



# YourClassifieds.ca

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fax: 1-905-853-1765

Business & Telephone Hours: Monday - Friday, 8:30 am - 5:00 pm

www.yorkregion.com

Stouffville  
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WORKOPOLIS

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Careers

Careers

Careers

Careers

Careers

Social Services

Social Services

Social Services

Social Services

Teaching Opportunities



www.gcs.europ-assistance.com

Are YOU looking for full-time work in the York Region area? Do YOU have a passion for helping people? Are YOU looking for a multi-cultural environment? Do YOU enjoy being challenged and learning new things? Europ Assistance - Global Corporate Solutions (GCS) ITPA Division is experiencing significant stable growth and is looking for excellent candidates for several positions.

- Nurse Case Manager
- Bilingual Medical Customer Service (Travel Intake Coordinator)
- Claims Clerk
- Claims Processor
- Client Account Coordinator
- Bilingual Assistance Coordinator
- Bilingual Intake Coordinator
- Bilingual Case Manager
- Bilingual Overnight Nurse

Working for us means that you will be a critical part of a fast growing, innovative and fun organization with a bright future.

If you have experience in medicine, insurance or travel assistance, or are a quick learner that can make a difference, we want to hear from you. All candidates require a positive attitude, teamwork, strong communication skills and computer skills.

Interested and qualified candidates are welcome to send resumes to [hr@tpa.ea-gcs.com](mailto:hr@tpa.ea-gcs.com). Please quote the job title in the subject line of your e-mail. Only candidates selected for an interview will be contacted.

Europ Assistance - Global Corporate Solutions (GCS) ITPA Division  
150 Commerce Valley Drive West - 9<sup>th</sup> Floor - Thornhill - L3T 7Z3



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**Trillium School** is looking for a P/T elementary Spanish teacher for September. Please email resume to [info@trilliumschool.ca](mailto:info@trilliumschool.ca)

General Help

**CLEANING STAFF**  
Part Time Experienced House Cleaners (Day Shift Only) Driver's licence an asset. Call Rapid Home Service 905-472-6042

**BOBCAT OPERATOR** required. Please call Andy Leah Excavating 905-717-7334 or 905-722-6847

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**QUALITY SYSTEMS MANAGER**

**Medionics International Inc.** is a manufacturer of medical devices based in Markham, Ontario. We are looking for an academically bright individual to manage our QARA affairs. The candidate should have a degree in science or related discipline with relevant experience. Send your resume to: [careers@medionics.com](mailto:careers@medionics.com)

**RECEPTION/OFFICE ADMINISTRATION**

For builder/developer's office in Markham. Full-time hours: Mon.-Fri. 8:30am-5pm. Must be: Computer literate w/strong communication skills. Professional friendly & customer service oriented. Send resume to: [1357markham@hotmail.ca](mailto:1357markham@hotmail.ca)

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Office/ Administration

Office/ Administration

Drivers

**JUNIOR BOOKKEEPER**

Growing Stouffville based e-commerce business is looking to hire a permanent junior bookkeeper to handle general accounting functions, as well as providing general office support.

**General Responsibilities:**

- Manage the inbound and outbound accounting documentation flow using Quickbooks.
- Receives, approves, and, when necessary, investigates client's accounts payable invoices.
- Communicates (both in verbal and written form) with clients, client suppliers, vendors, and banking contacts.
- Record revenue transactions, collections, cost transactions, disbursements.
- Reconcile bank accounts, cash accounts, and other asset accounts.
- Provide administrative support

Please forward your resume to: [joseph@remarkablemedia.ca](mailto:joseph@remarkablemedia.ca)

**MINI VAN School Bus Driver** for school, student transportation purposes. Local Markham and Stouffville residents required. Job starts Sept 2014. If interested please inquire, call: (416) 678-7838 or (416)678-7838

Office/ Administration

Office/ Administration

Office/ Administration

Health Care/Medical

Health Care/Medical

**BILINGUAL CUSTOMER SERVICE REPRESENTATIVE (FRENCH/ENGLISH)**

We are looking for a candidate that has at least 2 years prior experience and insists on providing exemplary customer service, thrives in a busy environment, is a team player and loves to exceed expectations. This is not a call centre environment but rather dedicated customer service. We are a library sales company, dealing with academic, hospital, government, corporate and government markets. Fluent French a must. We offer competitive salary, benefits and flexible hours in this full time position.

Email your resume and salary expectations to: [ebcotoronto@ebco.com](mailto:ebcotoronto@ebco.com)

**ADMINISTRATIVE ASSISTANT** Full-time, 12 month contract position. Excellent communication and written skills. Proficient in Quick Books and MS Office. Fax Resume to: 905-472-1485 or e-mail: [opartanen@cmimetal.com](mailto:opartanen@cmimetal.com)

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**URGENT CASUAL RECEPTIONIST**

for a medical office in Markham. Medical experience an asset.

Email resume to: [resume.markfertility@hotmail.com](mailto:resume.markfertility@hotmail.com)

Stouffville  
**Sun-Tribune**

1-800-743-3353

Check Out: [LifeNews.ca](http://LifeNews.ca)

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