



NEWCOMER WOMEN'S SERVICES TORONTO

JOB POSTING UPDATE

April 29, 2011

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Office Administration

Job Number: 5690411

Title: Administrative assistant (NOC: 1411)

Terms of Employment: Temporary, Full Time, Day

Salary: \$12.00 to \$12.50 Hourly for 40 hours per week

Anticipated Start Date: As soon as possible

Location: Toronto Centre, Ontario (2 vacancies)

Skill Requirements:

Education: Completion of high school

Experience: 1 year to less than 2 years

Languages: Speak English, Read English, Write English

Business Equipment and Computer Applications: Mac OS

Typing (Words Per Minute): 41 - 60 wpm

Security and Safety: Bondable

Employer: Staffmax Staffing & Recruiting Corp. (Placement Agency)

How to Apply:

Contact Name: Winnipeg Recruiter

By E-mail: toronto@staffmax.ca

Business Profile: Staffmax is a supplier of various office positions, ranging from reception to IT. Specialize in term, permanent and temporary to hire placements.

Web Site: <http://www.staffmax.ca>

Advertised until: 2011/05/12

Job Number: 5689904

Title: General office clerk (NOC: 1411)

Terms of Employment: Casual, Part Time leading Full Time, Day

Salary: \$12.00 Hourly for 40 hours per week

Anticipated Start Date: As soon as possible

Location: Toronto, Ontario (1 vacancy)

Skill Requirements:

Education: Completion of high school, Some college/CEGEP/vocational or technical training

Experience: Experience an asset

Languages: Speak English, Read English, Write English

Work Setting: Private sector

Business Equipment and Computer Applications: Windows, General office equipment, Electronic mail, MS Word, Excel, Database software, Internet browser

Typing (Words Per Minute): 41 - 60 wpm

Specific Skills: Receive and forward telephone or electronic enquiries, Send and receive messages, Provide general information to clients and the public

Work Conditions and Physical Capabilities: Fast-paced environment, Work under pressure, Sitting for extended periods

Transportation/Travel Information: Own transportation

Essential Skills: Reading text, Document use, Writing, Oral communication, Working with others, Problem solving, Computer use

Employer: Elite Appliance Service

How to Apply:

By E-mail: K.lin@eliteappliance.ca

Business Profile: Elite Appliance Service is a medium sized Appliance Servicing Company that holds several Contracts with High end Appliance Manufacturers.

Advertised until: 2011/05/18

Job Number: 5686659

Title: Administrative assistant (Hospitality Representative/Administrator) (NOC: 1411)

Terms of Employment: Permanent, Full Time

Salary: \$35,000.00 Yearly for 40 hours per week

Anticipated Start Date: As soon as possible

Location: Toronto, Ontario (1 vacancy)

Skill Requirements:

Education: Completion of college/CEGEP/vocational or technical training, Completion of university

Experience: 2 years to less than 3 years

Languages: Speak English, Read English, Write English

Typing (Words Per Minute): Not required

Other Information:- High school/College or University degree/certificate/diploma - 2 years related work experience in a professional environment- 2 years exp and exposure in the hospitality/food & beverage ind

Employer: Quantum Management Services (Placement Agency)

How to Apply:

Contact Name: Sonely Bulchandani

By Phone: between 9:00 and 17:00: (416) 601-5532

By Fax: (416) 366-4363

By E-mail: sonely.bulchandani@quantum.ca

Business Profile: We are a staffing solution provider.

Web Site: <http://www.quantum.ca>

Advertised until: 2011/05/10

Job Number: 5681346

Title: Office clerk (NOC: 1411)

Terms of Employment: Temporary, Full Time, Day

Salary: \$15.00 Hourly for 40 hours per week

Anticipated Start Date: As soon as possible

Location: Toronto North, Ontario (1 vacancy)

Skill Requirements:

Education: Completion of high school, Some college/CEGEP/vocational or technical training

Experience: 3 years to less than 5 years

Languages: Speak English, Read English, Write English

Business Equipment and Computer Applications: Windows, General office equipment, Excel, Quick Books

Typing (Words Per Minute): 41 - 60 wpm

Specific Skills: Type and proofread correspondence, forms and other documents, Maintain and prepare reports from manual or electronic files, inventories, mailing lists and databases, Sort, process and verify applications, receipts and other documents, Process incoming and outgoing mail manually or electronically, Send and receive messages, Perform basic bookkeeping tasks, Compile data, statistics and other information, Provide general information to clients and the public, Photocopy and collate documents for distribution, mailing and filing

Work Conditions and Physical Capabilities: Work under pressure, Tight deadlines

Employer: Centrum Group (Placement Agency)

How to Apply:

Online: <http://www.jobvirtue.com/job-network/156-centrum-group/profile>

Web Site: <http://www.jobvirtue.com/job-network/156-centrum-group/profile>

Advertised until: 2011/05/07

Manufacturing

Job Number: 5683609

Title: Production assembler - electrical equipment manufacturing (NOC: 9484)

Terms of Employment: Permanent, Full Time, Day

Salary: \$10.75 to \$11.00 Hourly for 40 hours per week, Medical Benefits, Dental Benefits, Vision Care Benefits

Anticipated Start Date: As soon as possible

Location: Toronto North, Ontario (1 vacancy)

Skill Requirements:

Education: Completion of high school

Experience: Experience an asset

Languages: Speak English, Read English, Write English

Type of Work Experience: Bench

Type of Product Specialization: Small transformers, motors and transmissions, Circuit breakers and other control equipment

Type of Inspection Specialization: Subassemblies, Assemblies

Specific Skills: Assemble prefabricated parts, Assemble small and large household electrical appliances, Assemble circuit breakers, switches or other electrical control equipment and position and fasten components into assembly casings, Check products for visual defects and faulty electrical and mechanical connections, Identify and mark acceptable and defective assemblies

Additional Skills: Collect, record and summarize inspection results

Own Tools/Equipment: Safety equipment/gear, Safety glasses/goggles

Work Conditions and Physical Capabilities: Repetitive tasks, Handling heavy loads, Physically demanding, Manual dexterity, Attention to detail, Combination of sitting, standing, walking, Standing for extended periods

Work Site Environment: Noisy

Transportation/Travel Information: Public transportation is available

Essential Skills: Reading text, Document use, Numeracy, Writing, Oral communication, Working with others, Problem solving, Job task planning and organizing, Continuous learning

Employer: Plitron Manufacturing Inc.

How to Apply:**In Person between 10:00 and 15:00:**

8-601 Magnetic Dr.
Toronto, Ontario
M3J 3J2

Business Profile: Manufacturer of Toroidal Transformers

Web Site: <http://www.plitron.com>

Advertised until: 2011/05/16

Social Service/Education

Job Number: 5681620

Title: Early childhood education worker (ECE Certified with the CECE) (NOC: 4214)

Terms of Employment: Permanent, Full Time

Salary: To be negotiated

Anticipated Start Date: 2011/06/06

Location: Etobicoke, Ontario (1 vacancy)

Skill Requirements:

Education: Completion of college/CEGEP/vocational or technical training

Credentials (certificates, licences, memberships, courses, etc.): Early Childhood Education Diploma or Degree

Experience: Will train

Languages: Speak English, Read English

Work Setting: Child care centre

Children's Ages: 2 years, 3 years, 4 years, 5 years

Early Childhood Education Skills: Plan and develop child care and nursery school programs, Provide supervision and guidance of daily activities, field trips and special activities, Provide opportunity for creative expression through the mediums of art, dramatic play and music, Assess the developmental level of children, Prepare progress reports and discuss with parents and other staff members, Knowledge of Day Nurseries Act, Knowledge of licensing regulations

Additional Skills: Supervise staff, trainees or volunteers, Assist in housekeeping duties

Transportation/Travel Information: Public transportation is available

Security and Safety: Criminal record check, Medical exam, Immunization records, Tuberculosis test

Essential Skills: Reading text, Writing, Oral communication, Working with others, Problem solving, Decision making, Job task planning and organizing

Other Information: This is a contract position.

Employer: Lady Bug Daycare

How to Apply:

In Person between 10:00 and 6:00:

400 Burnhamthorpe Road

Toronto, Ontario

M9B 2A8

By Fax: (416) 626-9844

By E-mail: daycareladybug@gmail.com

Business Profile: Daycare services

Advertised until: 2011/05/22

Job Number: 5684120

Title: Early childhood educator (REGISTERED E.C.E.) (NOC: 4214)

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

Salary: To be negotiated

Anticipated Start Date: As soon as possible

Location: SCARBOROUGH, Ontario (6 vacancies)

Skill Requirements:

Education: Some college/CEGEP/vocational or technical training, Completion of college/CEGEP/vocational or technical training

Credentials (certificates, licences, memberships, courses, etc.): Early Childhood Education Diploma or Degree, Cardiopulmonary Resuscitation (CPR) Certificate, First Aid Certificate

Experience: Experience an asset

Languages: Speak English, Read English, Write English

Work Setting: Child care centre, Day-care centre

Security and Safety: Criminal record check, Immunization records

Other Information: Please let us know if you can provide Assistance to SPECIAL NEED CHILDREN.

Employer: Eli Razaghi o/a SUPPORT ON THE WAY

How to Apply:

By Phone: between 9:00 and 19:00: (416) 822-4405

Advertised until: 2011/05/25

Job Number: 5646975

Title: Early childhood assistant (Early Childhood Assistant Teacher) (NOC: 4214)

Terms of Employment: Permanent, Full Time

Salary: \$16.30 Hourly for 40 hours per week, Other Benefits, As per collective agreement, Medical Benefits, Dental Benefits, Life Insurance Benefits, Group Insurance Benefits

Anticipated Start Date: As soon as possible

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

Skill Requirements:

Education: Some college/CEGEP/vocational or technical training

Credentials (certificates, licences, memberships, courses, etc.): Early Childhood Education Assistant Certificate, Cardiopulmonary Resuscitation (CPR) Certificate, First Aid Certificate

Experience: No experience

Languages: Speak English, Read English, Write English

Work Setting: Child care centre

Early Childhood Education Skills: Plan and develop child care and nursery school programs, Provide supervision and guidance of daily activities, field trips and special activities, Provide opportunity for creative expression through the mediums of art, dramatic play and music, Knowledge of Day Nurseries Act, Knowledge of licensing regulations

Early Childhood Educator Assistant Skills: Conduct and monitor activity programs designed for young children, Prepare craft materials and assist children to use them, Guide children in development of proper eating, dressing and toilet habits, Prepare and serve snacks, Arrange transition periods such as lunch and rest for children

Additional Skills: Assist in maintaining records of children, Maintain day care supplies and equipment, Interpersonal skills, Light cleaning duties

Security and Safety: Criminal record check, Medical exam, Immunization records, Tuberculosis test

Work Conditions and Physical Capabilities: Repetitive tasks, Attention to detail, Combination of sitting, standing, walking, Bending, crouching, kneeling

Essential Skills: Reading text, Numeracy, Writing, Oral communication, Working with others, Problem solving

Employer: Ideal Child Services Group

How to Apply:

By E-mail: sonia.mojtahedi@icsg.ca

Web Site: <http://www.icsg.ca/employment.htm>

Advertised until: 2011/05/05

Service Coordinator

Position: Service Coordinator (File #1116-520) – 2 positions

1 position assigned to South Quadrant

1 position assigned to East Quadrant

Normally assigned to these Quadrants but may, at a later date, be reassigned in order to meet client needs.

Status: Full-time, Union

Salary Range: \$53,266-\$67,506

Hours: 36.25 hours/week

Date Posted: April 26, 2011

At Surrey Place Centre, we help children and adults living with developmental disabilities reach their full potential.

We offer a comprehensive range of programs and services, from assessment, diagnosis and one-on-one treatments, to family counseling and group support.

An internationally recognized organization, affiliated with the University of Toronto, and accredited with Accreditation Canada since 1972, Surrey Place Centre has become the health care agency of choice for a great many accomplished clinicians and professionals from Canada and around the world.

We currently have 2 full time, permanent positions as Service Coordinator.

JOB SUMMARY

For this position you will provide intake and service coordination to ensure appropriate client service. You will be committed to educational and research activities related to service as well as innovative approaches to the development of community resources.

You have specialized knowledge and skills normally obtained through an Honours Degree in social or health sciences or equivalent. You have demonstrated knowledge of adults with mental health issues or problems associated with aging. Knowledge of developmental services, community, health and long-term care delivery systems are essential. Experience with adults with developmental disabilities or those who have a chronic/permanent condition affecting independent functioning is an asset. Excellent communication and interpersonal skills are required. Regular and consistent attendance at work is also required. Experience on an interdisciplinary team and with multicultural environments is an asset. Ability to speak a second language will be an asset.

If you are interested in the opportunity, please forward your resume to Human Resources, hr@surreyplace.on.ca, quoting file #1116-520 by 4:30pm on May 13, 2011

Health Care

Job Number: 5611641

Title: Home health care worker (NOC: 6471)

Terms of Employment: Temporary, Full Time, Shift, Overtime, Weekend, Day, Night, Evening

Salary: \$20.00 Hourly for 48 hours per week

Anticipated Start Date: 2011/04/22

Location: Toronto, Ontario (40 vacancies)

Skill Requirements:

Education: Some high school, Completion of high school, Some university

Credentials (certificates, licences, memberships, courses, etc.): First Aid Certificate, Cardiopulmonary Resuscitation (CPR) Certificate, Health Care Aid Certificate, Nursing Aid Certificate, Home Support Attendant Certificate, Certificate of Conduct, Personal Support Worker Certificate

Experience: 1 to less than 7 months

Languages: Speak English, Read English, Write English

Type of Clientele: Children, Adolescents, Convalescent, Seniors, Elderly, Persons with a mental health disability, Persons with an intellectual disability, Persons with a disability, Terminally ill, Female, Male

Children's Ages: Over 12 years

Specific Skills: Prepare, cook and serve meals, Plan menus for special diets, Shop for food and household supplies, Launder clothing and household linens, Perform light housekeeping and cleaning, Assume full responsibility for household (in absence of householder), Teach homemaking or life skills, Provide personal care, Provide companionship, Drive household vehicle, Care for individuals and families, Administer bedside and personal care, Feed or assist in feeding, Change non-sterile dressings, Administer medications, Collect specimens, Assist clients to walk, Aid clients with bathing and other aspects of personal hygiene

Work Location Information: Work in employer's/client's home, Staff accommodation available, Staff accommodation provided, Room and board provided, Urban area, Rural community, Various locations, Relocation costs covered by employer

Transportation/Travel Information: Vehicle supplied by employer, Willing to travel, Willing to travel regularly, Willing to travel for extended periods, Travel expenses paid by employer, Public transportation is available

Work Conditions and Physical Capabilities: Work under pressure, Repetitive tasks, Handling heavy loads, Physically demanding, Sitting, Combination of sitting, standing, walking, Walking, Bending, crouching, kneeling

Security and Safety: Criminal record check, Child abuse registry check, Child welfare check, Immunization records, Tuberculosis test

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

Other Information: DSW - PSW - ECE - SSW - HCA or equivalent experience. This assignment provides great healthcare experience for FOREIGN TRAINED DOCTORS AND NURSES. GREAT experience and great work.

Employer: WES Consulting Inc (Continued Comfort & Healthcare) (Placement Agency)

How to Apply:

Contact Name: Continued Comfort & Healthcare

By Mail:

120 Eglinton Avenue East, suite 1100 Toronto, Ontario M4P 1E2

In Person between 9:00 and 16:00:

120 Eglinton Avenue East, suite 1100

Toronto, Ontario

M4P ,1E2

By Phone: between 9:00 and 16:00: (416) 322-2862

By Fax: (416) 322-5893

By E-mail: consult@wescanada.com

Online: <http://www.wescanada.com>

Business Profile: MGMT CONSULTING CO. REPRESENTING ASSOC. PROVIDING SERVICE TO DEV. CHALLENGED PERSONS. ALSO LAB. REL. MGMT CONSULTATION AND PERSONNEL SERVICES

Web Site: <http://www.wescanada.com>

Advertised until: 2011/05/11

Job Number: 5689495

Title: Home health care worker (Live-in caregiver for senior) (NOC: 6471)

Terms of Employment: Permanent, Full Time, Day

Salary: \$10.25 Hourly for 44 hours per week

Anticipated Start Date: As soon as possible

Location: Toronto, Ontario (1 vacancy)

Skill Requirements:

Education: Completion of high school

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

Experience: 7 months to less than 1 year

Languages: Speak English, Read English, Write English

Type of Clientele: Elderly, Female

Specific Skills: Prepare, cook and serve meals, Shop for food and household supplies, Launder clothing and household linens, Mend clothing and linens, Perform light housekeeping and cleaning, Provide personal care, Provide companionship, Administer medications, Assist clients to walk, Aid clients with bathing and other aspects of personal hygiene

Work Location Information: Work in employer's/client's home, Room and board provided

Security and Safety: Bondable, Criminal record check, Medical exam, Tuberculosis test

Other Information: Lady with Alzheimers requires help with mobility and the activities of daily living. Room & board charge is \$369.42/month. Private accommodation provided in private home for duration of employment.

Employer: Victoria & Lewis Rumack

How to Apply:

By E-mail: srlifestyle@sympatico.ca

Advertised until: 2011/05/27

Job Number: 5691406

Title: Personal support worker - home support (NOC: 6471)

Terms of Employment: Casual, Part Time, Weekend, Day, Night, Evening

Salary: To be negotiated

Anticipated Start Date: As soon as possible

Location: Toronto Centre, Ontario (3 vacancies)

Skill Requirements:

Education: Completion of high school, Completion of college/CEGEP/vocational or technical training

Credentials (certificates, licences, memberships, courses, etc.): First Aid Certificate, Cardiopulmonary Resuscitation (CPR) Certificate, Health Care Aid Certificate, Home Support Attendant Certificate, Personal Support Worker Certificate

Experience: Experience an asset

Languages: Speak English, Write English

Type of Clientele: Seniors, Elderly

Specific Skills: Prepare, cook and serve meals, Plan menus for special diets, Shop for food and household supplies, Launder clothing and household linens, Mend clothing and linens, Perform light housekeeping and cleaning, Maintain household records and budgets, Assume full responsibility for household (in absence of householder), Provide personal care, Provide companionship, Care for pets, Garden, Care for individuals and families, Administer bedside and personal care, Feed or assist in feeding, Change non-sterile dressings, Administer medications, Collect specimens, Assist clients to walk, Aid clients with bathing and other aspects of personal hygiene

Work Location Information: Work in employer's/client's home, Urban area

Transportation/Travel Information: Public transportation is available

Work Conditions and Physical Capabilities: Work under pressure, Repetitive tasks, Handling heavy loads, Physically demanding, Combination of sitting, standing, walking, Bending, crouching, kneeling

Security and Safety: Bondable, Criminal record check, Medical exam, Immunization records, Tuberculosis test

Other Languages: German

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

Employer: Arcadia Senior Care Inc.

How to Apply:

Please apply for this job only in the manner specified by the employer. Failure to do so may result in your application not being properly considered for the position.

By Mail:

801 Eglinton Avenue West, suite 105 Toronto, Ontario M5N 1E3

By Fax: (416) 947-0050

By E-mail: jobs@arcadiaseniorcare.com

Online: <http://www.arcadiaseniorcare.com>

Business Profile: Home Health Care Agency specializing in providing services to client's with Alzheimer's disease, ABI, and related disorders.

Web Site: <http://www.arcadiaseniorcare.com>

Advertised until: 2011/05/23

Customer Service

Job Number: 5687493

Title: Customer service clerk (**NOC: 1453**)

Terms of Employment: Permanent, Full Time, Weekend, Evening

Salary: \$11.00 to \$12.00 Hourly for 35 hours per week

Anticipated Start Date: As soon as possible

Location: Toronto North, Ontario (1 vacancy)

Skill Requirements:

Education: Completion of college/CEGEP/vocational or technical training

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

Experience: 2 years to less than 3 years

Languages: Speak English, Read English, Write English

Business Equipment and Computer Applications: Windows, Word processing software

Specific Skills: Answer inquiries and provide information to customers, Explain the type and cost of services offered, Sell merchandise, Receive payments, Issue receipts and other forms, Receive application forms, Perform general office duties

Security and Safety: Bondable

Work Conditions and Physical Capabilities: Fast-paced environment, Work under pressure, Tight deadlines

Transportation/Travel Information: Public transportation is available

Essential Skills: Working with others, Significant use of memory

Other Information: 5pm-9pm Monday to Friday + weekends. Update records. Position is in a professional office. Must have professional telephone manners. Specify the position in e-mail.

Employer: Centaur Group Inc.

How to Apply:

By E-mail: jobs@bdc-canada.com

Advertised until: 2011/05/16

Job Number: 5685453

Title: Customer relations clerk (New Business growing) (NOC: 1453)

Terms of Employment: Permanent, Full Time, Weekend, Day, Night, Evening

Salary: \$20.40 Hourly for 40 hours per week, Bonus, Commission, Medical Benefits, Dental Benefits

Anticipated Start Date: As soon as possible

Location: Toronto East, Ontario (30 vacancies)

Skill Requirements:

Education: Some high school

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

Experience: No experience

Languages: Speak English, Read English, Write English

Work Setting: Health services, Business services, Retail and wholesale distribution center, Transportation

Specific Skills: Answer inquiries and provide information to customers, Sell merchandise, Receive payments

Security and Safety: Bondable

Transportation/Travel Information: Own transportation, Own vehicle, Willing to travel

Essential Skills: Oral communication, Working with others, Problem solving, Decision making, Finding information

Employer: 1812613 Ontario Ltd. o/a Simply Pure Technologies

How to Apply:

By Phone: between 10:00 and 21:00: (905) 761-2090

By E-mail: simply_pure_tech@live.com

Advertised until: 2011/05/01

Job Number: 5672781

Title: Enquiries clerk (Insurance Underwriting) (NOC: 1453)

Terms of Employment: Casual, Full Time, Shift, Day

Salary: To be negotiated

Anticipated Start Date: 2011/05/02

Location: Scarborough, Ontario (1 vacancy)

Skill Requirements:

Education: Completion of high school, Some college/CEGEP/vocational or technical training, Some university

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

Experience: Experience an asset

Languages: Speak English, Read English, Write English

Work Setting: Private sector

Business Equipment and Computer Applications: Windows, General office equipment, Electronic mail, Word processing software, Spreadsheet software, Database software, Internet browser

Specific Skills: Answer inquiries and provide information to customers, Receive and log complaints, Investigate complaints, Access and process information, Maintain records and statistics, Perform general office duties

Security and Safety: Basic security clearance

Work Conditions and Physical Capabilities: Fast-paced environment, Work under pressure, Tight deadlines, Repetitive tasks, Attention to detail

Essential Skills: Document use, Writing, Oral communication, Working with others, Problem solving, Decision making, Critical thinking, Significant use of memory, Computer use, Continuous learning

Other Information: Candidate to cover for an employee going on maternity leave. Ability to speak French an asset. Shift to cover - noon til 8:00 PM Eastern

Employer: First Financial Underwriting Services (Canada) Inc.

How to Apply:

By E-mail: sheila@firstfin.com

Advertised until: 2011/05/06

Job Number: 5672276

Title: Customer service assistant (In handling and processing digital artwork files) (NOC: 1453)

Terms of Employment: Permanent, Full Time, Day

Salary: To be negotiated, Bonus, Medical Benefits, Dental Benefits, Life Insurance Benefits, Group Insurance Benefits

Anticipated Start Date: As soon as possible

Location: Toronto, Ontario (1 vacancy)

Skill Requirements:

Education: Completion of college/CEGEP/vocational or technical training, Completion of university

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

Experience: 2 years to less than 3 years

Languages: Speak English, Read English, Write English

Business Equipment and Computer Applications: Windows, General office equipment, Electronic mail, Internet browser

Specific Skills: Answer inquiries and provide information to customers, Explain the type and cost of services offered, Investigate complaints, Access and process information, Maintain records and statistics, Perform general office duties

Security and Safety: Criminal record check

Work Conditions and Physical Capabilities: Fast-paced environment, Work under pressure, Tight deadlines, Handling heavy loads, Attention to detail

Transportation/Travel Information: Public transportation is available

Other Languages: Cantonese, Mandarin

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

Employer: Viva Magnetics (Canada) Ltd.

How to Apply:

By E-mail: hr@vivacan.com

Advertised until: 2011/05/02

Job Number: 5671059

Title: Customer service clerk (for manufacturing) (NOC: 1453)

Terms of Employment: Temporary, Full Time, Day

Salary: To be negotiated

Anticipated Start Date: As soon as possible

Location: Toronto, Ontario (1 vacancy)

Skill Requirements:

Education: Completion of college/CEGEP/vocational or technical training

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

Experience: 3 years to less than 5 years

Languages: Speak English, Read English, Write English

Work Setting: Private sector

Business Equipment and Computer Applications: Windows, Word processing software, Spreadsheet software, Database software, Internet browser

Specific Skills: Answer inquiries and provide information to customers, Receive and log complaints, Investigate complaints, Access and process information, Maintain records and statistics, Perform general office duties

Work Conditions and Physical Capabilities: Fast-paced environment, Work under pressure, Tight deadlines, Attention to detail

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, Continuous learning

Employer: Polytainers Inc.

How to Apply:

By E-mail: rkim@polytainersinc.com

Web Site: <http://www.polytainersinc.com>

Advertised until: 2011/05/17

Job Number: 5669316

Title: Customer service clerk - insurance (NOC: 1453)

Terms of Employment: Permanent, Full Time

Salary: To be negotiated, Life Insurance Benefits, Group Insurance Benefits

Anticipated Start Date: As soon as possible

Location: Toronto Centre, Ontario (2 vacancies)

Skill Requirements:

Education: Some university

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

Experience: 2 years to less than 3 years

Languages: Speak English, Read English, Write English

Other Information:Customer Service (Insurance) ,Toronto,40k-55k,MUST be RIBO certified,You will provide customer service to clients in any of the Service Department Teams,who have vehicle and/or home policies.

Employer: 3K Consulting (Placement Agency)

How to Apply:

By E-mail: 3k.consulting@rogers.com

Business Profile: Placement Agency

Advertised until: 2011/05/02

Job Number: 5687134

Title: Cashier, customer service (Full training plan, flexible hours, benefits) (NOC: 6611)

Terms of Employment: Permanent, Part Time leading Full Time, Weekend, Evening

Salary: To be negotiated

Anticipated Start Date: As soon as possible

Location: Scarborough, Ontario (2 vacancies)

Skill Requirements:

Education: Not applicable

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

Experience: No experience

Languages: Speak English, Write English

Work Setting: Restaurant

Business Equipment: Cash register

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, Standing for extended periods, Bending, crouching, kneeling

Essential Skills: Reading text, Oral communication, Problem solving, Continuous learning

Other Information: Require exceptional customer service representative to work 3pm to 11:30pm at Tim Hortons on the Run at Don Mills and Sheppard

Employer: LMK Foods Incorporated o/a Tim Hortons

How to Apply: In Person between 10:30 and 15:00:

Midland and Finch
Scarborough, Ontario
M1T 1A1

By Fax: (905) 475-6424

By E-mail: linda.hoogendam@lmkfoods.ca

Business Profile: RESTAURANT BUSINESS

Advertised until: 2011/05/10

Job Number: 5683654

Title: Cashier (Customer Service Representative) (NOC: 6611)

Terms of Employment: Permanent, Part Time, Weekend, Day, Evening

Salary: To be negotiated

Anticipated Start Date: As soon as possible

Location: Sherway Gardens, Ontario (1 vacancy)

Skill Requirements:

Education: Some high school

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: Retail establishment

Business Equipment: Cash register, Calculator, Computer terminal

Specific Skills: Customer service oriented, Operate cash register, Process money, cheques and credit/debit card payments, Receive payment for goods or services, Calculate daily/shift payments received and reconcile with total sales, Stock shelves and clean counter area, Greet customers, Wrap or place merchandise in bags

Security and Safety: Bondable

Transportation/Travel Information: Own transportation

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

Essential Skills: Numeracy, Oral communication, Working with others, Problem solving, Decision making, Job task planning and organizing, Computer use

Other Information: 16-20 hours per week; Must be able to work weekends and 1-2 evening shifts; Must have strong Point-of-Sale Skills;

Employer: Harry Rosen Inc.

How to Apply: By E-mail: hrcareers@harryrosen.com

Web Site: <http://www.harryrosen.com>

Advertised until: 2011/05/09

Job Number: 5681428

Title: Cashier, customer service (NOC: 6611)

Terms of Employment: Permanent, Part Time, Weekend, Day, Evening

Salary: \$10.25 Hourly for 20 hours per week

Anticipated Start Date: As soon as possible

Location: York-Weston / Dufferin-St.Clair, Ontario (1 vacancy)

Skill Requirements:

Education: Some high school, Completion of high school

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

Experience: Experience an asset

Languages: Speak English, Read English, Write English

Work Setting: Retail establishment

Business Equipment: Price scanner, Interac machine, Computer terminal

Specific Skills: Customer service oriented, Operate cash register, Process money, cheques and credit/debit card payments, Scan items, Receive payment for goods or services, Suggestive selling, Stock shelves and clean counter area, Greet customers

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

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

Employer: Discount Beauty Supplies

By E-mail: Natashiapal@hotmail.com

Advertised until: 2011/05/07