

<u>Position</u>	<u>Date</u>	<u>FT/PT</u>	<u>Further Details (incl pay)</u>
AMANDA			
Chef	May 31, 2019	F/T	<p>Number of Positions: 1 Type (i.e. Full time, part time, contract, etc.): FT – Summer June – end of August Description: Full time cook for the summer at Camp Temagami. Looking for someone with culinary experience for a camp of 200 kids. Room and Board included, position at Camp Temagami for the whole summer. Location: Temagami Wage (if available): \$1300 a week</p>
Experienced Landscaper	May 31, 2019	F/T	<p>Number of Positions: 1 Type (i.e. Full time, part time, contract, etc.): F/T Description: Landscape or maintain grounds of property using hand/power tools and equipment. Sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, sprinkler installation, and installation of interlocking stone. Physically demanding, long days. Location: Employer based in North end (job location changes so licence and transportation required) Wage (if available): Dependent on experience</p>
Resort Manager	May 22, 2019	F/T	<p>Number of Positions: 1 Type (i.e. Full time, part time, contract, etc.): F/T Description: Ask counsellor for detailed job description. Location: Nestle In, Dunsford Wage (if available): To be determined</p>
Resort Manager	May 22, 2019	F/T	<p>Number of Positions: 1 Type (i.e. Full time, part time, contract, etc.): F/T Description: Ask counsellor for detailed job description. Location: Pioneer Point, Lakefield Wage (if available): To be determined</p>
Retail Sales Representative	May 17, 2019	F/T	<p>Number of Positions: 1 Type (i.e. Full time, part time, contract, etc.): F/T Description: Dynamic and energetic personality, having great communication skills. Entrepreneurial spirit, hard working & dedicated to personal and team performance. Ability to build rapport and relationships with customers and colleagues. Great attitude and demonstrated desire to achieve and contribute to the Team. Min 1 year of retail/sales/hospitality experience. Guaranteed fulltime hours Competitive compensation base + commission with uncapped earning potential Health and Dental Benefits Career growth opportunities Receive discounts on Rogers/FIDO phones/tablets Contests and incentive rewards including trips and prizes Location: Lansdowne Place Wage (if available): Base plus commission</p>
Supply Staff/F/T Staff	May 9, 2019	F/T and P/T	<p>Number of Positions: Multiple Type (i.e. Full time, part time, contract, etc.): FT/PT Description: Looking for supply staff year-round and for full time staff for July and August. Potential candidates must enjoy working with children of all ages from 12 months to 12 years. Standard First</p>

			Aid Training Level C CPR, Medical and Immunization record and a satisfactory Criminal Reference Check with vulnerable sector screening are required. Location: Keene
Automotive Service Technician (Fully Licenced)	May 9, 2019	F/T	Number of Positions: 1 Type (i.e. Full time, part time, contract, etc.): F/T Description: Review repair orders & perform the required service. Test automotive systems and components using computerized diagnostic and other testing devices to diagnose and isolate faults. Adjust, repair, or replace parts & components of automotive systems. Accurately record details of work performed. Perform scheduled maintenance service and advise customers on work performed, general vehicle condition and future repair requirements. Location: Peterborough Wage (if available): Competitive compensation package
Customer Service Representative	May 6, 2019	P/T	Number of Positions: 2-3 Type (ie Full time, part time, contract, etc): P/T – includes late evenings until 1:00 AM, 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 will need access to a credit card but will be reimbursed for the gaming licence). Serve customer orders, prepare food and possess food handlers and smart serve. Individuals will be trained in all aspects of the Bingo Hall. Location: Clonsilla Wage (if available): \$14.00
Embroidery Machine Operator	April 30, 2019	F/T	Number of Positions: 1 Type (ie Full time, part time, contract, etc): Full Time Description: Ask counsellor for detailed job description. Location: The Kingsway, Peterborough Wage (if available): To be determined
CSR-call centre	On-Going	F/T	Number of Positions: Ongoing Type (ie Full time, part time, contract, etc): Full Time Description: Need GR 12 and basic comp skills, starts at \$14.30/hr Location: on bus route
JAMIE			
Yard Labourer	June 5, 2019	F/T	Number of Positions: 1 Type (i.e. Full time, part time, contract, etc.): Full Time Seasonal – may lead to year round. Description: Firewood supplier in Buckhorn. Must have a strong work ethic and be physically fit to lift at least 50lbs. Duties include piling and moving firewood around the site, cleaning and maintaining the yard. Possibility for further equipment training and year round position for the right person. Own transportation is required. Location: Buckhorn Wage (if available): \$14 to start with increases based on experience.
Freezer Picking Support	June 3, 2019	F/T	Number of Positions: 2 Type (i.e. Full time, part time, contract, etc.): Full Time Description: Job is located in a freezer of a production facility so must be ok with working in consistently cold temperatures. Looking for reliable candidates who are willing to work early mornings. First shift starts at 5am. Duties include: • Pick Orders using the trace-

			<p>ability scanning system and forklift or pallet jack • Monitor and maintain FIFO while picking • Load/Unload Trucks as needed • Ensure orders get to customers in proper condition, use load bars, straps and bulk heads as necessary. • Wrap skids/ ensure wrapping is adequate to ship product across the country • Follow GMP's and company protocol • Liaise with customers/ outside truck drivers in professional manner • Assist with putting away new inventory and verify product counts are accurate • Assist with cleaning related to loading dock, dry dock and cool room • Report maintenance issues to Logistics Manager Location: Selwyn Wage (if available): \$15 - \$18 depending experience.</p>
Resort Attendant	May 23, 2019	F/T Contract	<p>Number of Positions: 1 Type (i.e. Full time, part time, contract, etc.): Full time – ASAP till November Description: Provide general maintenance around resort property such as: cutting grass, trimming, cleaning boats and perform general repair. Some experience in general labour or as a handyman is an asset. Driver's licence and vehicle required. Location: Keene Wage (if available): \$14 - \$16 based on experience</p>
Care Supervisor	May 23, 2019	F/T Contract	<p>Number of Positions: 1 Type (i.e. Full time, part time, contract, etc.): 3 Month Full Time Contract Description: Must be registered RPN or RN with 2 years supervisory experience. Driver's licence and reliable vehicle required. The care supervisor will: Respond to patient referrals within timelines (internal and external). Complete a comprehensive care assessment in a timely manner, utilizing tools, forms and process as aligned with established policy and procedure guidelines. Promote service delivery excellence through effective on-boarding, mentoring, coaching and performance managing of field staff, including performance reviews. Document all required information, including any information pertinent to the client status and care planning. Ensure Patient and Care Provider safety by accurately assessing risk using tools provided. Ensure that care plans meet individual patient's needs. Ensure policies and procedures are enforced and reflect best practices. Location: Peterborough Wage (if available): Wage is \$50 000/year (prorated for the contract) with possibility of extension.</p>
Assemblers	May 13, 2019	Casual	<p>Number of Positions: Multiple Type (i.e. Full time, part time, contract, etc.): Casual Description: Ask counsellor for detailed job description. Applicants are encouraged to apply online https://siemens.taleo.net/careersection/10120/jobdetail.ftl?job=013618 Location: Technology Drive Wage (if available): Based on experience</p>
JINNELL			
Stock Associate	June 5, 2019	P/T	<p>Number of Positions: 1 Type (i.e. Full time, part time, contract, etc.): Permanent part time. Monday to Wednesday and Friday with Thursday's off.</p>

			<p>Description: Unloading skids and placing on shelf. Must be able to lift 20 lbs.</p> <p>Location: Close to Lakefield, so transportation is a must.</p> <p>Wage: \$14.00</p>
Administration	June 4, 2019	P/T	<p>Number of Positions: 1</p> <p>Type: 1-2 days per week plus fill ins. Hours range from 9-5. Must be able to work some Saturdays.</p> <p>Description: Data entry, reception, filing, working with agents to ensure high quality of customer service, ensuring work space is in impeccable condition. Candidate must have excellent communication skills, meticulous attention to detail, be dependable, punctual, flexible and be a team player. Bookkeeping skills are an asset.</p> <p>Location: Mainly the Lakefield office, with the flexibility to work in the Peterborough and Norwood offices. Therefore must have driver's license and vehicle.</p> <p>Wage: \$14.00</p>
Cashier	June 4, 2019	P/T	<p>Number of Positions: Multiple</p> <p>Type (i.e. Full time, part time, contract, etc.): P/T- Weekends</p> <p>Description: Must be able to work in a fast paced environment, mutli-task, and operate POS systems.</p> <p>Location: Close to Lakefield, so transportation is a must.</p> <p>Wage: \$14.00</p>
Customer Service Representative	June 3, 2019	P/T	<p>Number of Positions: 1</p> <p>Type: Part time, may lead to full time.</p> <p>Description: Cashing customers out using POS system, gathering information from customers, answering phones, booking appointments. Background in technology is an asset, but not necessary, it's more the reliability of the candidate.</p> <p>Location: Peterborough</p> <p>Wage: \$15.00</p>
Room Attendant	May 30, 2019	P/T	<p>Type: Part time - mainly weekends.</p> <p>Description: Sweep, mop, wash, wax and polish floors. Dust furniture and vacuum carpeting and area rugs, draperies and upholstered furniture. Make beds, change sheets and distribute clean towels and toiletries. Attend to guests' requests for extra supplies. Stock linen closet and supplies area. Clean, disinfect and polish kitchen and bathroom fixtures and appliances. Clean and disinfect public areas such as changing rooms, showers and elevators. Disinfect operating rooms and other hospital areas. Pick up debris and empty trash containers. Wash windows, walls and ceilings. Report and store lost and found items. May provide basic information on facilities. May handle complaints.</p> <p>Location: Downtown Peterborough</p> <p>Wage : \$14.00</p>
Front Desk Reception	May 30, 2019	P/T	<p>Number of Positions: 1</p> <p>Type (ie Full time, part time): Part time, they will be required to work morning, afternoon and evening shifts, no overnights. Will be weekday and weekends as well.</p> <p>Description: Answering calls, taking reservations, accepting payments, and making suggestions to customers.</p> <p>Location: Downtown Peterborough</p> <p>Wage: \$14.00</p>
Security Guard	May 29, 2019	P/T	<p>Number of Positions: 5</p>

			<p>Type (i.e. Full time, part time, contract, etc.): Part time, 20 hours per week, various times</p> <p>Description: Work in various locations, standing and walking for long periods as it is for concerts, festivals and construction sites. Will need security licence, smart serve (not a must to hire, but need to get it within 30 days), a willing to learn and be taught, fun, outgoing personality. Must be comfortable in large crowds and be able to stand for long periods, as well as walking long distances.</p> <p>Location: Peterborough and surrounding areas</p> <p>Wage (if available): \$14.00</p>
Farm Hand	May 28, 2019	P/T - Hours Vary	<p>Number of Positions: 1</p> <p>Type: Part time, hours vary</p> <p>Description: Mucking stalls, taking down fences, brushing animals, collecting eggs, building pens, etc.</p> <p>Location: Must have transportation to and from Ennismore.</p> <p>Wage: \$14.00</p>
General Labourer	May 24, 2019	F/T	<p>Number of Positions: 1</p> <p>Type (i.e. Full time, part time, contract, etc.): Full Time</p> <p>Description: They do Seamless Eavestrough /Vinyl, Wood, Steel Siding/ Fascia. He is willing to train. Must have a driver's license and a vehicle and Working from Heights and WHMIS training.</p> <p>Location: Peterborough and surrounding area</p> <p>Wage (if available): \$17.00 to start</p>
Customer Service Associate	May 21, 2019	P/T	<p>Number of Positions: 1</p> <p>Type (ie Full time, part time, contract, etc): Part Time, need to be available for all shifts including overnights</p> <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> <p>Location: Lansdowne Street East</p>
Oxygen Medical Driver	May 21, 2019	F/T	<p>Number of Positions: 1</p> <p>Type (i.e. Full time, part time, contract, etc.): Full time</p> <p>Description: Delivering and removing oxygen to customer's home, replacing tanks and lines, etc.</p> <p>Location: This is located in Lindsay, so driver's license required.</p> <p>Wage: To be determined</p>
Medical Equipment Technician	May 21, 2019	F/T	<p>Type (i.e. Full time, part time, contract, etc.): Full time</p> <p>Description: The successful candidate: Will have a grade twelve diploma and strong communication skills. Excellent Driving Record. Will have knowledge of medical equipment. Must be a self starter with problem solving and team work skills. Must be prepared to work in a very busy service-oriented environment. Will have technical experience. Experience INSTALLING MEDICAL LIFTING DEVICES an asset. Experience in small Home Modifications. Responsibilities will be: Deliver and install home medical equipment. Medical equipment-repair and service. Small Home Modifications. Assist in all warehouse duties.</p> <p>Location: This is located in Lindsay, so driver's license required.</p> <p>Wage: To be determined</p>
Boat Driver	May 21, 2019	P/T Summer	<p>Description: Experienced motor boat driver to help run skiing, tubing and wake boarding throughout the day.</p> <p>Location: Must have transportation to and from Ennismore.</p>

			Wage: \$14.00
Life Guard	May 21, 2019	P/T Summer	Description Must have current Canadian NLS. Shift work. Location: Must have transportation to and from Ennismore. Wage: \$14.00
Cleaner	May 21, 2019	P/T Summer	Description: Cleaning washrooms/showers. Candidate must be able to work full days, be patient and reliable. Must understand the importance of hygiene in a wash room setting. Location: Must have transportation to and from Ennismore. Wage: \$14.00
Bartender	May 15, 2019	P/T	Number of Positions: 1 Type (i.e. Full time, part time, contract, etc.): P/T Description: Looking to hire a bartender for weddings and various functions. Need to be able to handle the bar and patrons and physically able to assist with set up and take down. Most weekends, for functions, bar closes at 1AM and then they have 45 mins to clean up. Must have Smart Serve. Location: East City Wage (if available): \$12.20 per hour plus tips
Skilled Labourer	May 8, 2019	P/T	Number of Positions: 1 Type (ie Full time, part time, contract, etc): part time approx 40hrs per week also weather dependent Description: We are seeking a skilled laborer, with carpentry and painting skills to work in a construction environment. Main service we provide is log home restoration (staining, chinking, caulking). Need to prepare site by setting up scaffolds and masking around doors/windows in preparation of staining. Qualifications, certificates and physical requirements: not afraid of heights, necessary trainings in construction like Working at Heights & First Aid, trust worthy and willingness to travel at most an hour from Peterborough (own vehicle), Need to have steel toed safety shoes, and valid drivers license and reliable mode of transportation as jobs are usually located in rural areas Wage (if available): \$18.00
Permanent Support Worker	On-Going	P/T	Description: A minimum of one-year post-secondary education completed in a Human Services field of study (i.e. PSW, etc.). Preference will be given to those with a 2 Year College Diploma or Degree in DSW or related Human Services program OR proof of current enrollment with one year successfully completed. Current and Valid Emergency First Aid and Non-Violent Crisis Intervention Certifications are required. Must be able to commit to working day, evening and midnight shifts as well as weekends and STAT holidays, & a minimum of 24 hours per pay period. Valid Class G Driver's License and Acceptable Driver's Abstract. Access to a reliable vehicle and proof of valid vehicle insurance including passenger coverage. Criminal Reference Check and Vulnerable Sector Screening. Relevant experience with intellectual disabilities Computer Literacy (Microsoft office, e-mail, internet) SALARY: \$21.38 – Step 1 to \$21.84 – Step 3 Email up to date resume and cover letter to: recruitment@clth.ca
Kim			
Shelter Cook	June 5, 2019	P/T	Number of Positions: 1 Type (i.e. Full time, part time, contract, etc.): Part time, Monday to Friday – flexible schedule, 30 hours per week Description: The Shelter Cook oversees the functions of the kitchen and food services, as well as performs duties related to security,

			<p>maintenance, and cleaning on an as needed basis. The Shelter Cook interacts with clients, staff, volunteers, students, visitors, contractors, and the community. The Shelter Cook observes safe working and operating practices in carrying out the required duties. The Shelter Cook demonstrates a commitment to the provision of excellent client services and contributes to a respectful and productive work environment.</p> <p>Location: Peterborough</p> <p>Wage (if available): \$17.05 - \$18.20 per hour</p>
Office Coordinator	June 5, 2019	F/T	<p>Number of Positions: 1</p> <p>Type (i.e. Full time, part time, contract, etc.): Full time, 9:00 AM – 4:30 PM, Monday to Friday</p> <p>Description: Reporting to the Women’s Centre Manager, the Office Coordinator is responsible for providing clerical and administrative support to YWCA staff with Women’s Centre program development and co-ordination, including the volunteer program, fundraising and HERS. For a complete job description, please visit www.ywcapeterborough.org.</p> <p>Location: Minden</p> <p>Wage (if available): \$23.84 - \$26.99 per hour</p>
Labourers and Shinglers	May 31, 2019	Seasonal, F/T	<p>Number of Positions: TBD</p> <p>Type (i.e. Full time, part time, contract, etc.): Seasonal, Full time weather dependent, Monday – Saturday (not all Saturday’s)</p> <p>Description: Ideal candidates will have: own hand tools (hammer, tin snips, utility knife, chalk line, tape measure, air nailer, air hose). Own approved safety equipment (5 point harness, rope, lanyard and rope grab). Valid working at heights and cell phone. License and a vehicle are an asset but not required. Ability to pass a background check is a bonus as they have some contracts through Home Depot and would require it. Please send resumes to fergandsonsroofing@gmail.com quoting the job title.</p> <p>Location: Peterborough</p> <p>Wage (if available): \$16.00 - \$19.00 for Labourer and \$20.00 - \$25.00 for Shingler</p>
Labourer	May 31, 2019	Seasonal, F/T	<p>Number of Positions: 1</p> <p>Type (i.e. Full time, part time, contract, etc.): Full time from now until the end of October</p> <p>Description: Must have driver’s licence, clear record, responsible, trustworthy, polite and available Monday to Friday. Pool opening and closings.</p> <p>Location: 1446 Chemong Road</p> <p>Wage (if available): \$15.00 and up dependent on experience</p>
Furniture Installer/ Delivery Person	May 22, 2019	F/T	<p>Number of Positions: 1</p> <p>Type (i.e. Full time, part time, contract, etc.): The normal work week is 37.5 hours (8 am to 4:30 pm each day) however on occasion the employee may be asked to start 30 minutes earlier in the day.</p> <p>Description: To ensure friendly, courteous and prompt deliveries, and installation, primarily office furniture, to customers locations. Full G licence needed, will require a copy of a “clean” drivers abstract from MTO before making an offer as employee will be driving company vehicles. Presentable, well spoken, good oral and written english language skills, as this individual will need to be communicating successfully as part of his/her job with fellow staff and customers every day. The successful candidate will also demonstrate an aptitude and experience with using tools, doing</p>

			<p>basic assembly, etc. This experience may be through previous employment and/or through hobbies/interests.</p> <p>Location: Downtown Peterborough</p> <p>Wage (if available): To be determined</p>
Server/Cook	On-Going	P/T	<p>Type (i.e. Full time, part time, contract, etc.): P/T seasonal</p> <p>Description: Looking for kitchen staff for restaurant specializing in burgers. Previous kitchen experience considered an asset. Looking for front of house staff to serve food and beverages. Previous serving experience considered an asset.</p> <p>Location: Downtown Peterborough</p> <p>Wage (if available): \$14:00</p>
Personal Support Worker	On-Going	P/T	<p>Type (i.e. Full time, part time, contract, etc.): Service is provided 24/7, flexible depending on availability and needs of the clients.</p> <p>Description: Provides personal care and support services to Clients in a Comfort Keepers established Personal Care program. Assists the client with activities of daily living by providing any of the Comfort Keepers approved personal care activities. Provides a clean, safe, and healthy environment for clients and family members. Provides light housekeeping tasks including laundering of client’s garments and linens and changing the bed. Assist in meeting nutritional needs by providing meal planning, meal preparation, grocery shopping, dishes, and kitchen clean up. Assists clients with medications. Observes and reports any changes in the clients mental, physical, or emotional condition or home situation to immediate supervisor in a timely manner. Participates in in-service and continuing education programs, staff meeting, and client conferences as requested by immediate supervisor. Completes required documentation of services delivered and submits to office in a timely manner according to policy.</p> <p>https://www.comfortkeepers.ca/peterborough/employment/</p> <p>Location: Peterborough</p> <p>Wage (if available): \$16.00</p>
Companion/ Homemaker	On-Going	P/T	<p>Type (i.e. Full time, part time, contract, etc.): Service is provided 24/7, flexible depending on availability and needs of the clients.</p> <p>Description: Responsible for non-medical, in-home support services which provide for the comfort, safety, and general supervision of clients as well as home management services. Provides companionship to those individuals requiring socialization and/or minimum guidance to ensure a safe, protected, clean, and orderly environment. Provides light housekeeping tasks. May prepare and serve meals as directed. Assist clients in completing necessary phone calls, letter writing, etc. Accompanies clients on walks, community trips, doctors office, bank, beauty salons, etc. Assists clients with medications. Observes and reports any changes in the clients mental, physical, or emotional condition or home situation to immediate supervisor in a timely manner. Participates in in-service and continuing education programs, staff meeting, and client conferences as requested by immediate supervisor. Completes required documentation of services delivered and submits to office in a timely manner according to policy.</p> <p>https://www.comfortkeepers.ca/peterborough/employment/</p> <p>Location: Peterborough</p> <p>Wage (if available): \$15.00</p>
Sales Representative	April 10, 2019	F/T	<p>Type (ie Full time, part time, contract, etc): Full Time, 40-43 hours/week – rotating schedule</p>

<p>for Home Furnishing and Appliances</p>			<p>Description: Looking for someone who is friendly, outgoing, enthusiastic, and able to engage with customers and staff. Must have lots of energy and be able to develop rapport and identify customers' needs. Will be selling new and clearance home furnishings and appliances and generating sales. They will need to gain product knowledge about features, advantages and benefits of products, have a general knowledge of principles of home décor, and have basic computer skills. Will also assist with store displays, movement of inventory, help load customer vehicles, and complete and organize all paperwork related to sales and service. Must be a team player who can work with other sales staff as well as management. There will be heavy lifting and moving furniture involved. Location: Clonsilla near the Parkway Wage (if available): Base wage plus commissions based on sales</p>
Ron			
<p>Customer Experience Associate</p>	<p>June 4, 2019</p>	<p>P/T</p>	<p>Number of Positions: 1 Type (i.e. Full time, part time, contract, etc.): Part time, 10-15 hours a week Description: Looking for someone that will be able to complete daily transactions for clients, such as paying bills, making deposits, and answering overall questions. This candidate will also have sales goals to achieve and will need to promote TD's products and services. The ideal candidate will have had previous retail sales experience and is looking to grow in the financial or business sector. Location: Havelock Wage (if available): To be determined</p>
<p>Summer Camp Counsellor</p>	<p>May 31, 2019</p>	<p>Contract</p>	<p>Number of Positions: 1 Type (i.e. Full time, part time, contract, etc.): Summer position, 7 weeks starting July 2. Must be available for shifts between the hours of 8am-5:30pm during the employment contract. Description: Under supervision of the Youth Ministries Coordinator (YMC), the Camp Counsellors will: Assist with planning and development of camp activities and programs, including lessons for STEM themed camp (the camps do not include a religious component; therefore, you will not be required to discuss religious topics). Lead and supervise campers in small groups during each camp session. Maintain a clean and organized facility space. Provide a safe and nurturing camp environment. Job Requirements: Standard First Aid and CPR C (completed by July 2nd, 2019). Criminal Reference Check with Vulnerable Screen (completed by July 2nd, 2019). Experience working with children ages 4-11 years old. Experience with program planning considered an asset. Experience as a camp counsellor/child educator considered an asset. To be eligible for this position you must be: 1. be between 15 and 30 years of age at the start of the employment; 2. be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment* (*International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada); and, 3. have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.</p>

			<p>Location: Peterborough Wage (if available): \$14.00</p>
Administrative Assistant	May 30, 2019	P/T	<p>Number of Positions: 1 Type (i.e. Full time, part time, contract, etc.): P/T Hours to be discussed upon interview Description: Be the friendly face that is the first point of contact for all clients. Answer and direct phone calls. Reply, forward, and organize daily emails. Develop and maintain filing systems. Update and maintain office policies and procedures. Order office supplies and research new deals and suppliers. Maintain contact lists. Process payments and issuing invoices. Submit and reconcile expense reports. Maintain a clean work environment. <u>Requirements:</u> Experience as an administrative assistant a plus. Knowledge of office management systems and procedures. Proficiency in MS office. Excellent written and verbal communication skills. Strong organizational skills and the ability to multitask. University/college graduate or relevant work experience. Location: 398 McDonnell Street Wage (if available): To be determined</p>
Administrative Assistant/ Interviewer	May 14, 2019	P/T	<p>Number of Positions: 1 Type (i.e. Full time, part time, contract, etc.): P/T 10-15 hours per week to start and will lead to F/T as the company grows Description: New employer to the area is looking for a professional and qualified individual (Diploma/Degree/Work Experience) to help with interviewing new applicants and forwarding resumes and notes to head office. This role will eventually shift into an Office Administrative Assistant position as the staffing needs are met. The individual would then be asked to work answering phones, directing calls, forwarding documents and messages and doing a wide range of other office related tasks. The individual may also be asked to represent the company at Chamber meetings as well as network through the community. Job start date will likely be sometime at the end of May. Location: In PTBO Likely the Business Hub in a shared office Wage (if available): \$18</p>
Youth Minister	April 26, 2019	P/T	<p>Number of Positions: 1 Type (ie Full time, part time, contract, etc): Part Time, 20 hours a week Description: Looking for a Youth Minister to help grow the church and reach out to new possible members. Looking for someone with previous experience or Religious training. Location: Downtown Peterborough Wage (if available): \$25,000 annually</p>
PSW/RN/RPN	On-Going	P/T & F/T	<p>Type (ie Full time, part time, contract, etc): P/T- F/T Monday-Sunday Description: Plan A Long Term Care Staffing is recruiting PSWs, RPN's and RN's for the Peterborough Area. Plan A needs YOUR help ensuring LTC homes and seniors in our community receive the care they deserve. Join The A Team and lend your experience to our homes in need. Receive notifications whenever shifts are available, and you can accept shifts that work around YOUR schedule. This is the perfect fit for nursing students, busy parents who require job flexibility & anyone looking to supplement their current income! For more information visit our website at www.JoinTheATeam.com License and vehicle an asset. Wage (if available): Based on Position and experience</p>

June 6, 2019

			PSW- \$22-\$29 RN & RPN- \$33-\$57 Location: In PTBO and surrounding area
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