



NEWCOMER WOMEN'S SERVICES TORONTO

## WHO IS HIRING

(June 3, 2011)

### *Customer Service*

#### **Customer Service Representative ( BMO, College & Manning )**

**Apply online:** <https://careers.bmogg.com/cws/seeker.html?replaceSession=true>

Job ID:84386

Banking Group:Personal & Commercial Banking - Canada

#### **Job Description:**

At our company, we have been helping our customers and communities for over 190 years. Working with us means being part of a team of talented, passionate individuals with a shared focus on working together to deliver great customer experiences. We stand behind your success with the support you need to turn your potential into performance.

BMO® Financial Group is committed to an inclusive, equitable and accessible workplace. By embracing diversity, we gain strength through our people and our perspectives.

#### **Our Business**

Our Personal and Commercial line of business is the retail and commercial banking arm of BMO Financial Group in Canada, serving individuals, small to medium-sized and mid-market businesses. We offer a wide variety of personal and commercial banking products and services and we serve our customers in person at our branches, through our ABM network, over the Internet and by phone.

#### **Job Requirements: Position Summary**

705 Danforth Ave.  
Toronto Ont. M4J 1L2

Tel: 416-751-8886 • Fax: 416-751-8890 [www.newcomerwomen.org](http://www.newcomerwomen.org)



Whether you're looking for an opportunity to start your career in financial services or want a role you can grow in for the long-term, join BMO Bank of Montreal as a Customer Service Representative and turn your potential into performance.

As part of a team of financial professionals, you will consistently deliver great customer experiences within a branch environment. You will fulfill the transactional needs of personal and commercial customers, proactively identifying and discussing customer needs and if required referring to an appropriate team member or fulfilling directly where appropriate. You will ensure compliance and adherence to Bank policies and procedure, as well as, assist with branch administration and operations through completion of assigned tasks to ensure an effectively and efficiently operating branch.

### **Qualifications**

- Passion for helping customers
- Sales and service oriented with a demonstrated ability to proactively listen, identify sales opportunities and solve problems
- Strong communication skills
- Solid multitasking skills
- Team player
- Demonstrated flexibility to adapt to a constantly changing environment

### **Education and Accreditation**

- Completed high school education, or equivalent work experience

**Job Number:** 5764275

**Title: Food store cashier (Prepair cofee & sandwcich(assistant Manager)) (NOC:6611)**

**Terms of Employment:** Permanent, Part Time leading Full Time, Day

**Salary:** \$10.25 to \$10.50 Hourly for 40 hours per week

**Anticipated Start Date:** As soon as possible



**Location:** Scarborough, Ontario (3 vacancies )

**Skill Requirements:**

**Education:** Completion of high school

**Credentials (certificates, licences, memberships, courses, etc.):** Not applicable

**Experience:** Will train

**Languages:** Speak English, Read English, Write English

**Work Setting:** Restaurant, Gas bar

**Business Equipment:** Price scanner, Cash register, Interac machine, Calculator, Computer terminal

**Specific Skills:** Customer service oriented, Operate cash register, Process money, cheques and credit/debit card payments, Scan items, Tabulate total payment for goods or services required, Receive payment for goods or services, Suggestive selling, Greet customers, Enter prices of items on cash register

**Transportation/Travel Information:** Public transportation is available

**Work Conditions and Physical Capabilities:** Fast-paced environment

**Essential Skills:** Oral communication, Working with others, Job task planning and organizing

**Other Information:** New immigrants Well come. We will train. Cashiers will be promote to managers. Cofee store experiance prefered

**Employer:** Petro Canada

**How to Apply:**

**In Person between 7:00 and 15:00:**

3905 Sheppard Ave. E.

Toronto, Ontario

M1T 3L5

**Advertised until:** 2011/06/14

**Job Number:** 5762656

**Title:** Restaurant cashier ([NOC: 6611](#))

**Terms of Employment:** Permanent, Part Time, On Call, Weekend, Night, Evening



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**Salary:** To be negotiated

**Anticipated Start Date:** As soon as possible

**Location:** Scarborough, Ontario (2 vacancies)

**Skill Requirements:**

**Education:** Some high school, not required

**Credentials (certificates, licences, memberships, courses, etc.):** Not required

**Experience:** 7 months to less than 1 year

**Languages:** Speak English, Read English, Write English

**Work Setting:** Restaurant

**Business Equipment:** Cash register, Interac machine

**Specific Skills:** Customer service oriented, Operate cash register, Suggestive selling, Greet customers

**Transportation/Travel Information:** Public transportation is available

**Work Conditions and Physical Capabilities:** Fast-paced environment, Attention to detail

**Essential Skills:** Working with others, Problem solving, Critical thinking, Job task planning and organizing, Significant use of memory, Computer use, Continuous learning

**Other Information:** Scarborough Town Centre location.



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**Employer:** Swiss Chalet

**How to Apply:**

**By E-mail:** [swiss1218@cara.com](mailto:swiss1218@cara.com)

**Advertised until:** 2011/06/14

**Job Number:** 5759628

**Title:** Cashier, customer service ([NOC: 6611](#))

**Terms of Employment:** Casual, Part Time leading Full Time, Shift, Weekend, Day

**Salary:** To be negotiated

**Anticipated Start Date:** As soon as possible

**Location:** Toronto North, Ontario (1 vacancy)

**Skill Requirements:**

**Education:** Completion of high school

**Credentials (certificates, licences, memberships, courses, etc.):** Not required

**Experience:** 1 year to less than 2 years

**Languages:** Speak English, Read English, Write English

**Work Setting:** Retail establishment



**Business Equipment:** Cash register, Interac machine, Calculator

**Specific Skills:** Customer service oriented, Operate cash register, Process money, cheques and credit/debit card payments, tabulate total payment for goods or services required, Receive payment for goods or services, Stock shelves and clean counter area, Greet customers, Enter prices of items on cash register, Wrap or place merchandise in bags

**Transportation/Travel Information:** Public transportation is available

**Work Conditions and Physical Capabilities:** Fast-paced environment, Work under pressure, Attention to detail, Combination of sitting, standing, walking, Standing for extended periods, Bending, crouching, kneeling

**Essential Skills:** Reading text, Numeracy, Oral communication, working with others, Decision making, Job task planning and organizing, Continuous learning

**Employer:** Jewish Family & Child / Just a Second Shop

**How to Apply:**

**By Mail:**

4600 Bathurst Street

Toronto, Ontario

M2R 3V3

**By Fax:** (416) 638-7422

**By E-mail:** [resumes@jfundcs.com](mailto:resumes@jfundcs.com)

**Online:** <http://www.jfundcs.com>



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**Web Site:** <http://www.jfandcs.com>

**Advertised until:** 2011/06/13

**Job Number:** 5758674

**Title: Cashier, customer service (Receptionist) (NOC: 6611)**

**Terms of Employment:** Seasonal, Part Time, Weekend, Day

**Salary:** \$10.25 to \$10.50 Hourly for 15 hours per week

**Anticipated Start Date:** As soon as possible

**Location:** Toronto Centre, Ontario (1 vacancy)

**Skill Requirements:**

**Education:** Completion of high school

**Credentials (certificates, licences, memberships, courses, etc.):** Not required

**Experience:** Experience an asset

**Languages:** Speak English, Read English, Write English

**Work Setting:** Business office, Retail establishment

**Business Equipment:** Cash register, Computer terminal

**Specific Skills:** Customer service oriented, Operate cash register, Process money, cheques and credit/debit card payments, Tabulate total payment for goods or services required, Receive payment for goods or services, Calculate daily/shift payments received and reconcile with total sales, Suggestive selling, Stock shelves and clean counter area, Greet customers, Enter prices of items on cash register, Accept reservations or take-out orders, Wrap or place merchandise in bags

**Security and Safety:** Bondable

**Transportation/Travel Information:** Public transportation is available

**Work Conditions and Physical Capabilities:** Fast-paced environment, Work under pressure, Attention to detail, Combination of sitting, standing, walking, Bending, crouching, kneeling

**Essential Skills:** Reading text, Numeracy, Writing, Oral communication, Working with others, Problem solving, Decision making, Critical thinking, Computer use

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**Other Information:** THIS IS A PART-TIME POSITION. HOURS MAY VARY. DURING THE SUMMER POSSIBILITY OF SOME FULL TIME HOURS.

**Employer:** The Great American Backrub

**How to Apply:**

**By E-mail:** [backrubjobs@sympatico.ca](mailto:backrubjobs@sympatico.ca)

**Business Profile:** Retail Massage Therapy and Stress Reduction Products

**Web Site:** <http://www.backrub.ca>

**Advertised until:** 2011/06/06

## **Cashier-Shoppers Drug Mart (180 DANFORTH AVE)**

**Number:** 11-2752

Date Posted: 05/30/2011

Position Type: Part Time

Store Address: 180 DANFORTH AVE

### **Job Description**

Key responsibilities of a Shoppers Drug Mart Cashier include: Maintain the customer service and checkout area for prompt and accurate processing of the customer's order; Merchandise and maintain designated areas; ensure loss prevention systems and procedures are performed according to guidelines

### **Required Qualifications**

Well organized; detail oriented; effective verbal and communication skills; commitment to providing effective customer service; organization and neatness; troubleshooting.

Desired Qualifications High school education and computer and register skills; ability to work independently and as part of a team in a fast paced environment.

Work Hours: Flexible schedule including some evenings and weekends

### **Apply Online:**

[https://prod.fadvhms.com/shoppers/JobBoard/JobDetails.aspx?\\_ID=\\*DADF50DDE5F8BB4E](https://prod.fadvhms.com/shoppers/JobBoard/JobDetails.aspx?_ID=*DADF50DDE5F8BB4E)

**Job Number:** 5724052

## **Title: Grocery clerk (NOC: 6622)**

**Terms of Employment:** Permanent, Full Time, On Call, Shift, Overtime, Weekend, Day, Evening

**Salary:** \$10.25 Hourly for 40 hours per week

**Anticipated Start Date:** As soon as possible

**Location:** Toronto East, Ontario (2 vacancies )

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**Skill Requirements:**

**Education:** Not applicable, Not required

**Experience:** 1 to less than 7 months

**Languages:** Speak English, Read English, Write English

**Work Setting:** Grocery store

**Weight Handling:** Up to 13.5 kg (30 lbs)

**Specific Skills:** Customer service oriented, Direct customers to location of articles sought, Unpack products received by store and count, weigh or sort items, Order stock, Record incoming stock, Stock shelves and display areas, Keep stock clean and in order, Price items using stamp or stickers according to price list, Attach protective devices to products to protect against shoplifting, Order picking, Fill mail or electronic orders from warehouse stock, Operate computer for electronic commerce transactions, Operate cash register, Operate electric pallet jack, Operate forklift

**Work Conditions and Physical Capabilities:** Work under pressure, Repetitive tasks, Physically demanding, Combination of sitting, standing, walking, Standing for extended periods, Walking, Bending, crouching, kneeling

**Other Languages:** Arabic

**Essential Skills:** Reading text, Document use, Numeracy, Writing, Oral communication, Working with others, Problem solving, Decision making, Critical thinking, Job task planning and organizing, Significant use of memory, Finding information, Computer use

**Employer:** 2226342 Ontario Corp. o/a Rami's Mediterranean Markets

**How to Apply:**

**In Person between 9:00 and 17:00:**

2000 Lawrence Ave. E.

Toronto, Ontario

M1R 2Z1

**Advertised until:** 2011/06/11