

 <p>newcomer women's SERVICES TORONTO</p>	JUMP START YOUR CAREER.	416.751.8886 705 Danforth at Pape Station
		EMPLOYMENT ONTARIO

Job Opening Updates (April 8)

If you're interested in customer service jobs in Tim Hortons/Mcdonalds, please contact Samiera Zafar at 416-751-8885, thank you.

[Office Clerk](#)

[General Help](#)

[Education](#)

[Retail/Marketing](#)

[Social service](#)

Office Clerk

Job Number: 5651331

Title: Junior office clerk (For Security and Investigations Company) (**NOC: 1411**)

Terms of Employment: Permanent, Part Time, Day

Salary: To be negotiated

Anticipated Start Date: As soon as possible

Location: Toronto, Ontario (1 vacancy)

Skill Requirements:

Education: Completion of high school

Experience: 2 years to less than 3 years

Languages: Speak English, Read English, Write English

Business Equipment and Computer Applications: Windows, General office equipment, Word processing software, WordPerfect, MS Word, Spreadsheet software, Excel, Accounting software, Simply Accounting, Quick Books, Database software, MS PowerPoint, Internet browser

Typing (Words Per Minute): 41 - 60 wpm

Area of Specialization: Forms and records, Financial statements, Invoices

Specific Skills: Receive and forward telephone or electronic enquiries, 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, Prepare equipment or software for type of document, Prepare invoices and bank deposits, Provide general information to clients and the public, Order supplies and maintain inventory, Service office equipment and arrange for servicing in the case of major repairs, Photocopy and collate documents for distribution, mailing and filing

Work Conditions and Physical Capabilities: Fast-paced environment, Work under pressure, Tight deadlines, Repetitive tasks, Combination of sitting, standing, walking, Sitting for extended periods, Bending, crouching, kneeling

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, Finding information, Computer use

Employer: Skanna Security and Investigations Inc.

How to Apply:

By Mail:

8130 Sheppard Ave. E., suite 216
Toronto, Ontario
M1B 3W3

In Person between 9:00 and 17:00:

8130 Sheppard Ave. E., suite 216
Toronto, Ontario
M1B 3W3

By Phone: between 9:00 and 17:00: (416) 292-5353 ext. 110

By Fax: (416) 292-3296

By E-mail: hire@bellnet.ca

Business Profile: Skanna Systems Investigations Security Guard Services provides the professional protection of property against fire, theft and vandalism.

Advertised until: 2011/04/21

Administrative Assistant, Domestic Violence

Administrative Assistant, Domestic Violence

The **Ontario Victim Services Secretariat** seeks a motivated person to be the first point of contact for the Victim/Witness Assistance Program (VWAP) to provide clients with program and services information, client assistance and a full range of administrative services in a fast-paced environment specific to domestic violence cases.

You will:

- respond to/record inquiries, referring issues to appropriate staff
- receive and review incoming files and materials to determine priorities
- establish/maintain office filing systems
- perform data input
- extract and format data/prepare statistics and routine correspondence
- maintain reception area/waiting room and office equipment
- arrange meetings/coordinate appointments
- assist in training/orientation

Location: 444 Yonge Street, Toronto, Ontario

What we are looking for:

- proficiency in English as well as oral and written French at the advanced level
- demonstrated communication, interpersonal and customer service skills
- the ability to apply judgment, tact, sensitivity and diplomacy
- demonstrated organizational skills
- experience in/knowledge of office administrative processes/procedures such as financial reconciliation and office expenditures
- the ability to acquire and apply knowledge of the criminal justice system, victims' issues (e.g. child abuse, sexual assault, domestic violence, homicide, etc.), the Freedom of Information and Protection of Privacy Act, and VWAP services and objectives
- analytical/problem-solving skills
- proficiency in MS Office software, operating database systems and internet web-based applications
- knowledge of basic arithmetic
- ability to interpret and apply policies/procedures and legislation
- typing to Ministry Standards (50 wpm)

Salary range: \$23.48 - \$26.55 per hour

Please apply online, by **April 26, 2011**, by visiting www.ontario.ca/careers and entering **Job ID 35853** in the Job ID search field. Please follow the instructions to submit your application online. Faxes are not being accepted at this time. If you need employment accommodation, please contact us at www.gojobs.gov.on.ca/ContactUs.aspx to provide your contact information. Recruitment Services staff will contact you within 48 hours. Only those applicants selected for an interview will be contacted.

The Ontario Public Service is an equal opportunity employer. Accommodation will be provided in accordance with the Ontario Human Rights Code.

www.ontario.ca/careers

BENEFITS ADMINISTRATOR

Citi Canada

Apply on line:

<https://citi.taleo.net/careersection/2/jobdetail.ftl?lang=en&job=719021&src=JB-14142>

EMPLOYEE SERVICES CENTRE - BENEFITS ADMINISTRATOR

Toronto

The primary focus of this full-time contract (1 year) position will be to effectively assist with the administration of a variety of group benefit components within a busy employee services centre environment.

The service centre team supports approximately 4000 employees across Canada and the requirements of the position involves handling a heavy volume of administrative/data entry tasks as well as handling a heavy volume of telephone and email inquiries. As part of the broader Citi Canada Human Resources team, the incumbent will have an opportunity to develop their knowledge of pension and benefits administration, as well as other HR programs.

Major Responsibilities:

Assisting the team with the administration of group insurance, pension, equity and relocation programs;

Working closely with employees, human resources and vendors/service providers to address and resolve administrative and service-related issues;

Adhering to a regular schedule of deadlines and reporting requirements;

Processing payments to vendors;

Ad-hoc projects as assigned.

Critical Competencies:

1-2 years demonstrated experience in effectively administering benefit programs;

Excellent communication and interpersonal skills;

Strong computer skills - Microsoft Office Products;

PeopleSoft HRIS expertise;

Strong organizational and employee relations skills;

Enjoy working in a fast-paced environment;

Demonstrated ability to work independently and set priorities as required;

Human resources designation an asset.

We thank all candidates for their interest, however, only those candidates under consideration will be contacted. Citibank Canada is an equal opportunity employer. Accordingly, we will make reasonable accommodations to respond to the needs of people with disabilities. Individuals who view themselves as Aboriginals, members of visible minorities, and disabled are encouraged to apply in confidence.

Primary Location: NAM-CAN-ON-Toronto

Schedule: Full-time

Education Level: Bachelor's Degree

Shift: Day Job

Employee Status: Regular

Travel: No

Office Location / Address: 123 Front Street West

PART-TIME front desk help

AN UNNAMED COMPANY
Mississauga, ON, CANADA
Posted Apr 8, 2011 Position(s)

PART-TIME front desk for dental office. **Portuguese speaking required.** Evenings/ every 2nd Saturday.
Email: esq dental@gmail.com As seen in the Mississauga News on Friday April 8, 2011 (659252)

DENTAL ASSISTANT

F/T, permanent Mon.-Thurs. 12-8, Fri. 12-3. Don Mills-Sheppard. Friendly and energetic personality. Email: resumes@drstefan.ca or fax 416-498-4074

Originally published in The Toronto Star Ad# 1743200

CSR Fast paced role with an established medium sized business requiring exceptional customer service with excellent knowledge of the GTA. Please fax resumes to: 416-469-3256 or email to: scotts@pro-artdentallab.com

Originally published in The Toronto Star Ad# 1743145

Job Number: 5651956

Title: Receptionist (**NOC: 1414**)

Terms of Employment: Permanent, Part Time, Day

Salary: To be negotiated

Anticipated Start Date: As soon as possible

Location: North York Sheridan Mall, Ontario (1 vacancy)

Skill Requirements:

Education: Not applicable

Experience: 2 years to less than 3 years

Languages: Speak English, Read English, Write English

Essential Skills: Oral communication, Job task planning and organizing

Other Information: Quick book experience is an asset. Filing experience.

Employer: Body and Hair Direct Inc

How to Apply:

In Person between 10:00 and 21:00:

5978 Gant Cres
Mississauga, Ontario
L5V 2T6

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

Advertised until: 2011/04/22

Job Number: 5650202

Title: Event co-ordinator (Events Coordinator must be on Ontario Works) (**NOC:1226**)

Terms of Employment: Temporary, Part Time, Day

Salary: \$18.00 Hourly for 30 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

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 Experience: Special events

Main Responsibility: Planning and management, Co-ordination

Planning and Management Skills: Promote conference and meeting services or special events, Develop marketing and communication plans, Develop media strategies and public relations activities, Arrange and manage contracts for entertainment, activities and attractions for special events, Manage Event Logistics

Coordination Skills: Set up and monitor, or arrange for the setting up and monitoring of multi-media equipment, Coordinate set-ups, staging, seating, parking, communication systems and other details for special events

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

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

Essential Skills: Writing, Oral communication, Working with others, Problem solving, Decision making, Critical thinking, Job task planning and organizing, Finding information, Computer use

Employer: Riverdale Immigrant Women's Centre

How to Apply:

By Mail:

1326 Gerrard Street East
Toronto, Ontario
M4L 1Z1

By Fax: (416) 465-3224

By E-mail: jobapplications.riwc@gmail.com

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

Advertised until: 2011/04/30

General Help

Job Number: 5652273

Title: Warehouseman/woman (Warehouse Associate-Picker Packer) (NOC:7452)

Terms of Employment: Permanent, Full Time, Day

Salary: \$10.50 Hourly for 37.5 hours per week, Medical Benefits, Dental Benefits, Group Insurance Benefits

Anticipated Start Date: As soon as possible

Location: Don Mills and York Mills Area, Ontario (2 vacancies)

Skill Requirements:

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

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: Warehouse, Retail and wholesale distribution centre

Vehicle and Equipment Experience: Dollies and hand trucks, Strapping machines, Pallet lifters, Industrial lift trucks and forklifts, Reach trucks

Weight Handling: More than 45 kg (100 lbs)

Specific Skills: Load, unload and move products and materials by hand or with basic material handling equipment, Pick orders and stock, Make labels and attach to goods, Wrap goods, Pack and unpack goods, Sort goods, Maintain and organize inventory, Operate computerized inventory control systems

Additional Skills: Ship orders, Customer service skills

Work Conditions and Physical Capabilities: Fast-paced environment, Repetitive tasks, Handling heavy loads, Physically demanding, Manual dexterity, Attention to detail, Hand-eye co-ordination, Bending, crouching, kneeling

Work Site Environment: Dusty, Hot

Transportation/Travel Information: Public transportation is available

Essential Skills: Reading text, Document use, Numeracy, Writing, Oral communication, Working with others, Finding information, Computer use

Other Information: Fast-paced Distribution Centre is looking for detail-oriented Warehouse Associates. Must have: is highly motivated & organized, good english, ability to lift to 70lb & basic computer knowledge.

Employer: SHERSON GROUP / NINE WEST RETAIL DIVISION

How to Apply:

Contact Name: RE: Warehouse Associate

By Fax: (416) 449-9555

By E-mail: employment@sherson.com

Business Profile: RETAILER OF BRANDED FASHION FOOTWEAR, ACCESSORIES AND APPAREL - NINE WEST, BANDOLINO, EASY SPIRIT, MADISON SHOES AND ACCESSORIES

Advertised until: 2011/05/07

Job Number: 5642473

Title: Food service attendant (**NOC: 6641**)

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

Salary: \$10.25 Hourly for 25 hours per week

Anticipated Start Date: As soon as possible

Location: Vaughan, Ontario (2 vacancies)

Skill Requirements:

Education: Some high school

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

Experience: No experience

Language: Speak English, Read English

Work Setting: Café

Counter Attendant and Food Preparer Skills: Prepare, heat and finish simple food items

Kitchen Helping Skills: Clean and sanitize kitchen including work surfaces, cupboards, storage areas, appliances and equipment, Handle and store cleaning products

Bussing Skills: Assist food and beverage servers in formal service activities

Transportation/Travel Information: Own transportation, Public transportation is not available

Essential Skills: Oral communication, Working with others, Problem solving, Decision making, Job task planning and organizing, Continuous learning

Other Information: Prepares Specialty Desserts, Coffees and Food Item. Applicant needs to be extremely clean and respectful of clean operations. Leadership and Perfectionism are great qualities that we welcome.

Employer: Demetre Grand Caffé

How to Apply:

By Fax: (905) 265-8827

By E-mail: demetrecafe@gmail.com

Business Profile: Restaurant Cafe

Advertised until: 2011/04/30

Job Number: 5643424

Title: General labourer - manufacturing (stone manufacturer)
(NOC: 9619)

Terms of Employment: Permanent, Full Time

Salary: To be negotiated

Anticipated Start Date: As soon as possible

Location: Schomberg, Ontario (1 vacancy)

Skill Requirements:

Education: Some high school

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

Experience: Will train

Languages: Speak English, Read English, Write English

Weight Handling: Up to 23 kg (50 lbs)

Specific Skills: Check and weigh materials and products, Sort, pack, crate and package materials and products, Assist machine operators, assemblers and other workers, Clean work areas and equipment, Perform other labouring and elemental activities

Own Tools/Equipment: Steel-toed safety boots

Work Conditions and Physical Capabilities: Fast-paced environment, Repetitive tasks, Handling heavy loads, Physically demanding, Manual dexterity, Attention to detail, Hand-eye co-ordination, Standing for extended periods

Work Site Environment: Dusty

Transportation/Travel Information: Own transportation, Public transportation is not available

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

Employer: Allstone Quarry Products Ltd.

How to Apply:

By Fax: (905) 939-2797

By E-mail: mtomlinson@allstonequarry.com

Advertised until: 2011/05/04

Education

Job Number: 5652068

Title: Private tutor - secondary school subjects (SAT tutor - class and private) (**NOC: 4216**)

Terms of Employment: Casual, Part Time, On Call, Weekend, Evening

Salary: \$25.00 to \$35.00 Hourly for 5 hours per week

Anticipated Start Date: As soon as possible

Location: Toronto Centre, Ontario (12 vacancies)

Skill Requirements:

Education: Completion of university

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

Experience: Experience an asset

Languages: Speak English, Read English, Write English

Specific Skills: Teach techniques and skills, Teach in a classroom environment, Teach in a practical environment

Essential Skills: Numeracy, Oral communication, Working with others, Critical thinking, Job task planning and organizing

Other Information: Strong math and English skills. Provincial teaching certificate preferred. Training provided. Online SAT tutoring positions also available.

Employer: PREPSKILLS INC.

How to Apply:

By E-mail: employment@prepskills.com

Advertised until: 2011/04/30

Retail/Marketing

Job Number: 5643341

Title: Department supervisor - retail (Kitchen Deli Supervisor Trainee) (**NOC:6211**)

Terms of Employment: Permanent, Full Time, Shift

Salary: To be negotiated, Group Insurance Benefits

Anticipated Start Date: As soon as possible

Location: Scarborough, Ontario (1 vacancy)

Skill Requirements:

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

Experience: 2 years to less than 3 years

Languages: Speak English, Read English, Write English

Specific Skills: Sell merchandise, Resolve customer complaints and supply shortages, Maintain specified inventory, Prepare reports on sales volumes, merchandising and personnel matters

Additional Skills: Prepare work schedules, Hire and train or arrange for training of staff, Order merchandise

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

Ability to Supervise: More than 20 people

Other Languages: Cantonese, Mandarin

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

Other Information: College/University graduates with major in food management or related studies; At least 2 years supervisory experience, preferably in the retail/service industry.

Employer: T&T Supermarket Inc.

How to Apply:

Contact Name: T&T Supermarket Inc. (ON)

By E-mail: recruitment_ero@tntsupermarket.com

Web Site: <http://www.tnt-supermarket.com>

Advertised until: 2011/05/04

Job Number: 5643022

Title: Assistant manager - retail (Lawrence Square - 700 Lawrence Ave West, Toronto) (NOC: 0621)

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

Salary: To be negotiated, Bonus, Group Insurance Benefits, Pension Plan Benefits

Anticipated Start Date: As soon as possible

Location: Toronto, Ontario (1 vacancy)

Skill Requirements:

Education: Completion of high school

Experience: 2 years to less than 3 years

Languages: Speak English, Read English, Write English

Business Equipment and Computer Applications: Point of sale system, General office equipment

Staff Responsibility: 1 - 20

Specific Skills: Plan, direct and evaluate daily operations, Manage staff and assign duties, Perform cash deposits, Balance daily transactions, Plan budgets

and monitor revenues and expenses, Determine staffing requirements, Recruit and train staff, Prepare reports regarding sales volumes, merchandising and personnel matters, Resolve problems that arise, such as customer complaints and supply shortages, Customer service oriented

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

Work Location Information: Willing to relocate

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

Other Information: Please visit www.dollarama.com.

Employer: Dollarama L.P.

How to Apply:

Contact Name: Erica Chen

By Fax: (905) 604-0926

By E-mail: erica.chen@dollarama.com

Business Profile: Retail

Advertised until: 2011/05/04

Job Number: 5643912

Title: Customer service clerk - retail (Retail Copy/Print - general store help) (NOC: 1453)

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

Salary: \$10.50 to \$12.00 Hourly for 35 hours per week, Group Insurance Benefits

Anticipated Start Date: 2011/02/10

Location: toronto, Ontario (1 vacancy)

Skill Requirements:

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

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

Experience: 7 months to less than 1 year

Languages: Speak English, Read English, Write English

Work Setting: Private sector, Business services

Business Equipment and Computer Applications: Mac OS, Windows, General office equipment, Electronic mail, Word processing software, Spreadsheet software, Presentation 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, Receive payments, Perform general office duties, Order supplies and maintain inventory

Security and Safety: Bondable

Work Conditions and Physical Capabilities: Fast-paced environment, Work under pressure, Tight deadlines, Handling heavy loads, 20/20 vision, Attention to detail, Standing for extended periods, Walking

Work Site Environment: Noisy

Transportation/Travel Information: Own transportation

Work Location Information: Urban area

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: Working in the retail store. Perform many fun variety of equipment, taking orders operating copiers moving boxes and computers, taking

order.retail copy/print shoppe experience only

Employer: Alicos Digital print/Copy Centre Ltd.

How to Apply:

By E-mail: gerrard@alicos.com

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

Business Profile: Photocopies / Printing / Office Stationery Printing Company/copy centre/graphic design

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

Advertised until: 2011/04/19

Social Service

Part time Fundraising Assistant

People are needed in May and June in communities across Ontario (Toronto, Ottawa area, York Region, Peterborough, Mississauga, Oakville, Guelph, Stratford, Niagara area, Burlington, Oshawa and Collingwood area) to assist with a Special Fundraising Campaign in support of March of Dimes Stroke Recovery month. Part time, 3 to 6 days per week, from 5:00 p.m. to 9:00 p.m. (some flexibility), paid at \$11.50 per hour to start. If you are a people person and enjoy working outside and walking, you might be the right person for this job. If you are interested, please contact: Laurie Irwin, Program Manager, MOD Door to Door Campaign, strokerecoverycampaign@gmail.com

Please mention that you saw this listing at CharityVillage.com

Application Deadline:

05/31/2011

Client Services, Intake

CANES COMMUNITY CARE

CANES COMMUNITY CARE CLIENT SERVICES INTAKE PERSON

This full time permanent position is subject to the collective agreement CUPE Local 3808

POSITION SUMMARY: Receive intake calls and referrals, provide agency information and initiate file startup documentation in ICIS intake referral form

Client Services Intake person will report to Senior Director Client Services

RESPONSIBILITIES:

- **Receive intake information from client or referral source**
- **Provide accurate, up to date service information**
- **Enter initial client demographic information**
- **Forwards all client documentation to appropriate staff**
- **Enters data**
- **Prepares intake stas**
- **Prepares and audits clients files**
- **Scheduling and reception backup**
- **All other duties as assigned**

QUALIFICATIONS:

- **Degree/Diploma in Social Service/Gerontology**
- **Excellent interpersonal, communication and organizational skills**
- **Ability to work independently and collaboratively within a team**
- **Excellent verbal and written skills**
- **Computer experience essential**

Please apply to:

Norma Mazzolino

Director Human Resources

CANES Community Care

Fax 416 743-7654 email: mazzolinon@canes.on.ca

Please mention that you saw this listing at CharityVillage.com

Application Deadline:

05/08/2011

Clinical Social Worker

Responsibilities

- Provide assessment, coordination, implementation and evaluation of professional social work services to patients and their families in order to aid them in coping with social, emotional, and economic difficulties related to medical problems or which predispose to illness
- Provide quality counseling services to patients and or their families based on clinical assessment then developing and implementing treatment plans
- Provide appropriate crises intervention/treatment to patients and families in emergent situations including assessment, counseling, information/referral

Requirements

- Current registration with Ontario College of Social Workers
- Clinical case management experience in primary health care setting working as part of multi-disciplinary team
- Knowledge of community resources
- Ability to interpret social, emotional and behavioral problems as related to medical condition and develop appropriate treatment plan
- Superb organizational skills and sound judgment
- Excellent verbal and written communication skills
- Proficiency in English and a second language preferably Chinese

Interested & qualified staff are invited to submit applications and resumes to the Hiring Committee via Human Resources by fax at 416 502 2382 or email to hr@carefristseniors.com

Please mention that you saw this listing at CharityVillage.com