



WHO IS HIRING

Office Clerk Job Opportunities (updated on Jan.2, 2012)

Resource: Canada Job Bank <http://www.jobbank.gc.ca/>

Job Number: 6174316

Title: Receptionist (Salon and spa coordinator) (NOC: 1414)

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

Salary: \$10.25 to \$15.00 Hourly for 40 hours per week

Anticipated Start Date: As soon as possible

Location: Toronto Centre, Ontario (1 vacancy)

Skill Requirements:

Education: Completion of high school

Experience: Experience an asset

Languages: Speak English, Read English, Write English

Work Setting: Private sector, Business services, Health services

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

Typing (Words Per Minute): 0 - 40 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

Additional Skills: Provide basic information to clients and the public, Maintain records

Transportation/Travel Information: Own transportation, 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

Employer: 1310609 Ontario Inc. o/a Yorkville Salon and Spa

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 10:00 and 17:00:

90 Yorkville Ave. 2nd floor
Toronto, Ontario
M5R 1B9

By Phone: between 10:00 and 17:00: (416) 922-8769

By E-mail: info@yorkvillesalonandspa.com

Business Profile: Salon and spa.

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

Advertised until: 2012/01/06

Job Number: 6198083

Title: Data entry operator (**NOC: 1422**)

Terms of Employment: Temporary, Full Time, Day

Salary: \$12.00 Hourly for 35 hours per week

Anticipated Start Date: As soon as possible

Location: Toronto Centre, Ontario (5 vacancies)

Skill Requirements:

Education: Completion of high school

Experience: Will train

Languages: Speak English, Read English, Write English



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

Specific Skills: Enter data according to specified format, Transfer data between software, Verify accuracy and completeness of data, Update and maintain databases

Work Conditions and Physical Capabilities: Fast-paced environment, Repetitive tasks

Essential Skills: Document use, Computer use

Other Information: Entering the research data gathered by the research team. This is a contract position for approximately 1 month.

Employer: Millennium Research Group

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.

Contact Name: Leigh Chappell

Online: <http://www.mrg.net/Careers.aspx>

Business Profile: MRG is a rapidly growing research and consulting firm specializing in the healthcare industry.

Web Site: <http://www.mrg.net/Careers.aspx>

Advertised until: 2012/01/06

Job Number: 6153602

Title: Junior office clerk (RECEPTION / DATA ENTRY / CUSTOMER SERVICE)
(NOC:1411)

Terms of Employment: Permanent, Full Time, Day

Salary: Remuneration Based on Commission Only

Anticipated Start Date: As soon as possible

Location: DUFFERIN AND FINCH, Ontario (1 vacancy)

Skill Requirements:



Education: Completion of high school

Experience: 7 months to less than 1 year

Languages: Speak English, Read English, Write English

Business Equipment and Computer Applications: Windows, General office equipment, Electronic mail, Word processing software, MS Word, Excel, ACCPAC

Typing (Words Per Minute): 41 - 60 wpm

Area of Specialization: Reports, Invoices

Specific Skills: Type and proofread correspondence, forms and other documents, Prepare invoices and bank deposits

Work Conditions and Physical Capabilities: Fast-paced environment, Tight deadlines, Combination of sitting, standing, walking

Transportation/Travel Information: Public transportation is available

Work Location Information: Urban area

Essential Skills: Document use, Writing, Working with others, 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 Mail:

477 Champagne Dr.
Toronto, Ontario
M3J 2C6

By Fax: (416) 636-6532

Advertised until: 2012/01/06



NEWCOMER WOMEN'S SERVICES TORONTO

Job Number: 6197468

Title: Administrative assistant (**NOC: 1411**)

Terms of Employment: Permanent, Full Time, Day

Salary: \$10.25 Hourly for 40 hours per week, Bonus, Other Benefits, As per collective agreement, Medical Benefits, Group Insurance Benefits, Vision Care Benefits

Anticipated Start Date: As soon as possible

Location: North York, Ontario (1 vacancy)

Skill Requirements:

Education: Not applicable, Not required

Experience: 7 months to less than 1 year

Languages: Speak English, Read English, Write English

Work Setting: Private sector

Business Equipment and Computer Applications: Windows, MS Word, MS PowerPoint, Internet browser

Typing (Words Per Minute): 0 - 40 wpm

Specific Skills: Type and proofread correspondence, forms and other documents, 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

Own Tools/Equipment: Computer, Printer, Internet access, Office equipment and supplies

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

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

Work Location Information: Urban area

Other Languages: Cantonese, Mandarin

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, Continuous learning



NEWCOMER WOMEN'S SERVICES TORONTO

Employer: CLICKSOR.COM 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: hr@yesup.com

Business Profile: Clicksor.com Inc. was founded in 1999, leading provider in Internet advertising. We provide online visitor, customer behavior.

Web Site: <http://www.clicksor.com> <http://www.yesup.com>

Advertised until: 2012/01/09

Job Number: 6183427

Title: Medical office assistant (Information Telephonist) (NOC: 1414)

Terms of Employment: Permanent, Full Time, Day

Salary: \$14.00 to \$16.00 Hourly for 37 hours per week, Medical Benefits, Dental Benefits, Disability Benefits, Life Insurance Benefits, Group Insurance Benefits

Anticipated Start Date: As soon as possible

Location: Toronto Centre, Ontario (2 vacancies)

Skill Requirements:

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

Experience: Will train

Languages: Speak English, Speak French, Read English, Read French, Write English

Work Setting: Health services

Business Equipment and Computer Applications: Switchboard 1-25 lines, General office equipment, Word processing software, Spreadsheet software

Typing (Words Per Minute): 0 - 40 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

Additional Skills: Provide basic information to clients and the public, Data entry, Maintain records, Order office supplies

Work Location Information: Urban area

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

Other Languages: Cantonese, Mandarin

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

Employer: THE PES-RUDD CLINICS

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: ruddclinic@ruddclinic.com

Business Profile: PES-Rudd Clinics are out-patient Centers providing a full range of endoscopic services i.e. colonoscopy, gastroscopy, minor anorectal surgery.

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

Advertised until: 2012/01/12

Job Number: 6201292

Title: Office assistant (**NOC: 1411**)

Terms of Employment: Permanent, Full Time, Day

Salary: \$14.00 to \$16.00 Hourly for 40 hours per week, Medical Benefits

Anticipated Start Date: As soon as possible

Location: Scarborough, Ontario (1 vacancy)

Skill Requirements:



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

Experience: No experience

Languages: Speak English, Read English, Write English

Business Equipment and Computer Applications: WordPerfect, Excel

Typing (Words Per Minute): 0 - 40 wpm

Area of Specialization: Reports, Forms and records

Specific Skills: Maintain and prepare reports from manual or electronic files, inventories, mailing lists and databases, Process incoming and outgoing mail manually or electronically

Own Tools/Equipment: Computer, Internet access

Work Conditions and Physical Capabilities: Work under pressure

Essential Skills: Reading text, Problem solving, Critical thinking

Employer: Toronto Media Group

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@torontojobads.com

Advertised until: 2012/01/11

Job Number: 6198272

Title: Business receptionist (**Bilingual Receptionist/Scholarship Administrator**)
(**NOC: 1414**)

Terms of Employment: Temporary, Full Time, Day

Salary: \$12.00 to \$14.00 Hourly for 40 hours per week

Anticipated Start Date: As soon as possible

Location: Toronto Centre, Ontario (1 vacancy)

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

Experience: Experience an asset

Languages: Speak English, Speak French, Read English, Read French, Write English, Write French

Work Setting: Private sector

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

Typing (Words Per Minute): 0 - 40 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, Perform clerical duties, such as filing and sorting and distributing mail

Additional Skills: Provide basic information to clients and the public, Data entry, Maintain records, Order office supplies

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, Writing, Oral communication, Working with others, Critical thinking, Finding information, Computer use

Other Information: JOB: Reception duties and assist with scholarship administration
QUALIFICATIONS: detail oriented, computer literate, and have excellent communication skills in English and French

Employer: Studentawards 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@studentawards.com

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

Advertised until: 2012/01/10

Job Number: 6202871

Title: Receptionist-switchboard operator (**NOC: 1414**)

Terms of Employment: Permanent, Full Time, Day

Salary: \$10.25 to \$15.00 Hourly for 40 hours per week, Medical Benefits, Dental Benefits, Life Insurance Benefits, Group Insurance Benefits

Anticipated Start Date: As soon as possible

Location: Scarborough, Ontario (1 vacancy)

Skill Requirements:

Education: Completion of high school

Experience: Experience an asset

Languages: Speak English, Read English, Write English

Work Setting: Public sector

Business Equipment and Computer Applications: Switchboard 1-25 lines, General office equipment, Internet browser

Typing (Words Per Minute): 0 - 40 wpm

Specific Skills: Greet people and direct them to contacts or service areas, Operate switchboard or telephone system, Answer, screen and forward telephone calls, Record and relay information, Perform clerical duties, such as filing and sorting and distributing mail

Additional Skills: Data entry, Maintain records

Security and Safety: Criminal record check

Transportation/Travel Information: Own transportation

Work Location Information: Urban area

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

Essential Skills: Reading text, Document use, Writing, Working with others, Computer use

Employer: FREEWAY FORD SALES LIMITED



NEWCOMER WOMEN'S SERVICES TORONTO

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 16:00:

958 MILNER AVE
SCARBOROUGH, Ontario
M1B 5V7

By Phone: between 9:00 and 16:00: (416) 293-3077 ext.: 230

By Fax: (416) 293-0915

By E-mail: nan@freewayford.ca

Advertised until: 2012/01/19

Job Number: 6198345

Title: Administrative assistant (**NOC: 1411**)

Terms of Employment: Permanent, Full Time, Day

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

Anticipated Start Date: As soon as possible

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

Skill Requirements:

Education: Completion of high school

Experience: 1 year to less than 2 years

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, MS Word, Excel, MS PowerPoint

Typing (Words Per Minute): 41 - 60 wpm

Technical Terminology: Medical

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, Tight deadlines, Repetitive tasks

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

Employer: Brave Leather

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) 781-5816

By E-mail: info@braveleather.com

Advertised until: 2012/01/20

Job Number: 6199263

Title: Dental receptionist (**NOC: 1414**)

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

Salary: \$13.00 to \$16.00 Weekly for 40 hours per week

Anticipated Start Date: As soon as possible

Location: Scarborough, Ontario (1 vacancy)

Skill Requirements:

Education: Some college/CEGEP/vocational or technical training

Experience: 2 years to less than 3 years

Languages: Speak English, Read English, Write English

Typing (Words Per Minute): 0 - 40 wpm

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

Other Information: Tamil speaking with a minimum 2 years experience. Only has to be a experienced as a dental receptionist.



NEWCOMER WOMEN'S SERVICES TORONTO

Employer: Dr. Illango Dentistry Professional Corporation

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: rose-2010@live.ca

Advertised until: 2012/01/20