phone calls please.
We thank all applicants; however only those selected for an interview will be contacted.

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Accounts Payable / Accounting Clerk
Steel Art Signs has an opening for the above position. Responsibilities include payable invoice processing and payments, banking and other related accounting duties as required. Strong computer working experience along with good communication and organizational skills is important. Candidate should have a minimum of 2 years experience.

Please forward resumes with salary expectations to hr.personnel7337@gmail.com

Markham Insurance Office seeks **JR OFFICE ADMIN ASSISTANT**
Duties include filing, general duties and reception relief. Candidates must be proficient in English and have computer skills.

E-mail resume to: zelkad@raigrantinsurancebrokers.com

OFFICE ADMINISTRATOR
with excellent communication skills. Some accounting exp. and knowledge of Business Vision software.

Email resume: basmah@watchnetdvr.com

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PRODUCTION MANAGER

Required by a well-established, rapidly expanding Medical Co. in Richmond Hill. Applicant must understand the assembly of custom manufactured products. Knowledge of mechanical and electrical systems a must. Experience in Support and Troubleshooting essential. Strong oral and written skills, leadership experience req'd. Must manage priorities & meet deadlines. Excellent benefit pkg. available.

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