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Monday to Friday 8:30am to 5pm · 905-853-2527 · Toll Free 1-800-743-3353 · Fax 905-853-1765 · For delivery questions, please contact 1-855-853-5613



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NMG, an expanding company located in Newmarket, Ontario manages Marketing Groups in five industries: foodservice, disposable supplies, restaurant equipment & supplies, industrial supplies and lighting.

NMG is seeking a self-motivated individual to join our Management Team in a full-time position as the **Vice President, Finance & Administration**. This position reports directly to the Sr. Vice President, Finance & Administration.

PRIMARY RESPONSIBILITIES:

- Educate, train and develop the finance/administrative team
- Accurate and timely financial and administrative reporting for existing corporations taking into consideration internal and external reporting requirements
- Fine tune/enhance the existing financial and administrative processes and procedures
- Examination, evaluation and setting up new corporations as required

JOB SPECIFICATIONS:

- Strong leadership and team building skills
- Professionally designated accountant with 5-10 years of related experience
- Highly developed communication, interpersonal and organizational abilities are essential
- Exceptional financial, analytical, judgmental and conceptual skills
- Strong knowledge of computer systems/development and technology initiatives are definitely an asset
- Knowledge of corporate law and legal secretarial skills is recommended
- Detail oriented and hands-on approach is required

To pursue this career opportunity in Newmarket with a competitive compensation and group benefits package, email your resume including salary expectations to:

**EMAIL: jcrb@newmarketgroup.com
Web: (www.newmarketgroup.com)**

Only those individuals selected for an interview will be contacted.

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), NMG will provide reasonable accommodations, accessible formats and communication supports upon request to persons with disabilities who take part in all aspects of the recruitment and selection process.

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:
ebscotoronto@ebSCO.com

AD SALES REPRESENTATIVE

Small, independent publisher requires experienced advertising sales representative for print magazine and web.

- Self-motivated, ambitious, and goal oriented
- Excellent interpersonal skills, computer literate
- Required to meet and exceed sales goals
- Face to face calling and cold calling
- Friendly, team-oriented environment.
- Car travel required.

Resume@LocalParent.ca

5 AVAILABLE POSITIONS

Very reliable and fast workers required for the following permanent and full time position.

- Strong person able to operate machinery.
- General help for folding linen.
- Morning and afternoon shift available.
- Good command of English.

No experience necessary. English required.
Apply in person at
860 Denison St. #9 - Markham.
Mon. - Fri. from 9am-1pm

INTERIOR HEAVY EQUIPMENT OPERATOR SCHOOL

Hands-On tasks. Start Weekly. GPS Training. Funding & Housing available. Job Aid. Already a HEO? Get certification proof! Call 1-866-399-3853 or iheschool.com

Love Working With Children?

RECE or Assistant required

Glad Park Day Care
P/T Split shifts, Mon- Fri.

Please email resume to:
amongfriendsdaycarecentres@hotmail.com

ELECTRONIC ENGINEER

We are looking for a qualified engineer for the design and production of medical equipment. Experience with microcontrollers is necessary.

Send resume highlighting key strengths and expected salary to: careers@medionics.com.

DECOR CENTRE ASSISTANT

Decor Assistant required on weekends for Markham Decor Centre. Duties include educating & assisting purchasers with decor selections. Candidate should be personable, organized & have ability to multi-task.

Email Cora Gallo at
decor.cora@ballantryhomes.com

OFFICE HELP NEEDED

3 days per week for Markham based family business. Must have excellent communication skills and computer skills including excel and word.

**Please call 905-475-5353
Monday to Friday, 9am -5pm,
or email:**
info@deepsteam.com

\$20+ PER HOUR 55 POSITIONS

- Account Manager
- Senior Sales Reps
- Field Manager • Labour • Sales

Call today 416-840-7717

Ontariojobs2015@gmail.com

NMG, an expanding company located in Newmarket, Ontario manages Marketing Groups in five industries: foodservice, disposable supplies, restaurant equipment & supplies, industrial supplies and lighting.

NMG is seeking a self-motivated individual to join our Accounting Team in a full-time position as an:

ACCOUNTING ASSISTANT

Primary Responsibilities:

- Processing rebates in a customized database
- Preparing and posting journal entries
- Reconciling Balance Sheet accounts
- Collecting and reporting of Accounts Receivable
- Assisting with the reporting of patronage dividends
- General administrative duties

Qualifications:

- College Accounting Diploma is preferred
- Excellent interpersonal and communication skills
- Well organized and detail oriented
- Intermediate level of Excel and Word

If you are interested in this challenging position, please email or fax your resume including salary expectations to:

**EMAIL: cjv@newmarketgroup.com
FAX: 905-898-0162**

Web: (www.newmarketgroup.com)

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**SNOW WORK,
DRIVER, SHOVELLER,**
part-time,
valid drivers licence.
Will train.
**Call Jim
416-617-1314**

IN-HOME CHILD CAREGIVER

Family in Markham looking for a child caregiver for two children (1-toddler and 1 infant). 40 hours per week (\$11.25/hr). Responsible for feeding/bathing/ activities etc. Previous training or experience required.

Email K Li Family at
kli_family@yahoo.ca

autocatch.com