

Job Number: 5606490

Title: Food products sales representative (Ethnic Food Products Sales Representative) (NOC: 6411)

Terms of Employment: Permanent, Full Time

Salary: \$17.00 to \$18.00 Hourly for 40 hours per week

Anticipated Start Date: As soon as possible

Location: Markham, 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

Type of Sales/Marketing: Importing

Specific Skills: Arrange for on-site previews of goods, Advertise sales, Promote sales to existing clients, Prepare or oversee preparation of sales or other contracts, Represent companies that export and import products or services to and from foreign countries, Conduct sales transactions, Estimate or quote prices, credit or contract terms, warranties and delivery dates, Identify and solicit potential clients, Consult with clients after sale or signed contracts, Review and adapt information regarding product innovations, competitors and market conditions, Provide clients presentations of the benefits and uses of goods or services, Customer service oriented

Other Information: Language requirements: Hindi is a must for this position because of clientele, Punjabi is an asset. Other benefits: Cell Phone, Travel allowance

Employer: Habib Food Products Inc.

How to Apply:

By Mail:

15 Allstate Parkway,, suite 600
Markham, Ontario
L3R 5B4

By Fax: (905) 784-1010

By E-mail: habib.products@canadaemail.net

Business Profile: Import, Wholesale, Distribution and marketing of ethnic frozen food products

Advertised until: 2011/04/30

Job Number: 5605905

Title: Assistant manager - retail (Junior Assistant Manager - Markville Mall) (NOC: 0621)

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

Salary: To be negotiated, Commission, Other Benefits, Medical Benefits, Dental Benefits, Vision Care Benefits

Anticipated Start Date: As soon as possible

Location: Markham, Ontario (1 vacancy)

Skill Requirements:

Education: Not required

Experience: 1 to less than 7 months

Languages: Speak English, Read English, Write English

Staff Responsibility: 1 - 20

Security and Safety: Bondable

Employer: Le Chateau Inc

How to Apply:

Online:

<http://www.lechateau.com/style/company/links/careers.jsp>

Business Profile: Fashion Retail

Web Site: <http://www.lechateau.com/style/company/links/careers.jsp>

Advertised until: 2011/04/29

Job Number: 5525375

Title: Marketing specialist - advertising (Internet, e-commerce business) (NOC: 1122)

Terms of Employment: Permanent, Full Time

Salary: To be negotiated, Commission

Anticipated Start Date: As soon as possible

Location: Toronto North, Ontario (1 vacancy)

Skill Requirements:

Education: Completion of university

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

Advertising and Marketing Consultant Specific Skills: Develop and implement advertising campaigns appropriate for a variety of media

Security and Safety: Bondable

Work Conditions and Physical Capabilities: Tight deadlines

Transportation/Travel Information: Public transportation is available

Other Information: We are looking for a talented individual capable of creating content for e-commerce websites. Exp. with content optimization, traffic generation, conversion & split testing required for this position.

Employer: Centaur Group Inc.

How to Apply:

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

Advertised until: 2011/04/15

Job Number: 5549230

Title: Day-care teacher (ECE Teacher) (NOC: 4214)

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

Salary: \$12.00 to \$15.00 Hourly for 40 hours per week, Other Benefits

Anticipated Start Date: As soon as possible

Location: Markham, Ontario (1 vacancy)

Skill Requirements:

Education: Completion of high school

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

Experience: Experience an asset

Languages: Speak English, Read English, Write English

Type of Work: Daycare management

Work Setting: Child care centre, Kindergarten, Before and after school programs, Day-care centre

Children's Ages: Newborn, 3-11 months, 1 year, 2 years, 3 years, 4 years, 5 years

Experience With Children Who Have Special Needs: Children with behavioural issues

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

Early Childhood Educator Assistant Skills: Bathe, diaper and feed infants and toddlers, 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, Observe children and report on observations to supervisor, Discuss progress and problems of children at staff meetings

Additional Skills: Supervise staff, trainees or volunteers, Assist in maintaining records of children, Maintain day care supplies and equipment, Assist in housekeeping duties

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

Transportation/Travel Information: Own transportation, Public transportation is available

Work Location Information: Urban area

Ability to Supervise: 1 to 2 people, 3-4 people

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

Other Information: Candidate must be ECE and registered with the College of ECEs to apply. Knowledge of French is an asset.

Employer: 2096201 Ontario Inc O/A Learning Jungle School - Greensborough Campus

How to Apply:

Contact Name: Cynthia Williamson

By E-mail: greensborough@learningjungle.com

Business Profile: Provides Early Learning and Childcare Services Markham and environs

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

Advertised until: 2011/04/29

Job Number: 5664288

Title: Accounting clerk (NOC: 1431)

Terms of Employment: Permanent, Full Time

Salary: To be negotiated

Anticipated Start Date: As soon as possible

Location: toronto, Ontario (1 vacancy)

Skill Requirements:

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

Experience: No experience

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, Excel, Accounting software, ACCPAC, Internet browser

Typing (Words Per Minute): 0 - 40 wpm

Type of Bookkeeping: Computerized, Manual

Specific Skills: Manage accounts receivable, Manage accounts payable, Prepare bank reconciliations, Prepare payroll, Invoice clients, Prepare reports, Perform clerical duties, such as maintain filing and record systems, Answer customer inquiries, Perform general office duties

Security and Safety: Bondable

Transportation/Travel Information: Public transportation is available

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

Essential Skills: Reading text, Document use, Numeracy, Writing, Oral communication, Working with others, Problem solving, Critical thinking, Significant use of memory, Computer use

Employer: Lazar Yitzchok/Lazar Gourmet Foods

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 Fax: (416) 636-6532

Advertised until: 2011/05/12

Job Number: 5525351

Title: Administrative assistant (NOC: 1411)

Terms of Employment: Permanent, Full Time

Salary: \$2,000.00 to \$2,900.00 Monthly for 44 hours per week

Anticipated Start Date: As soon as possible

Location: Toronto North, Ontario (1 vacancy)

Skill Requirements:

Education: Completion of university

Experience: 3 years to less than 5 years

Languages: Speak English, Read English, Write English

Work Setting: Private sector

Business Equipment and Computer Applications: Electronic mail, Word processing software, Spreadsheet software, Excel

Typing (Words Per Minute): 61 - 80 wpm

Technical Terminology: Legal, Business, Financial

Security and Safety: Bondable, Basic security clearance

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, Problem solving, Decision making, Significant use of memory

Other Information:THE KEY IS TO ASSIST MANAGER WITH DAILY OFFICE OPERATIONS. POSSIBILITY OF ADVANCEMENT TO MANAGEMENT. EXPERIENCE IN PROFESSIONAL OFFICE IS MANDATORY. REPLY BY E-MAIL WITH JOB TITLE IN THE SUBJECT LINE.

Employer: Centaur Group 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 E-mail: jobs@bdc-canada.com

Advertised until: 2011/04/30

Job Number: 5545685

**Title: Customer service adviser (for printing and carving)
(NOC: 1453)**

Terms of Employment: Permanent, Full Time, Day

Salary: \$17.75 Hourly for 40 hours per week

Anticipated Start Date: As soon as possible

Location: Toronto Centre, Ontario (1 vacancy)

Skill Requirements:

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

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

Experience: 2 years to less than 3 years

Languages: Speak English, Read English, Write English

Work Setting: Business services

Business Equipment and Computer Applications: Windows, General office equipment, Electronic mail, Word processing software, Database software, Accounting software, Desktop publishing software, Business diagramming software, Internet browser

Specific Skills: Answer inquiries and provide information to customers, Explain the type and cost of services offered, Sell merchandise, Arrange for billing for services, Access and process information, Maintain records and statistics, Perform general office duties, Order supplies and maintain inventory

Own Tools/Equipment: Computer, Internet access, Cellular phone

Work Conditions and Physical Capabilities: Fast-paced environment, Physically demanding, Manual dexterity, Attention to detail, Hand-eye co-ordination

Work Location Information: Urban area

Other Languages: Cantonese, Mandarin

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: Universe Communications Ltd.

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 E-mail: unicom1c18@yahoo.com

Advertised until: 2011/05/14

Job Number: 5588434

Title: Call centre agent - customer service (Customer Service) (NOC: 1453)

Terms of Employment: Permanent, Full Time

Salary: \$2,000.00 to \$2,300.00 Monthly for 44 hours per week, Bonus

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

Work Setting: Business services

Business Equipment and Computer Applications: Electronic mail, Word processing software, Spreadsheet software, Database software

Specific Skills: Answer inquiries and provide information to customers, Explain the type and cost of services offered, Sell merchandise, Access and process information, Perform general office duties

Security and Safety: Bondable

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

Transportation/Travel Information: Public transportation is available

Other Information: Answering inquiries, recording orders & updating records. Office position. Must have Professional telephone manners. Experience in accounting/legal office is an asset. Specify position in your e-mail.

Employer: Centaur Group Inc.

How to Apply:

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

Advertised until: 2011/04/30

Job Number: 5664116

Title: **Delivery driver (NOC: 7414)**

Terms of Employment: Permanent, Full Time, Day

Salary: \$14.00 to \$15.00 Hourly for 40 hours per week

Anticipated Start Date: As soon as possible

Location: Markham, Ontario (1 vacancy)

Skill Requirements:

Education: Completion of high school

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

Experience: 1 year to less than 2 years

Languages: Speak English, Read English, Write English

Weight Handling: Up to 23 kg (50 lbs)

Specific Skills: Pick-up and deliver various items and products, Load and unload goods, Plan travel schedules and routes, Perform pre-trip inspection of vehicle, Record trip information such as vehicle mileage, fuel costs and any problems

Additional Skills: Professionalism in customer service, Receive and relay information to central dispatch, Assemble, install and set-up merchandise

Other Information: The person will be driving a cube van throughout the GTA. Must have a clean drivers abstract and must have strong customer service skills

Employer: Just Labour Temporary Help (Placement Agency)

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.

In Person between 9:00 and 15:00:

2155 Lawrence Ave. E., suite 7
Toronto, Ontario
M1R 5G9

Advertised until: 2011/04/28

Job Number: 5664338

Title: Produce clerk, supermarket (NOC: 6622)

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

Salary: To be negotiated, Other Benefits

Anticipated Start Date: As soon as possible

Location: Vaughan, Ontario (1 vacancy)

Skill Requirements:

Education: Some high school

Experience: Experience an asset

Languages: Speak English, Read English, Write English

Weight Handling: Up to 45 kg (100 lbs)

Specific Skills: Customer service oriented, Obtain articles for customers from shelf or stockroom, Direct customers to location of articles sought, Unpack products received by store and count, weigh or sort items, Stock shelves and display areas

Work Conditions and Physical Capabilities: Fast-paced environment, Handling heavy loads, Physically demanding, Attention to detail, Standing for extended periods

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

Other Information: Store is open from 7a.m.-10p.m. Mon.- Sat.& 8a.m.-8p.m. on Sundays. Must be available to work flexible shifts including evenings and weekends.

Employer: Highland Farms 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.

In Person between 7:00 and 22:00:

3300 Rutherford Rd.

Vaughan, Ontario

L4K ,5Z2

By Fax: (416) 736-4795

By E-mail: jobs@highlandfarms.on.ca

Business Profile: Family-owned & operated Supermarket Chain with five full service locations across the GTA. Open from 7am-10pm Monday-Saturday & 8am-8pm on Sundays.

Advertised until: 2011/04/28

Job Number: 5599922

Title: Early childhood educator (NOC: 4214)

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

Salary: To be negotiated

Anticipated Start Date: As soon as possible

Location: Markham, Ontario (1 vacancy)

Skill Requirements:

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

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

Experience: 1 year to less than 2 years

Languages: Speak English, Read English, Write English

Work Setting: Child care centre, Day-care centre

Children's Ages: 3-11 months, 1 year, 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

Early Childhood Educator Assistant Skills: Bathe, diaper and feed infants and toddlers, Prepare craft materials and assist children to use them, Guide children in development of proper eating, dressing and toilet habits, Prepare and serve snacks, Observe children and report on observations to supervisor, Discuss progress and problems of children at staff meetings

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

Transportation/Travel Information: Own transportation

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

Employer: Evergreen Daycare

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 E-mail: ECE3668@Rogers.com

Advertised until: 2011/05/14

Job Number: 5569250

Title: Customer service sales clerk (NOC: 6421)

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

Salary: \$26,000.00 Yearly for 40 hours per week, Bonus, Other Benefits, Medical Benefits, Dental Benefits, Vision Care Benefits

Anticipated Start Date: As soon as possible

Location: Richmond Hill , Ontario (2 vacancies)

Skill Requirements:

Education: Completion of high school

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

Experience: No experience

Languages: Speak English, Read English, Write English

Type of Experience: Salesperson/clerk

Specific Skills: Operate cash register, Customer service oriented, Process money, cheque and credit/debit card payment, Suggestive selling, Work with minimal supervision

Security and Safety: Criminal record check

Transportation/Travel Information: Willing to travel regularly, Valid driver's licence

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: DS Employment (Placement Agency)

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 E-mail: anewcareer@dsemploy.com

Advertised until: 2011/04/21

Title: Receptionist (NOC: 1414)

Terms of Employment: Permanent, Full Time, Day

Salary: \$12.00 Hourly for 37.5 hours per week

Anticipated Start Date: As soon as possible

Location: North York, Ontario (1 vacancy)

Skill Requirements:

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

Experience: 3 years to less than 5 years

Languages: Speak English, Read English

Work Setting: Private sector

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

Typing (Words Per Minute): 41 - 60 wpm

Specific Skills: Greet people and direct them to contacts or service areas, Obtain and process information required to provide services, Operate switchboard or telephone system, Answer, screen and forward telephone calls, Record and relay information, Schedule and confirm appointments, Send invoices, Receive and issue payments, Perform clerical duties, such as filing and sorting and distributing mail

Additional Skills: Data entry, Maintain records, Order office supplies

Security and Safety: Bondable

Transportation/Travel Information: Public transportation is available

Work Location Information: Urban area

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

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

Other Information: ONLY QUALIFIED CANDIDATES WILL BE CONTACTED.

Employer: Affordable Personnel Services Inc. (Placement Agency)

How to Apply:

By E-mail: irisb@affordablepersonnel.com

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

Advertised until: 2011/05/12

Job Number: 5655043

Title: Customer service adviser (Water Quality) (NOC: 1453)

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

Salary: \$18.00 Hourly for 40 hours per week, Bonus

Anticipated Start Date: As soon as possible

Location: Newmarket, Ontario (3 vacancies)

Skill Requirements:

Education: Completion of high school

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

Experience: No experience

Languages: Speak English, Read English, Write English

Work Setting: Public sector, Business services, Retail and wholesale distribution center

Business Equipment and Computer Applications: Electronic mail, Internet browser

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 credit and employment applications, Receive application forms, Access and process information, Maintain records and statistics

Security and Safety: Bondable

Own Tools/Equipment: Printer, Internet access, Cellular phone

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

Transportation/Travel Information: Own vehicle, Valid driver's licence

Essential Skills: Reading text, Writing, Working with others, Problem solving, Decision making, Critical thinking, Significant use of memory, Finding information, Continuous learning

Employer: Pristine Solutions

How to Apply:

By E-mail: pristinesolutionsnewmarket@gmail.com

Advertised until: 2011/04/24

Job Number: 5549230

Title: Day-care teacher (ECE Teacher) (NOC: 4214)

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

Salary: \$12.00 to \$15.00 Hourly for 40 hours per week, Other Benefits

Anticipated Start Date: As soon as possible

Location: Markham, Ontario (1 vacancy)

Skill Requirements:

Education: Completion of high school

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

Experience: Experience an asset

Languages: Speak English, Read English, Write English

Type of Work: Daycare management

Work Setting: Child care centre, Kindergarten, Before and after school programs, Day-care centre

Children's Ages: Newborn, 3-11 months, 1 year, 2 years, 3 years, 4 years, 5 years

Experience With Children Who Have Special Needs: Children with behavioural issues

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

Early Childhood Educator Assistant Skills: Bathe, diaper and feed infants and toddlers, 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, Observe children and report on observations to supervisor, Discuss progress and problems of children at staff meetings

Additional Skills: Supervise staff, trainees or volunteers, Assist in maintaining records of children, Maintain day care supplies and equipment, Assist in housekeeping duties

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

Transportation/Travel Information: Own transportation, Public transportation is available

Work Location Information: Urban area

Ability to Supervise: 1 to 2 people, 3-4 people

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

Other Information: Candidate must be ECE and registered with the College of ECEs to apply. Knowledge of French is an asset.

Employer: 2096201 Ontario Inc O/A Learning Jungle School - Greensborough Campus

How to Apply:

Contact Name: Cynthia Williamson

By E-mail: greensborough@learningjungle.com

Business Profile: Provides Early Learning and Childcare Services Markham and environs

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

Advertised until: 2011/05/13