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Accounting Assistant

Stouffville Toyota Scion is currently seeking a full-time accounting assistant. The ideal candidate will be experienced in handling a wide range of accounting, administrative and executive support related tasks and will be able to work independently with little or no supervision. This person must be exceedingly well organized, flexible and enjoy the challenges of a fast paced environment.

- Car industry and Reynolds (ERA/Ignite) experience would be an asset.
- Previous experience in accounting/bookkeeping (3+ years)
- Excellent oral and written communication skills
- Detail oriented and works with a high degree of accuracy
- Highly organized and flexible
- · Ability to multitask and meet changing deadlines
- Must be self directed and able to complete projects with limited supervision
- · Maintains staff confidentiality
- Working knowledge of Microsoft Office (Outlook, Word, Excel)

Starting at \$13-15/hour. Eligible for the employee benefit plan after 3 months.

Email resume to: Careers@stouffvilletoyota.ca



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2. ASSISTANT MANAGER

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required in a vet clinic, part time, to cover end of maternity leave. Monday to Thursday mornings and all day Friday. 28 hours per week. September 2015 to Easter 2016.

Please send resume to: sycpets@gmail.com Attention: Gail

Full time DENTAL ASSISTANT required for Busy practice.

Digital imaging, various office duties, paperless experience an asset. Ortho experience also an asset.

Email resume Imcintyre@liveddm.com



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Note: Selected candidates will also need to successfully pass a criminal, credit and anti-terrorist check.



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Please send a resume and cover letter to stouffvilledentaljob@outlook.com

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