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Sun-Tribune



a dettibile WORKOPOLIS

Business & Telephone Hours: Monday - Friday, 8:30 am - 5:30 pm

Adjustments: Every effort is made to ensure the accuracy of your ad. Please check your ad on the first insertion. For multiple Insertions of the same ad, credit will be made only for the first insertion. Credit given for errors in connection. with production on ads is limited to the printed space involved. Cancellations must be made by telephone. Do not fax or e-mail cancellations



Human Resources Coordinator (Ontario) (Maternity Leave Contract)

The K-Line Group of Companies, a leading High Voltage Electrical & Utility Contractor is looking for a Human Resources Coordinator for a maternity leave contract position (ranging from 14-18 months)

beginning in December or January 2013. The successful candidate must have a solid understanding of Human Resource principles, experience in a similar coordinating role, and a proven track record of building relationships, providing support, and delivering advice to key internal stakeholders in a fast-paced work environment. Human Resource professionals with a generalist background in benefits administration, disability claims management, recruitment, policy development, performance and talent management, as well as tracking key performance metrics, will be given strong consideration. Preference will be given to individuals with experience in the construction industry and to applicants that have the Certified Human Resources Professional (CHRP) designation.

Interested candidates should email their resume to Julian Hogeterp, Vice President - Human Resources & Organizational Effectiveness at hogeterp@k-line.ca before November 12th, 2012 to be considered.



Administrative Assistant - Health, Safety & Environment

(1 Full-Time Position)

K-Line Group of Companies, leading national High Voltage Electrical Contractor is looking for a full-time Administrative Assistant - Health, Safety & Environment, based in Stouffville, Ontario location. The successful candidate is passionate about health and safety, has a minimum of 2-3 years work experience in a similar role, and has familiarity with formal health and safety/ environmental management systems and safety training. As a member of our corporate safety team, the candidate must be an effective communicator, have familiarity with utility/construction and trades-based work environments, and have some knowledge and/or training in health and safety. A formal safety designation, or working towards one, will be considered an asset. Candidates must be professional, well organized, and able to perform in a fast paced environment and contribute to furthering our success as a Safety Champion and an industry leader in health and safety.

If this position seems right for you, apply today! Interested candidates should email their resume to Melissa La Duca at mladuca@k-line.ca or by fax to (905) 640-7450 before November 12th, 2012 to be considered.

SS SHEET METAL INSTALLER (Richmond Hill and Toro

The successful candidate will be an experienced commercial/industrial Journeyman with a valid 308A license, have previous experience in retrofit installations and site management. A GT2 is required; GT1 is an asset.

Forward resumes via email to: Careers@ngi.ca or fax to 905-338-4206 attention: Human Resources.

Sales Representative

Careers

Securo Vision Inc. has over 30 years of experience supplying Eye and Face protection to Canadian industries. We are looking for a Sales Representative for Eastern Ontario & East GTA. The applicant must be based in the Eastern GTA to be considered.

- . A minimum of 3 to 5 years of business to business sales experience
- Excellent organization skills, motivated, self-starter
- · Possession of a valid driver's licence
- · Proficiency with MS Office (Word, Excel, Outlook)
- Knowledge of the Occupational Eyewear or Optical Industry and/or of the industrial safety distribution business is

We offer:

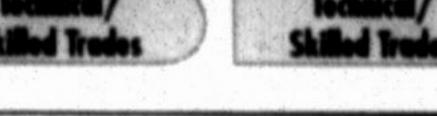
- · Positive working atmosphere
- . Competitive salary + commissions on the growth of your sales
- Car allowance
- Full benefits after 3 months

Please forward your resume by e-mail in a MS Word attachment to: slapointe@securo.ca or fax in confidence to (450) 679-2178.

We would like to thank all applicants but only qualified candidates will be contacted. No phone calls please.

Drivers





For outbound call center. Updating customer information. Hwy#7 & Warden Ave. area.

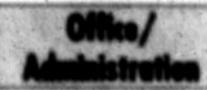
Please fax to 905-475-2227 or email: cindy@ajddataservices.com

Part Time

E C E

Full Time Sales Assistant Position available in Richmond Hill, Oak Ridges. Candidate should be a self-motivated. Multi-tasking people person who is computer literate. Monday to Friday with occasional weekends & travel. Salary approx. \$500 per week to start

> Please send resumes to info@owncostarica.com



P/T OFFICE **ADMINISTRATOR**

Busy office in Markham, every Thursday & Friday 3:30pm-8pm and every other Saturday 9am-2:30pm. Must be fluent in English w/good computer skills. \$12/hr. Email resume to:

Email resume carechildcare.com Call 905-554-0924 sandrebill@ sympatico.ca

New dental office seeks RECEPTIONIST/ CDA Full time hours including 1 evening

and alternating Saturdays Logitech and Windows 7 a must.

Please email resume to: nomoredecay@gmail.com

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loaith Care/Modical

Dental office located in Sutton is currently looking for an **Experienced Customer Service**

or Health Professional Admin. Dental experience an asset

position available immediately. Send resume & cover letter to Fax - 1.877.686.0451 Email-info@manordentalcentre.com



PERSONAL SUPPURE 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 Beimbursement
- · Weekly Pay (inc. Travel) or Daily Instant Pay
 - · Benefit Plan · Paid Inservices

Please fax your resumé to Sheila Bourque at S.R.T. Med-Staff, Human Resources 416-968-3652 or toll free 1-800-650-8839 or email: sbourque@srtmedstaff.com

care company recognized as a trusted



Restourants/





General Help

Among Friends Child Care Centres is seeking part-time Quality Assurance Assistants to inspect/ oversee multiple childcare centres

Applicants must:

- Have a vast knowledge of the DNA
- * Be registered with the college
- * Have a reliable vehicle and be willing to travel
- * Have experience with overseeing staff Perfect for someone re-entering the work force

Please email: Amongfriends daycarecentres@hotmail.com Eavestrough Cleaning Company

requires people to work from ladders and rooftops. Seasonal.

416-499-4992