

CLASSIFIEDS

CAREERS

GENERAL HELP WANTED

Seeking someone for general help, eg; filing, organizing, errands, answer emails. Must know how to type. \$10 per hour to start.

WEEKEND RECEPTION

We are seeking a general office assistant for Sunday afternoons between the hours of 11:30 am to 5:00 pm. \$12/H

SALES ASSISTANT

We currently have an excellent opportunity in our sales office. For more information about the company, see our website or visit this link:



MEDICAL ASSISTANT TRAINING

Online classes. We want you to be successful. Just click on the link and learn today!

P/T SALES ASSISTANT

We are looking for high energy, career oriented sales assistant who thrives in a fast paced environment. You must be able to multi-task constantly. \$12/H.

SENIOR ADVISOR ASSISTANT

A well-established independent wealth management organization is seeking a qualified Senior Advisor Assistant to join their team. \$40,000 to \$60,000 per annum based on relevant experience.

RECEPTIONIST WANTED

Our clinic is looking for a Receptionist that is looking to grow with our center. This position is open for a driven, passionate and self-motivated person.

WORD PROCESSING SPECIALIST

Our client is seeking a talented and experienced Word Processing Specialist to join their team for a short-term project, a strong background in computer programs in general. \$15/H

TUTORS NEEDED

We are looking for: highly skilled, motivated and dynamic

individuals who have strong communication and people skills. Candidate must possess a love for teaching. \$12/h. B.A. is a must.

ENTRY LEVEL MARKETING ASSISTANT

Marketing and advertising firm looking for a full time marketing assistant with a passion for marketing, sales or retail. Must be able to work in an energetic, fast paced environment. For more information, see our company website or visit this link:



GENERAL MANAGER

A non-profit social enterprise is seeking a full-time General Manager with business experience to lead and manage, the focus of the work will be on sales marketing. \$60,000 per annum.