

December 6, 2018

Position	FT/PT	Further Details (incl pay)
AMANDA		
Architectural Technologist	FT	<p>Number of Positions: 1</p> <p>Description: Prepare technical drawings using AutoCAD for a variety of projects (residential, seasonal, garages, decks, bunkies, etc.) Ensure that drawings conform to specifications, design data, timing and budget</p>
Program Assistant	PT	<p>Number of Positions: 1</p> <p>Type (ie Full time, part time, contract, etc): part time</p> <p>Description Responsible for the constant supervision, safety and wellbeing of the children. Looking for someone to fill in when we have staff away sick or on holidays, so the hours will vary.</p> <p>Location: Keene</p>
Installation Technician	FT	<p>Number of Positions: 2</p> <p>Type (ie Full time, part time, contract, etc): Full time, Monday – Friday 8-5 with the occasional Saturday</p> <p>Description: Install office furniture and ergonomic equipment in a professional office environment. Every day takes you to several different locations. You will train with an experienced Installation Technician. You must be physically fit, reasonably strong, and have experience with tools. Must possess valid driver's license to drive company vehicle and be over 25 for insurance purposes. This is a position for someone with high energy and a positive, professional demeanor</p>
Customer Service/Sales Person	FT	<p>Type (ie Full time, part time, contract, etc): Full Time, Mon-Wed 9am-6pm, Thurs-Friday -9am-9pm, Sat 9am-6p, Sun 11am-5pm.</p> <p>Description: Retail and/or sales experience is important. They would prefer someone who is mature, reliable and can do lifting and moving of heavy items. Some creativity or experience with creating displays would be great as well.</p> <p>Wage (if available): \$15/hour</p>
CSR-call centre	F/T	<p>Number of Positions: Ongoing</p> <p>Type (ie Full time, part time, contract, etc): Full Time</p> <p>Description: Need GR 12 and basic comp skills, starts at \$14.30/hr</p>
JINNELL		
Storage Consultant	pt	<p>Description: booking units, making collection calls, follow up calls, housekeeping, etc.</p> <p>The candidate will be working ½ day in Bridgenorth, 1 full day in Peterborough, and every Saturday. The ½ day and full day are flexible, but the Saturday is not.</p> <p>Location: Bridgenorth and Peterborough (must have a vehicle to get to the locations)</p> <p>Wage: \$14.00 plus incentives</p>
Overnight PSW	pt	<p>Type 4 shifts, bi-weekly. Sunday, Thursday, Monday, and Saturday (11pm-7am).</p> <p>Description: all aspects of PSW</p> <p>applicants must apply online first, www.greenwoodrc.com</p> <p>Location: Peterborough</p> <p>Wage: \$16.58</p>
Admin Assistant	Ft-contract unitl March	<p>Description: providing admin support, data entry, file maintenance, editing program material, maintaining inventory of children's toys, making pictorial program material for children to assist them with daily tasks.</p> <p>Must be comfortable with computers, have the ability to multiple task, be flexible and accurate, have a positive attitude. A driver's license an asset but not required</p> <p>Location: Peterborough. They are located on George Street.</p> <p>Wage : \$19.00</p>
Dispatcher	Ft	<p>Description: They will responsible for responding to calls, scheduling appointments with the plumbers, etc. This is a very tedious position with a lot of attention to detail. Must have excellent communication skills, no fear of computers, and willingness to learn. Experience with plumbing or HVAC desired. Must be able to multi-task.</p>

		<p>Location: they are located in Fraserville, right by the Slots, so transportation is a must</p> <p>Wage: \$17.00 to start (negotiable with experience)</p>
Experienced Cooks	both	<p>Description: able to work in fast paced environment. Able to work well in a team, communicate, and multi-task. Dependable and reliable.</p> <p>Location: Lansdowne Street</p> <p>Wage: \$14.00</p>
Security Guard	Pt	<p>Number of Positions: multiple</p> <p>Description: Patrol assigned area on foot •Watch for and report irregularities by completing investigations and incident reports •Use two-way radio and computer applications for communicating site activities. Sustain effective relationships with key stakeholders and provide specialized security services by enforcing college's rules and regulations when required •Offer support to any person in need such as providing direction on college campus, responding to emergency situation involving violent individuals and injuries.</p> <p>Location: Fleming College-Lindsay Location</p>
Registered and Non-Registered ECE's	PT & FT	<p>Type (ie Full time, part time, contract, etc): Part Time and Full Time positions available as well as after school care</p> <p>Description: Clean CPIC Up to date Vaccines and TB Shot Love of working with Children and supporting them in their development</p> <p>Wage (if available): \$15/hour</p>
Lube/Automotive Tech	ft	<p>Description: Must be able to perform oil and lube changes, tire rotations, etc. They are willing to train someone who wants to learn but previous experience is an asset. The would like someone mature.</p> <p>Location: Peterborough on the bus route</p> <p>Wage: \$14.00 (more if experienced)</p>
DZ (1) and AZ (2) Drivers	F/T	<p>To transport multiple couriers within the GTA to Kingston areas. Must have DZ or AZ license. Must have clean driver's abstract. Must be 25 years old. Must have excellent communication skills. Must be prompt. Will work an average of 12 hour days.</p>
Layne		
Crew Member	P/T	<p>Number of Positions: 1</p> <p>Type (ie Full time, part time, contract, etc): Part Time</p> <p>Description: Looking for someone to take customers' orders, handle money transactions, prepare menu items, maintain cleanliness at station, and assist customers with questions and concerns.</p> <p>Wage (if available): \$14/hour</p>
Bus Driver	P/T	<p>Number of Positions: 6</p> <p>Type (ie Full time, part time, contract, etc): Part Time, Monday to Friday</p> <p>Description: Looking for candidates to complete training to become bus drivers. There is a 50 hour training program to aid all candidates in getting their B license. After the training program is completed successfully a route in Peterborough is provided. Candidates must have their G license with clean driving abstract. Will also need CPIC with Vulnerable Sector Check done.</p> <p>Wage (if available): Average \$16/hour</p>
Ron		
Meat Manager	FT	<p>Type (ie Full time, part time, contract, etc): Full Time, Available to work all shifts including evenings and weekends</p> <p>Description: Good customer service skills Strong verbal and written communication skills Ability to provide leadership including hiring and training Strong attention to detail, time management and organizational skills Ability to multi-task and work effectively in a fast paced environment Basic computer skills (e.g., Microsoft Office) Physical ability to perform the duties of the job</p> <p>Wage (if available): Based upon experience</p>
Service Advisor	FT	<p>Type (ie Full time, part time, contract, etc): Full Time and the candidate must be able to work flexible hours including some Saturday and evening shifts.</p>

		<p>Description:</p> <p>Providing exceptional customer service Opening and closing repair orders and dispatching work to technicians. Creating appointments through XTIME Estimating/costing services and booking appointments based on manufacturers requirements and personal driving habits Selling manufacturers recommendations to customers Following-up with customers on work performed</p> <p>A minimum of two (2) years of experience in an automotive dealership environment is required, with a strong focus on quality customer service. The successful incumbent must have exceptional customer service and communication skills, the ability to build relationships with clientele and co-workers, and to manage several priorities simultaneously during peak times</p> <p>Wage (if available): Competitive compensation package, an incredible work environment and opportunity for advancement.</p>
Customer Service/Food Prep	F/T	<p>Number of Positions: 3</p> <p>Type (ie Full time, part time, contract, etc): Full Time Hours of Operation are Monday-Sunday 5am-7pm</p> <p>Description: Individuals will be responsible for food preparation, handling cash transactions and maintaining inventory levels and cleanliness of the store. Store location is in Fraserville so reliable transportation is mandatory.</p> <p>Wage (if available): \$14/hour to start</p>
Warehouse/Sales	F/T	<p>Number of Positions: 1</p> <p>Type (ie Full time, part time, contract, etc): Full Time Hours of operation are Monday-Friday 9am-6pm, Saturday 9am-5pm and Sunday 11am-5pm</p> <p>Description: The position is a basic labour position with some cleaning, customer service and sales. Workplace is located between Trent and Lakefield on Highway 28, so reliable transportation is mandatory. The candidate must be physically able to lift 50lbs+ and be able to stand for long periods of time.</p> <p>Wage (if available): \$14/hour to start plus some commission on sales</p>
Mechanics Assistant	F/T	<p>Number of Positions: 1</p> <p>Type (ie Full time, part time, contract, etc): Permanent Full Time Monday-Friday 8am-5pm for 20-35 hours a week</p> <p>Description: Candidates will be dealing mostly with tires, but will also clean up the shop and will be working with other mechanics to learn new tasks. The job will be physically demanding. Must have reliable transportation to the shop in Selwyn.</p> <p>Wage \$14 an hour to start, but can increase based on performance</p>
Tow Truck Driver	F/T	<p>Number of Positions: 1</p> <p>Type (ie Full time, part time, contract, etc): Full Time Monday-Friday 8am-5pm and on-call shifts overnight</p> <p>Description: Automotive shop near Havelock is looking for a Tow Truck Driver with a class D license, but will accept an individual with a G license who is willing to upgrade. Candidates must have a clean CPIC, clean Driving Abstract, and be at least 25 years of age for insurance purposes. Shop does do towing for CAA so trips can run anywhere in Ontario, within 300 kms of Havelock.</p> <p>Wage (if available): \$15- \$18 based on experience and ability</p>
Carpenter/ Door Framer	F/T	<p>Number of Positions: 1</p> <p>Type (ie Full time, part time, contract, etc): Permanent Full Time Monday-Friday 40+ hours per week</p> <p>Description: Looking for someone who has some trades experience and able to hang and frame doors as well as do some of the more intricate and fine details in regards to carpentry and trim work. Majority of work is home renovation due to water and fire damage. Must have a license and reliable transportation to job sites</p> <p>Wage Pay will be between \$17 and \$20/hr depending on experience and ability</p>