

<u>Position</u>	<u>FT/PT</u>	<u>Further Details (incl pay)</u>
AMANDA		
Inside Sales	FT	Description: Seasonal position is Monday – Friday and every other Saturday morning. Ideal for someone who has some construction background either as a contractor or in the lumber yard. They should have good math skills and computer proficiency as they will be required to inventory and pricing of jobs Transportation is required as they are not on bus route
Supply Staff	PT	Description: looking for supply staff in childcare centre Typically supply staff will get 15-20 hours per week. Standard First Aid and CPR as well as their TB shot and Vulnerable Sector Location: Norwood
Service Installer	FT	Description: Experience in plumbing,sprinkling and landscape installation, repair service, and mechanical is helpful. Must be neat clean and dependable. Maintenance and repair of water treatment equipment. Testing to ensure equipment is delivering the highest quality purified, filtered and soft water. Troubleshoot and diagnose problems.
Customer Service/Snack Bar	PT	Number of Positions:1 Type (ie Full time, part time, contract, etc): PT – includes late evenings Hours vary between 20 to 30+ Description: Provide excellent customer service in a fast paced environment, must be over 18, handle cash transactions and ability to calculate change on the spot. Clean CPIC, credit history and ability to acquire and maintain a Gaming Licence (quite an intensive process) Serve customer orders, prepare food and possess Food Handlers and Smart Serve.
Architectural Technologist	FT	Number of Positions: 1 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
Program Assistant	PT	Number of Positions: 1 Type (ie Full time, part time, contract, etc): part time 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. Location: Keene
Installation Technician	FT	Number of Positions: 2 Type (ie Full time, part time, contract, etc): Full time, Monday – Friday 8-5 with the occasional Saturday 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
Customer Service/Sales Person	FT	Type (ie Full time, part time, contract, etc): Full Time, Mon-Wed 9am-6pm, Thurs-Friday -9am-9pm, Sat 9am-6p, Sun 11am-5pm. 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. Wage (if available): \$15/hour

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		
Auto Body labourer	full time 8am-5pm	<p>Description: The right candidate will need to be mechanically inclined.</p> <p>The job tasks include:</p> <ul style="list-style-type: none"> Repair and replace front end components, body components, doors and frame and underbody components Hammer out dents, buckles and other defects using blocks and hammers Operate soldering equipment or use plastic filler to fill holes, dents and seams Remove damaged fenders, panels and grills using wrenches and cutting torch and bolt or weld replacement parts into place Straighten bent frames using frame and underbody pulling and anchoring equipment File, grind and sand repaired body surfaces using hand and power tools Mask and tape auto body surfaces in preparation for painting <p>Location: They are located on Rye Street down in behind the Napa Auto Parts there, so is bus accessible.</p> <p>Wage: \$14.00</p>
Admin Assistant	pt	<p>Type (ie Full time, part time): part time, may lead to full time. It's approx.. 20-25 hr/week for now. They are open 9-5, but they will be flexible.</p> <p>Description: They will need to be very versatile as they will be doing a little bit of everything.</p> <p>They are not the accountant/bookkeeper, but they will be making small entries.</p> <p>Answering phones, typing letters, preparing deposit books, etc.</p> <p>Must have excellent customer service skills, positive and courteous attitude.</p> <p>Location: Must have transportation to and from as it is not on the bus route.</p> <p>Wage: \$16.00</p>
Commerical Cleaner	Pt	<p>Type (ie Full time, part time): Part time, permanent position - approximately 20-22 hours per week</p> <p>Monday to Thursday- 615pm to 1015pm; Friday 6pm to 10pm</p> <p>Description: Reliable commercial cleaners needed for various commercial cleaning assignments throughout the Peterborough area. Accounts are assigned to individuals.</p> <p>Location: Peterborough and area. Must have reliable transportation.</p> <p>Wage: TBD</p>
Gas Station Attendant	Pt- (20-40 hrs)	<p>Description: Need someone who is reliable, dependable, and has own transportation as this is a 24 hour gas bar and shifts could be any time of day. Want someone who is eager to work, quick thinking in busy situations, and has some customer service skills.</p> <p>Wage (if available): \$14/hour</p>
Driver/Installer	Pt-40 hrs	<p>Description: looking for a candidate that will be able to pick up and deliver batteries. Pick up could be in GTA to Kingston. Must be able to lift at least 60 lbs., Must have Clear Driver's abstract, dependable, reliable.</p> <p>Location: Peterborouh</p> <p>Wage: \$14.00</p>
Night Auditor	pt	<p>Description : Must be able to work nights/weekends. Someone who can handle pressure and has the ability to deal with irate customers. This role is crucial so they need someone who is going to be punctual and not miss even a single shift.</p> <p>Location: Downtown Peterborough</p> <p>Wage: \$14.00</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>
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. They 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>
Kitchen Staff	P/T	<p>Number of Positions: 1</p> <p>Type (ie Full time, part time, contract, etc): Part Time</p> <p>Description: Looking for kitchen staff for downtown restaurant specializing in burgers. Previous kitchen experience considered an asset.</p> <p>Wage (if available): \$14/hour</p>
Ron		
NEW Service Tech/ Customer Service	F/T	<p>Number of Positions: 1</p> <p>Type (ie Full time, part time, contract, etc): Full Time (40hrs/week) Monday-Friday 830am-500pm</p> <p>Description: Individuals will be responsible for the delivery and home assembly/installation/servicing of medical equipment such as wheelchairs and chairlifts. Employer is looking for someone that is caring, kind and compassionate who is mechanically/technically inclined. Service training will be provided by employer and having a valid driver's licence is necessary.</p> <p>Wage (if available): Starts at 35k a year salary</p>
Customer Service/Food Prep	P/T	<p>Number of Positions: 1</p> <p>Type (ie Full time, part time, contract, etc): Part Time - Hours of Operation are Monday-Sunday 10:30am-12:00pm</p> <p>Description: Individuals will be responsible for food preparation, handling cash transactions and maintaining inventory levels and cleanliness of the store. Previous customer service experience is an asset.</p>

		Wage (if available): \$14/hour to start
Customer Service/Food Prep	F/T	<p>Number of Positions: 1</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 Frasersville so reliable transportation is mandatory.</p> <p>Wage (if available): \$14/hour to start</p>
Jamie		
NEW Automotive Glass Labourer	F/T	<p>Number of Positions: 1</p> <p>Type (ie Full time, part time, contract, etc): Full Time</p> <p>Description: Looking for a reliable and dependable labourer to assist with glass repair and replacement. Must be physically fit, a quick learner and ability to work with tools. No experience is necessary as they are willing to train.</p>
NEW Accounting Technician/ Bookkeeper	F/T	<p>Number of Positions: 2</p> <p>Type (ie Full time, part time, contract, etc): Full time</p> <p>Description: Accounting Technician will be assisting individual clients with their accounting and payroll needs, performing journal entries and reconciliation, filing tax returns and other duties as required. Candidates should have at least 3 years' experience in accounting and bookkeeping and excellent interpersonal skills. Formal education in a related field is required (eg. business diploma with an accounting/bookkeeper course).</p>