

**Jobs Summary:** **Speech Language Pathologist** – Saint Elizabeth Windsor / **Heavy Equipment Operator** - Walker Aggregates (Amherstburg) / **Driver** - UAP INC. NAPA Auto Parts / **IT Technician** – Flex N Gate / **Watershed Research Technician (SGE)** - Essex Region Conservation Authority / **Electrician** - Valiant TMS / **PT Customs Processing Clerk** - Speedy Transport Group Inc / **Accountant** - Hyatt Lassaline LLP (Essex branch) / **Tri-Axle Dump Truck Operator** - Plantscape (Windsor) Inc. / **Daycare Provider** - World Gym (LaSalle) / **Bench Jeweller Goldsmith** - Baron / **Sales Broker** - Kafka Insurance Brokers Ltd. / **Store Retail Manager** - TOYS"R"US Windsor / **Spray Technician** - DBI Services (Oldcastle) / **Commercial Inside Sales Rep Office Products Furniture** - Monarch Basics / **CNC Machine Operator (Afternoons)** - Cavalier Tool & Manufacturing / **Accounts Payable** - Amco Produce Inc (Leamington) / **Photographer Sales Associate** - Photos Unlimited Portrait studio / **Mechanic** – BlueLine Rental / **Dispatch Supervisor** - Martin Transportation Systems / **Moldmaker** - Active Industrial Solutions / **Accounts Payable Assistant** - Coco Paving Inc. / **Accounts Receivable Clerk** - Active Industrial Solutions / **Maintenance Manager** - Travelodge Hotel Windsor / **Filler** - Canadian Tire Walker Rd. / **Human Resources Manager** - Kingsville Stamping Limited / **Accounts Receivable Clerk** - Pure Hothouse Foods (Leamington) / **Attendant Service Worker** – ALSO / **Communications Coordinator** - Windsor-Essex County Health Unit (Repost) / **IT Help Desk** - Integram Windsor Seating / **General Machinist** - Quigg International / **Sales Manager, E-Commerce (Electronic Commerce)** - Wireless Warehouse Of Canada Inc. / **Web Marketing Manager** - Wireless Warehouse Of Canada Inc. / **Electrical Engineer** - Vista Solutions Inc. / **Computer Applications Engineer** - Vista Solutions Inc. / **Information technology (IT) business analyst** - Vista Solutions Inc. / **Support Analyst** - Shared Services Canada (Windsor) / **Technical Advisor & Team Leader** - Shared Services Canada (Windsor) / **Support Technician** - Shared Services Canada (Windsor) / **Mechanical Assembler** - R.J. Cyr Co. Inc.

**Speech Language Pathologist – Saint Elizabeth Windsor**

- Location: Windsor
- Job Code: 5062
- Employment Status: Casual
- # of openings: 1

**Description**

- Saint Elizabeth is a national health care provider that has been opening the door to new possibilities and experiences for more than a century. Recognized as Canada’s largest social enterprise, we employ 8,000 people and visit 18,000 clients every day. Through the Saint Elizabeth Research Centre, Health Career Colleges, the Saint Elizabeth Foundation and our leadership in person and family centered care, we are helping to make the future of health care brighter and stronger. Saint Elizabeth Health Care was awarded the Canada Order of Excellence in 2015.

**POSITION SUMMARY:**

- We are currently seeking Speech Language Pathologist to provide client management through all stages of assessment, treatment, consultation and follow-up services to clients.
- As the successful candidate, you are a graduate of an accredited program in Speech Language Pathology and are a member in good standing of the College of Speech Language Pathologist of Ontario. You demonstrate excellent interpersonal, organizational and communication skills, both written and verbal, along with a high level of initiative and adaptability to rapidly changing demands. Ideally, you possess previous work-related experience in the rehabilitation services sector and/or training in providing SLP services with adults and/or school health.

**RESPONSIBILITIES:**

- Conducting assessments
- Formulating goals and recommendations

- Planning and implementing client centered, goal-directed treatment programs

**REQUIREMENTS:**

- Registration with the College of Speech Language Pathologist of Ontario
- Experience in working with children and adults
- A valid driver's license and a vehicle
- Availability to work flexible hours
- A willingness to be flexible in covering assigned area
- Excellent communication (written and oral)
- Well developed interpersonal skills
- Community experience is an asset

**LINK:**

<https://trr.taleo.net/trr01/ats/careers/requisition.jsp?org=SAINTELIZABETH&cws=1&rid=5062>

**Heavy Equipment Operator - Walker Aggregates**

- LOCATION: Amherstburg, ON
- TYPE: Contract

**DESCRIPTION:**

- You're an experienced heavy equipment operator looking for a great company, where you can put your skills to work.
- We're Walker Aggregates, an employer of choice across Ontario, and we want to hear from you.

**Heavy Equipment Operator**

- We're looking for several heavy equipment operators to run haul trucks, bulldozers, loaders, articulated trucks, and large excavators. Rotating through a variety of machines and duties means there's lots to do and learn.
- The best heavy equipment operators are smart, keep themselves organized, and take special care to do a good job. You have great situational awareness, and can push your machine to its full capabilities while understanding its restrictions.

**Ideally, you have training or experience running heavy equipment, taking care of your machines, as well as the following qualifications:**

- At least a year's experience as a heavy equipment operator
- Experience working in a quarry or sand and gravel pit
- Safety training and mechanical aptitude is an asset
- Common core training is an asset

**Practical Details**

- Walker runs various quarries in Essex County, and you'll be working primarily in our McGregor Quarry, in the township of Amherstburg. Our quarries run on various shifts from 6 a.m. to 1 a.m. – and your work could happen any time between these hours. We'll work together to establish a fairly predictable schedule though.
- This is a contract position, up to 7 months, with an hourly wage is \$24/hour with overtime after 40 hours. Many of our contract workers have stayed with Walker long-term.

**Walker Aggregates**

- Walker Aggregates supplies high quality aggregates and asphalt to communities across Ontario.
- The materials produced at our quarries, pits and asphalt plants are used to build Ontario's infrastructure – roads, bridges, underground infrastructure, sidewalks, houses, schools and hospitals.
- Working @ Walker Industries

**Walker Aggregates is a division of Walker Industries.**

- Established in 1887, we are proud to be a fifth-generation, family-owned, Canadian company. There's a lot more we're proud of too.
- We're proud to be growing, serving more customers and providing more jobs across Canada.
- We're proud of our environmental stewardship – turning waste into useful products and energy and working to the highest standards of disposal.

- We're proud to use the best tools and technology in the business – serving our customers well and keeping our employees safe.
- And we're proud of an awesome people-first culture. Working here means being part of a team – not a cog in a machine – and even in regional offices we feel valued, autonomous, and central to the action. Everyone at Walker has a voice.

#### **How to Apply**

- Our online application will give you the option to apply to this role as a complete candidate – not just a resume. The application will assess your qualifications, personality traits and workplace preferences, and should take about 10–15 minutes to complete. You can get a copy of your assessment when you're done by logging into the application tool.
- If you require any accommodation in the application process, please contact us with the “Need Help” button in the application.
- We will review applications as they are received and really look forward to hearing from you.

#### **LINK:**

<https://www.fitzii.com/job/15723?s=fc>

#### **Driver - UAP INC. / NAPA AUTO PARTS**

- Windsor, ON, CANADA
- BDT - UAP
- HIT THE ROAD WITH US!
- Join the Canadian leader in the distribution and marketing of heavy vehicle replacement parts and accessories. At TRACTION, you will work with committed people in a professional environment with unlimited opportunities for individual career growth.

#### **Why work with us?**

- Supportive team mates who are passionate about providing exceptional service
- including employee pricing on automobile parts/products and other corporate discount programs
- Flexible benefits program including health, medical, dental and life
- Pension plan
- Access to personal development and technical training programs
- Learn and collaborate with the best in the industry

#### **Duties & Responsibilities:**

- Establish and maintain good relations with TRACTION customers by providing courteous, efficient and professional delivery service of automobile parts in a safe and timely manner
- Verify invoices to ensure that correct parts are pulled for customer delivery; assist with picking parts
- Maintain an accurate delivery log while complying with customer service delivery strategies and tracking procedures
- Organize pick-up of customer returns without disrupting delivery efficiency
- Assist with keeping store in a neat and orderly manner including stocking of shelves
- High School Diploma
- Valid Drivers License with recent drivers abstract
- 1 year previous delivery experience an asset
- Heavy duty parts background and/or knowledge preferred
- Exceptional customer service and communication skills
- Basic computer knowledge
- Strong organizational skills with the ability to work in a fast-paced environment
- If you are looking to grow your career with a successful, continuously growing company, we want to hear from you!

**LINK:**

<http://www.workopolis.com/jobsearch/job/17538460?uc=E12&sc=2.0000&sp=4&searchFragment=ak%3D%26l%3Dwindsor%26contario%26ch%3D%26cl%3D%26e%3D%26lg%3Den%26ih%3D%26pt%3D%26pd%3D%26pn%3D1%26lr%3D50%26st%3DRELEVANCE%26bj%3DJob%20Search%20Results%2C%20Cobra%26lp%3Dfalse%26dr%3D>

**IT Technician – Flex N Gate**

- All times are in Eastern Daylight Time.
- ID - 2017-2764
- # of Openings 1
- Job Locations - CA-ON-Windsor
- Posted Date - 3/21/2017
- Department Information Technology

**Overview:**

- This position will be responsible for providing IT systems and application to users and shop floor. Maintains plant level IT infrastructure. IT entry level position in automotive environment.
- Responsibilities:
- Provides in-house expertise and technical support to end-users on database and software-related issue on Broadcast system.
- Develops and produces accurate and timely routine and special reports (using SQL Queries), and data retrievals for staff as needed, and is the point person for managing custom reporting requests
- Practical experience on database will be an asset.
- Update Database as required based on customers requirement.
- Backup and Restore SQL Server database.
- Maintains systems for Time & Attendance record keeping, and ensure proper integration with same wider company systems.
- Maintains and updates hardware/software inventory records, keeps accurate network information databases up to date;
- Trains users and supervisors on software and hardware on-site;
- Administrates local network in accordance with wider company procedures and practices to ensure proper integration, works on switching and external connectivity mediums to maintain network integrity, operates using best security practices for local network planning and implementation;
- Configures and installs personal computers (PC), software, network cards and equipment and maintains shop floor computers systems;
- Maintains telecommunications equipment and systems including new extension provisioning, removal, call handling manipulation and troubleshooting.
- Coordinates and consults with shop floor software programmer(s) and assists in the introduction of new systems or alterations.

**Qualifications:**

- College or University Diploma in Computer related study preferred.
- Experience with Windows Servers, networking principles, technical computer skills.
- Excellent communication, technical, interpersonal and organizational skills;
- Proven ability to plan and manage time, resolve issues quickly.
- Adaptable to new and changing technology and capable of training users;
- Works well with others, responds quickly to direction.
- Self-motivated, Prioritizes well, Learns quickly, Maximum availability;
- Able to complete tasks quickly without regularly involving/requiring external intervention.
- This position is a full time Midnight shift position.

**LINK:**

<https://cacareers-flexngate.icims.com/jobs/2764/it-technician/job?mode=job&iis=Indeed&iisn=Indeed.com>

## **Watershed Research Technician (SGE) - Essex Region Conservation Authority - Essex, ON**

\$17.60 an hour - Contract

The Essex Region Conservation Authority is seeking

### **Position Title: Watershed Research Technician (SGE)**

The Essex Region Conservation Authority (ERCA) is now accepting resumes for a Watershed Research Technician. The successful applicant is responsible for undertaking and/or assisting in the research, reporting, communication, outreach and monitoring of watershed research in the Essex Region, and will support other departments if required. The Watershed Research Technician position is classified as a 'Special Grant Employee' as the tasks associated with this position are funded in whole or in part through Federal and Provincial agency funding sources.

#### **Responsibilities**

- Collect surface water and groundwater samples for regular weather (routine), wet weather sampling, benthic sampling, and stream flow measurements and other environmental data at sites throughout the region, and prepare samples for laboratory analysis (labeling, storage, transport, chain of custody forms, etc.)
- Research, install, calibrate and maintain water quality monitoring equipment, including field sonde probes, automated water samplers, data loggers, flow gauges, groundwater monitoring equipment, sample bottles
- Maintain field data sheets, lab data sheets, compile data records in appropriate databases and perform basic interpretation of water quality data (i.e. chemical, physical, and biological) as required for reporting
- Assist in preparation of technical and "plain language" reports and information on water quality and communicates issues, policies and reports to municipal, regional and provincial partners, agencies, residents and others in keeping with ERCA communications standards
- Interact and co-operate with all partners including federal departments and provincial ministries and private organizations, individuals and Authority staff
- Assist with other departments or programs as needed related to special projects or temporary assignments such as Detroit River Canadian Cleanup assistance, Source Water Protection/Risk Management Services, community outreach assistance, integrated watershed management planning, upland biological assessments, stream habitat assessments, BMP implementation, etc. Separate job duties for these tasks may be appropriate based on the duration of the assignment.
- Other related duties, as assigned

#### **Requirements**

- Degree from a college or university in biology, environmental sciences, ecology, environmental remediation or other related disciplines
- 6-12 months experience in water resources or ecosystem/environmental assessment or related fields
- Well-developed written communication and presentation skills to communicate scientific results to the public and the scientific community
- Proficient with computers and software applications (MS office environment-Word, Excel, Access)
- Ability to effectively use, analyse, and organize information
- Ability to work independently or in a group
- Excellent oral and written communication skills in English
- Must possess and maintain an MTO Class G Driver's License in good standing

#### **Working Conditions**

- Position is based on 21-35 hours per week based on seasonal demand. Water quality related tasks are anticipated to account for approximately 21-28 hours per week (on average) and special projects for 7-14 hours per week on special projects as needed, with occasional evening and weekend hours required, occasionally on short notice. Typical hours would not exceed 35 hours per week and holiday work may be required.
- Hazards and Risks: Works with small quantities (25 mL) of concentrated nitric acid, collects samples of water containing E coli and other contaminants. Potential risk of falling on steep and slippery banks and drowning as the technician is working in or around water. The technician must ensure his/her own safety and perform duties within reason. Technician should also be aware of potential exposure to hazard trees,

noxious vegetation and insect bites. Personal protective equipment must be worn accordingly.

- Environmental conditions: Outdoor water quality sampling takes place during all seasons in and around water, including winters, wet rain events, and summer seasons. Site visits require prolonged standing/walking, negotiating of obstacles, steep and slippery slopes, bending or stooping. Indoor work is performed within a standard office environment, and regularly requires periods of visual and mental concentration of 2 to 4 hours duration, prolonged sitting (and associated physical strain), and accuracy and attention to detail. Occasional schedule changes and overtime on short notice.
- **Department:** Conservation Services
- **Job Status:** Special Grant Employee Position (to March 31, 2018)
- **Positions Available** 1
- **Posting Added Date:** March 21, 2017
- **Posting Closing Date:** March 31, 2017
- **Posting Closing Time:** 4:30 p.m.
- **Progress Status:** Receiving Applications
- **Office Location:** 360 Fairview Avenue West, Suite 311, Essex, ON
- **Wage Rate:** Hourly Wage Rate Range \$17.60 - \$24.50/hour
- **Grade:** NBU, Advanced Skills, Technical Staff
- **Contact:** Beth Johnston, Finance & HR Administrator
- 360 Fairview Avenue West, Suite 311, ESSEX, ON N8M 1Y6
- *ERCA is an equal opportunity employer.*
- *We are pleased to accommodate any individual needs under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation throughout the hiring process, please contact HR 519-776-5209 ext 357 to make your needs known in advance.*
- *We thank all applicants in advance, however, only those selected for interviews will be acknowledged. Personal information is collected in accordance with the Municipal Freedom of Information & Protection of Privacy Act and will be used for the purpose of this employment opportunity only.*
- Job Type: Contract
- Salary: \$17.60 /hour

**LINK:**

[https://ca.indeed.com/viewjob?jk=cd076ded58b2f17f&q=all&l=Windsor,+ON&tk=1bbqo662e1d6e8s4&from=ja&alid=56ce17c7e4b059583b444719&utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts](https://ca.indeed.com/viewjob?jk=cd076ded58b2f17f&q=all&l=Windsor,+ON&tk=1bbqo662e1d6e8s4&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts)

**Electrician - Valiant TMS**

Date Posted 2017-03-21

**JOB DESCRIPTION**

- In accordance with the policies and procedures of the C.S.A. and Valiant Machine & Tool Inc., install electrical wiring and controls components as directed by Controls Design.
- As directed by Management, assume a troubleshooting role during the tryout phase of the equipment to ensure that all controls and electrical components and systems are functioning within normal and established operational parameters.
- As directed by Management, provide technical assistance in the installation of controls and electrical equipment at the Customer's site when such activity is required and train customer personnel on uses of equipment as built.
- Provide the Controls Design Department with operational data and other technical information relating to controls and electrical components and equipment and recommend modifications in design or process when required.
- Provide assistance in related functions as directed by management.
- Bachelor degree in Electrical Engineering OR Diploma in electrical from a recognized college; or currently enrolled in an electrical apprenticeship program
- Excellent communication skills both written and verbal, the ability to speak multiple languages is considered an asset



- Advanced computer skills in Microsoft Office Software and AutoCAD
- Willingness to travel both domestically and internationally
- Experience working with Allen-Bradley PLC's/HMI's, Siemens HMI's, and VFD (Variable Frequency Drive) programming knowledge
- Existing GM classification a definite asset
- Robotics programming knowledge, and working background
- Process control design, development and troubleshooting experience
- Experience successfully interacting and working with customers at multiple levels of responsibility in a manufacturing or production environment.

**Location:**

Windsor, Ontario

**Job Type:**

Manufacturing

**Experience:**

Not Specified

**Date Posted**

2017-03-21

**LINK:**

<http://www.jobs.net/jobs/valianttms/en-ca/job/Canada/Electrician/J3F7SG744YSX2F229S5/>

**CNC Machine Apprentice - Cavalier Tool & Manufacturing - Windsor, ON**

Full-time, Apprenticeship

**For over 40 years**, Cavalier Tool has been successfully servicing customers world-wide in the tooling industry.

Cavalier has become a leading innovator by continuously advancing their employees, equipment, processes, services and customer base ~ always looking to the current and future trends! We are currently looking for a CNC Machine Apprentice. The position is full-time and includes over-time after 40 hours/week, shift premium, competitive wages and benefits.

**Main Responsibilities & Duties:**

- The accurate interpreting of design information relative to build activity.
- Reading and interpreting blueprints and other product-related diagrams, engineering drawings, charts and tables.
- Operate overhead crane to remove and/or relocate molds to specific workstations/areas.
- Program computer numerically controlled (CNC) machine tools.
- Set up and adjust production machinery.
- Fit and assemble components and machine parts to close tolerance.
- Verify dimensions of machined tools and parts using precision measuring instruments.
- Document and report deviations from specifications and tolerances.
- Additional duties as required and directed by leaders/supervisors/management.
- Other duties as required and directed by leaders/supervisor/management.
- Must comply with all Health & Safety policies throughout facility

**Requirements:**

- Ability to work well with both others and independently.
- Advanced ability to identify issues
- Time management and communication skills
- Accountable and ability to take ownership and responsibility for their work
- Must possess good problem solving and troubleshooting skills
- Ability to adapt in an ever changing technology driven environment
- Experience in plastic injection molds an asset.
- Use of CAD/CAM systems and computer systems are an asset.
- Working towards your General Machinist (429A) ticket is an asset.

**Due to our rapid growth, we are currently expanding our state-of-the-art facility. With a strong employee focus and family events, our culture is second to none. Come join our growing team!**

Job Type: Full-time

**LINK:**

[https://ca.indeed.com/viewjob?jk=b7890c6c9c014238&q=all&l=Windsor,+ON&tk=1bbqo662e1d6e8s4&from=ja&alid=56ce17c7e4b059583b444719&utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts](https://ca.indeed.com/viewjob?jk=b7890c6c9c014238&q=all&l=Windsor,+ON&tk=1bbqo662e1d6e8s4&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts)

### **Part Time Customs Processing Clerk - Speedy Transport Group Inc - Windsor, ON**

\$13 an hour - Part-time

- Position Summary: Processing of customs paperwork for shipments inbound to and outbound from the USA.
- \$13.00/ Hour
- Start- As soon as possible
- Hours - 19:00 – 23:00, flexibility to tweak the shifts as needed is required
- Essential skills: Problem solving, initiative, ability to work independently and also as a team player. Computer skills, decision making.
- Working with all facets of international shipping into and from the USA. Involves dealing with shippers, consignees, Brokers and Customs.
- Job Type: Part-time

**LINK:**

[https://ca.indeed.com/viewjob?jk=4b11c8a4e6515bcf&q=all&l=Windsor,+ON&tk=1bbqo662e1d6e8s4&from=ja&alid=56ce17c7e4b059583b444719&utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts](https://ca.indeed.com/viewjob?jk=4b11c8a4e6515bcf&q=all&l=Windsor,+ON&tk=1bbqo662e1d6e8s4&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts)

### **Accountant - Hyatt Lassaline LLP (Essex branch) - Essex, ON**

#### **Core Job Responsibilities**

- Preparation of Notice to Reader financial statements in Caseware
- Preparation of Personal and Corporate income tax returns in Taxprep
- Bookkeeping in Sage and Quickbooks
- Assistance with internal financial bookkeeping including accounts payable and posting of invoices
- Meeting with clientele to determine and assist with meeting their needs

#### **Candidate should possess the following skills:**

- Excellent organization and time management skills
- Ability to multi task in an efficient and effective manner
- College education in accounting diploma at a minimum or equivalent work experience
- Experience in core job responsibilities

#### **Candidate should possess the following qualities:**

- Pleasant demeanour and enjoys working with coworkers and the public
- Willingness to learn new skills to better serve our client's needs
- Able to work independently with minimal supervision
- Articulate, professional, team player

Job Type: Full-time

#### **Required education:**

- Diploma/Certificate

#### **Required experience:**

- Accounting: 5 years

**LINK:**

[https://ca.indeed.com/viewjob?jk=ffc67506c5583ad1&q=all&l=Windsor,+ON&tk=1bbqo662e1d6e8s4&from=ja&alid=56ce17c7e4b059583b444719&utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts](https://ca.indeed.com/viewjob?jk=ffc67506c5583ad1&q=all&l=Windsor,+ON&tk=1bbqo662e1d6e8s4&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts)

### **Tri-Axle Dump Truck Operator - Plantscape (Windsor) Inc. - Windsor, ON**

\$18 an hour



- Looking for drivers with a min of 5 years experience A-Z/D-Z license.
- Please send driver's abstract along with your resume stating your experience.
- Hourly rate is \$18.00 per hour - all work is local and short haul.
- Multiple Positions Available
- Salary: \$18.00 /hour

**Required experience:**

- Truck Driving: 5 years

**Required license or certification:**

- DZ license

**Job Type: Full-time**

**Job Location:**

- Windsor, ON

**Required experience:**

- Dump Truck Driver: 5 years

**LINK:**

[https://ca.indeed.com/viewjob?jk=8d64e484a0ff55af&q=all&l=Windsor,+ON&tk=1bbqo662e1d6e8s4&from=ja&alid=56ce17c7e4b059583b444719&utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts](https://ca.indeed.com/viewjob?jk=8d64e484a0ff55af&q=all&l=Windsor,+ON&tk=1bbqo662e1d6e8s4&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts)

**Daycare Provider - World Gym (LaSalle) - LaSalle, ON**

Part-time

- Looking for someone to help in our club daycare.
- Must have experience with young children as well as older children.
- Looking for AM as well as PM availability.
- Please bring your resume to our club.

**LINK:**

[https://ca.indeed.com/viewjob?jk=b0a9487402430066&q=all&l=Windsor,+ON&tk=1bbqo662e1d6e8s4&from=ja&alid=56ce17c7e4b059583b444719&utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts](https://ca.indeed.com/viewjob?jk=b0a9487402430066&q=all&l=Windsor,+ON&tk=1bbqo662e1d6e8s4&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts)

**Bench Jeweller/ Goldsmith - Baron - Windsor, ON**

Leader in championship and recognition jewelry, is currently seeking experienced bench Jewellers / goldsmiths to join our manufacturing team. With our company, you will work with a team to create custom jewelry for teams and companies worldwide or restore jewelry. With industry leading designs and techniques, our world class manufacturing team provides customers with a unique product that can be cherished for generations. Looking for an experienced Jeweler. Ideal candidates will have knowledge of stone setting, sizing, polishing and jewelry repair. Candidates must also be willing to relocate to Tecumseh, Ontario area. Relocation packages and wage to be discussed and based on experience. Specialized training will also be provided. Our jewelers have a variety of skills from basic sizing and chain repair to advanced soldering, fabrication and custom stone setting.

**Please see the complete list of desired skills below:**

- Chain and clasp repair
- Re-tipping prongs
- Setting stones
- Creating stone mounts
- Laser soldering
- Performing minor ring repair and other jewelry repairs
- Wax carving
- Fabrication
- Polishing in variety of metals

**Position Requirements:**

- 2-5 years bench jeweler (or relevant) experience in skilled trades working with fine metals
- Customer service minded individuals with a high standard for quality work
- Must be willing to work in a team environment

- Full-time, day shifts required, with overtime required by season
- Baron Championship Rings is an equal opportunity employer committed to promoting diversity at all levels. Please know that while we appreciate every applicant's interest, we can only contact those selected for further consideration.
- Job Type: Full-time

**Required experience:**

- Jeweler: 2 years

**LINK:**

[https://ca.indeed.com/viewjob?jk=b01ab3bcaa8d1470&q=all&l=Windsor,+ON&tk=1bbqo662e1d6e8s4&from=ja&alid=56ce17c7e4b059583b444719&utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts](https://ca.indeed.com/viewjob?jk=b01ab3bcaa8d1470&q=all&l=Windsor,+ON&tk=1bbqo662e1d6e8s4&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts)

**Sales Broker - Kafka Insurance Brokers Ltd.**

**About YOU:**

- You are an accomplished RIBO licensed broker with at least 3 years' experience.
- You have the ability to service existing clients and cross-sell and upsell consistently on the phone, in person and at any company trade events.
- You have a history of sales success in a complex selling environment, the ability to learn quickly and can retain knowledge.
- You are well spoken and have high energy levels.
- You are accustomed to tracking your sales behavior and metrics as a source of effectiveness and improvement. While already operating at a high level, you understand and accept training and coaching as a source of constant growth.
- It is expected that you will earn a minimum of \$50,000 from a combination of top base salary plus commissions. Our reputation, advertising, line of products and sales leads provide ample opportunity for selling.
- Feel like this job is perfect for you but you don't fit one of the criteria? Sell us on why you should be hired anyway.

**About Kafka Insurance Brokers Ltd.:**

- We are a growing company and have recently moved to larger premises.
- For 9 years, Kafka Insurance Brokers Ltd has custom-designed insurance solutions for our clients.
- Our goal is to give our clients peace-of-mind by providing them a solution to ALL of their insurance requirements. Our reputation speaks for itself.
- We will not shy away from a client due to the complexity of the insurance issue; rather we collaborate as a team to arrive at the best possible solution.
- We offer a top base salary, commissions, contests for trips to exotic destinations, a full benefit package, as well as on-going training and motivation.
- Success is reward but failure is not supported.
- To apply in confidence, please email your resume to [ekafka@pbnet.ca](mailto:ekafka@pbnet.ca).
- (Please provide in your cover letter an example of a recent selling success you've had that demonstrates your suitability for the position.)

**Company Type:**

Insurance Brokerage

**Job Type:**

Permanent, Full-Time

Market Segment: Insurance

**Languages Required:**

English

Education Required: RIBO

**Expertise Area:**

Broker-Customer Service, Broker - Producer, Broker-Commercial, Broker-Personal

**Minimum Experience Required:**

3 to 4 Years

**LINK:**

[http://www.insuranceworks.ca/16582-seeking-insurance-broker-job.html?utm\\_source=Indeed&utm\\_medium=organic&utm\\_campaign=Indeed](http://www.insuranceworks.ca/16582-seeking-insurance-broker-job.html?utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed)

**Store Retail Manager - TOYS"R"US Windsor**

- Job Code : 5255
- Job Type : Full Time
- Division : TRU (Store Level Recruiters)
- Location : CA - ON - Windsor - 3509, WINDSOR ONTARIO CA N8X 3T9
- Career Level : Manager (Manager/Supervisor of Staff)
- Education : High School or equivalent
- Skill : Marketing -> Merchandising, Communications, Product / Brand Management
- Customer Service Support -> Customer Service Support
- Brand Management -> Sales, Marketing
- Administrative Support -> Executive Level
- Human Resources -> Training & Development, Staffing/Recruiting, Management, Employee Relations

**Job Description :**

- "R" Managers are empowered and passionate about driving the business. Reporting to the Store Director, the Store Manager partners with the Management team to maximize sales opportunities and lead Associates to provide a great shopping experience for our Customers.

**"R" You...**

- A Leader who empowers your Team?
- A hands-on Manager with omnichannel retail management experience?
- Enthusiastic, driven, and customer-focused?
- Able to build relationships and develop Associates?
- Able to identify opportunities to drive business results?
- Flexible and open to change?
- If you answered "Yes" to these questions, our Store Manager position is the right fit for you!

**We Offer...**

- On the job training and eLearning
- Career advancement opportunities
- Competitive compensation
- Comprehensive benefits package from your first day
- Employee Discount
- What's Expected of You on a Daily Basis...
- Empower your team to provide a positive, easy Customer experience. Promote a sales and service culture
- Communicate performance expectations through leadership and coaching on the sales floor
- Drive yourself and others to achieve results and corporate initiatives
- Maintain merchandising and operational standards
- Analyze key financial metrics to identify and maximize sales driving opportunities
- Flexibility and openness to a rapidly changing retail work environment
- Recruit, train and develop Associates who represent "R" brand
- Support our Health & Safety and Loss Prevention policies

**Job Requirements :**

- Must have relevant Retail Store Management experience.
- To submit your resume for this job, select how you heard about the job and then click the "Submit Your Resume" button below.

**LINK:**

[https://toysruscanada.tms.hrdepartment.com/jobs/5255/Store-Retail-Manager-ToysRUs-WindsorCA-ON-Windsor-?lcid=en-US&view\\_language=en-US&src=JB-10300](https://toysruscanada.tms.hrdepartment.com/jobs/5255/Store-Retail-Manager-ToysRUs-WindsorCA-ON-Windsor-?lcid=en-US&view_language=en-US&src=JB-10300)

## **Spray Technician - DBI Services**

Location - 5365 Walker Road Oldcastle, ON N0R 1L0

### **JOB SUMMARY**

Responsible to spray complete weed, grass and brush control to various commercial or industrial sites.

### **SUMMARY OF ESSENTIAL JOB FUNCTIONS**

- Spray complete weed, grass and brush control to various commercial / industrial sites.
- Assist with all daily routing and scheduling
- Assist with all daily tank mixing
- Do truck inspections (responsible for truck / spray system maintenance and repairs)
- Have all needed tools and equipment on board, including repair kits for on the road repairs
- Have all proper paperwork, MSDS sheets, labels, etc.
- Have all proper safety items, such as vests, hard hats, gloves, safety glasses, etc.
- Make sure all minor repairs are made
- Make sure all equipment is in working order, such as water suck pumps, chemical injection equipment, computer, etc.
- Truck cleanliness and care
- Be capable of calibrating all spray equipment
- Make sure all work is conducted in compliance with strict safety guidelines
- Basic understanding of weed, grass, and brush types
- Complete understanding of chemicals used, what they control, and all safety requirements.
- Basic understanding of application methods and equipment
- Basic understanding of calibration and spray patterns

### **MINIMUM REQUIREMENTS**

- As a minimum, this position requires a Commercial Pesticide Applicators License in the appropriate state categories for Vegetation Management.
- You will be required to get pesticide licenses in additional states
- A commercial drivers license (CDL) will be required for all operators of trucks over 26,000 GVW

### **LINK:**

<https://secure3.entertimeonline.com/ta/6119465.jobs?ShowJob=100781187>

## **Commercial Inside Sales Rep - Office Products / Furniture - Monarch Basics**

\$50,000 a year

The Commercial Sales Representative is responsible for new customer acquisitions by conducting outbound sales calls, creating interest while building value for prospects over the phone, and providing industry-leading customer service to ensure long-term relationships are made and kept. This job requires a flexible, motivated and versatile individual who is a very strong communicator. This is a permanent, full-time position with.

**Company Overview:** Monarch Basics is a wholly owned and operated Canadian company established in 1950. Our strength has been built upon the trusted relationships we have with our customers; relationships built on constant nurturing of our clients, and by providing superior services and quality products to fulfill their unique professional needs. Employees of Monarch Basics enjoy industry-leading compensation with an uncapped earning potential, bonuses and fantastic benefits, all in a supportive, professional and high-energy environment.

### **What we offer you:**

- Base Salary, commission and bonuses (Monthly, Quarterly, Yearly) with an uncapped earning potential. Listed salary based on estimated first year earning potential with all bonuses and commissions combined.
- Total client management with furnished leads and opportunity to gain new accounts based on performance.
- Comprehensive and ongoing training and support.
- High-energy, professional workplace with room for the motivated and proven candidates to pursue aggressive career goals.
- Benefits include Health Care, Dental Plan, Life Insurance & Disability Plan paid for by Monarch Basics

**Qualifications, Education & Experience:**

- Strong drive to make 70+ outbound phone calls per day
- Ability to quickly learn and follow unique sales strategies with enough confidence to make them your own while adhering to the prescribed method.
- Strong listening skills with the ability to react meaningfully in both positive and negative scenarios.
- Resilient, positive attitude capable of being told no repeatedly without becoming unmotivated or pessimistic.
- Common sense approach to problem solving and the ability to vocalize clear solutions when needed.
- Post-Secondary education or comparative experience related to the outlined environment and expectations.

**Key Competencies:**

- Adaptability
- Time Management
- Tenaciousness
- Resiliency
- Confidence
- Self-Motivation
- Strong Communication Skills
- Stress Tolerance
- Monarch Basics welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.
- Job Type: Full-time
- Salary: \$50,000.00 /year

**LINK:**

[https://ca.indeed.com/viewjob?jk=24b91632c4860272&q=all&l=Windsor,+ON&tk=1bbqo662e1d6e8s4&from=ja&alid=56ce17c7e4b059583b444719&utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts](https://ca.indeed.com/viewjob?jk=24b91632c4860272&q=all&l=Windsor,+ON&tk=1bbqo662e1d6e8s4&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts)

**CNC Machine Operator (Afternoons) - Cavalier Tool & Manufacturing - Windsor, ON**

**For over 40 years**, Cavalier Tool has been successfully servicing customers world-wide in the tooling industry. Cavalier has become a leading innovator by continuously advancing their employees, equipment, processes, services and customer base ~ always looking to the current and future trends! We are currently looking for a CNC Machine Operator. The position is full-time and includes over-time after 40 hours/week, shift premium, competitive wages and benefits.

**Main Responsibilities & Duties:**

- The accurate interpreting of design information relative to build activity.
- Reading and interpreting blueprints and other product-related diagrams, engineering drawings, charts and tables.
- Operate overhead crane to remove and/or relocate molds to specific workstations/areas.
- Program computer numerically controlled (CNC) machine tools.
- Set up and adjust production machinery.
- Fit and assemble components and machine parts to close tolerance.
- Verify dimensions of machined tools and parts using precision measuring instruments.
- Document and report deviations from specifications and tolerances.
- Additional duties as required and directed by leaders/supervisors/management.
- Other duties as required and directed by leaders/supervisor/management.
- Must comply with all Health & Safety policies throughout facility

**Requirements:**

- Ability to work well with both others and independently.
- Advanced ability to identify issues
- Time management and communication skills
- Accountable and ability to take ownership and responsibility for their work

- Must possess good problem solving and troubleshooting skills
- Ability to adapt in an ever changing technology driven environment
- Experience in plastic injection molds.
- Use of CAD/CAM systems and computer systems are an asset.
- Licensed General Machinist (429A) is an asset.

**Due to our rapid growth, we are currently expanding our state-of-the-art facility. With a strong employee focus and family events, our culture is second to none. Come join our growing team!**

Job Type: Full-time

**Required experience:**

- CNC Machine Operating: 2 years

**LINK:**

[https://ca.indeed.com/viewjob?jk=2dc26aca6d501a44&q=all&l=Windsor,+ON&tk=1bbqo662e1d6e8s4&from=ja&alid=56ce17c7e4b059583b444719&utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts](https://ca.indeed.com/viewjob?jk=2dc26aca6d501a44&q=all&l=Windsor,+ON&tk=1bbqo662e1d6e8s4&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts)

**Accounts Payable - Amco Produce Inc - Leamington, ON**

**SUMMARY OF RESPONSIBILITIES**

- Ensures the timely and efficient processing of invoices.
- Ensure a uniform process is followed on a daily basis to handle the invoices and that all invoices are date stamped upon receiving (via mail or email)
- All Account statements must be reconciled on a monthly basis.
- Prepare and mail Accounts Payable checks on a weekly basis after review by the Controller, and maintain appropriate records of paid invoices
- Maintain in good order, all records and files assigned to this function and the safekeeping of all company records including computer information
- Enforce company and department work rules and regulations as established
- Complete all credit cards reconciliation on a monthly basis
- Reconcile shareholder loan account
- Audit freight bills against freight manifests
- Prepare a weekly aging account payable reports per branch and discuss with Office Manager to reconcile all overdue payments
- Ensure that all accounts payable transactions are conducted in an ethical and prudent manner
- Assist with any special projects as requested by the Office Manager
- Handle all supplier/vendor payment inquiries
- Provide support to the Front Desk duties when needed by receiving and directing calls to the appropriate person, or recording name, time of call, nature of business, and person called, and action needed
- Provide support to A/R position when needed, by doing bank deposits, mail duties

**QUALIFICATION**

- Diploma in accounting with 2-3 Years of experience preferably in greenhouse industry.
- Intermediate skills in Ms. Office
- Experience with Famous and SAP is considered a strong asset

**Applicant must have the ability to meet tight deadlines, work under pressure and have the following skills in order to qualify:**

- Communication and interpersonal skills
- Time management skills
- Critical thinking skills
- Problem solving skills
- Amco Group has accommodation processes and policies in place providing accommodation for employees with disabilities. If you require a specific accommodation because of a disability or documented medical need, please contact the Human Resource Office so that arrangements can be made for the appropriate accommodation as needed.
- Job Type: Full-time



**LINK:**

[https://ca.indeed.com/viewjob?jk=416020358d759c58&q=all&l=Windsor,+ON&tk=1bbqo662e1d6e8s4&from=ja&alid=56ce17c7e4b059583b444719&utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts](https://ca.indeed.com/viewjob?jk=416020358d759c58&q=all&l=Windsor,+ON&tk=1bbqo662e1d6e8s4&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts)

**Photographer/Sales Associate - Photos Unlimited Portrait studio - Windsor, ON**

Part-time

- The Walmart Portrait Studio in Eastown Windsor Walmart needs energetic, hardworking individuals with a passion for photography. As a member of our team you would be responsible for taking photographs of both babies and families, showing and selling collections, taking passport photos, and promoting our business thru-out the Walmart as well as on the phone. No photography experience is necessary, as we do provide full training, but it is an asset. Part Time positions available.
- Applicants must have already graduated high school and have flexible availability, available some days, weekends and some weeknights until 7:00.

**Job Location:**

- Windsor, ON

**Required education:**

- High school or equivalent

**Required experience:**

- Customer Service: 1 year

**LINK:**

[https://ca.indeed.com/viewjob?jk=0cf37fd85bafc9cc&q=all&l=Windsor,+ON&tk=1bbqo662e1d6e8s4&from=ja&alid=56ce17c7e4b059583b444719&utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts](https://ca.indeed.com/viewjob?jk=0cf37fd85bafc9cc&q=all&l=Windsor,+ON&tk=1bbqo662e1d6e8s4&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts)

**Mechanic – BlueLine Rental**

- Job Number:2332
- Windsor, Ontario CA
- Perform maintenance and repairs of mechanical, electrical, hydraulic, and diesel systems on a variety of rental and customer equipment and tools in a safe and professional manner; responsible for service documentation, demonstration of equipment for customer use; occasional travel to customer sites.

**REQUIRED COMPETENCIES - KNOWLEDGE, SKILLS AND ABILITIES**

- Strong mechanical background with various engines
- Knowledge of construction equipment, basic understanding of schematics and diagrams
- Own tools required to perform job
- Exhibit teamwork, good written and verbal communications skills

**ESSENTIAL AND NON-ESSENTIAL JOB RESPONSIBILITIES**

- Conduct equipment maintenance and repairs
- Conduct equipment functionality, use, and safety tests
- All other miscellaneous duties as assigned

**EDUCATION AND EXPERIENCE REQUIREMENTS**

- One or more years of experience repairing and maintaining vehicles and equipment
- Valid Driver's License
- General knowledge and use of office equipment and basic computer skills

**WORKING CONDITION/PHYSICAL REQUIREMENTS**

- Work environment is consistent with that of construction equipment yard and repair shop
- Safety training and PPE is required
- Occasional lifting up to 75 lbs.
- Must be able to sit and stand for long periods of time with frequent bending and stooping
- This role profile is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this role profile is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

**LINK:**

<https://bluelinerental.gr8people.com/index.gp?method=cappportal.showJob&layoutid=2092&inp1541=&inp1375=7897&opportunityid=7897>

**Dispatch Supervisor - Martin Transportation Systems - Windsor, ON**

- MTS is currently seeking a DISPATCH SUPERVISOR for our afternoon shift .
- Successful candidate must have strong dispatching skills and experience with the automotive trucking industry.
- Experience with Ryder, FCA and TMW are an asset.
- \*\* NEW HOURLY WAGES & PAID OVERTIME \*\*
- Only those considered will be contacted.
- If interested please respond with your resume to this post.
- MTS - 2425 Central Ave Windsor, ON N8W4J4
- Job Type: Full-time

**LINK:**

[https://ca.indeed.com/cmp/Martin-Transportation-Systems/jobs/Dispatch-Supervisor-5c4b86a6e0c4cf32?sdu=Zzi\\_VW2ygsY1fzh3Ma9ZsPaqOkFrOZiF9heaw3NaNTgO3PvHPYMmcvGlfcjGOSGkEwc6I3qxYiqc1lxgR3JV6w](https://ca.indeed.com/cmp/Martin-Transportation-Systems/jobs/Dispatch-Supervisor-5c4b86a6e0c4cf32?sdu=Zzi_VW2ygsY1fzh3Ma9ZsPaqOkFrOZiF9heaw3NaNTgO3PvHPYMmcvGlfcjGOSGkEwc6I3qxYiqc1lxgR3JV6w)

**Moldmaker - Active Industrial Solutions - Windsor, ON****Mold Maker**

Active industrial Solutions is recruiting a Mold Maker for our AB mold division. The successful Mold Maker will experience a high energy, fast paced work environment that's both competitive and rewarding. AIS is a privately owned corporation headquartered in Windsor, Ontario. We engineer, manufacture and service complex plastic injection molds, sophisticated automation and secondary processing equipment, gauges and fixtures, and specialty machined components. We are committed to adding value to our worldwide customer base and to being globally best-in-class. Please visit our website at [www.activeindustrialsolutions.com](http://www.activeindustrialsolutions.com) to learn more about our growing company.

**Position Responsibilities**

- Build precision mold components using conventional and numerically controlled metal-cutting machines and equipment including saws, drills, grinders, lathes, and mills
- Make all appropriate personnel aware of any potential tooling problems, issues or questions
- Adhere to customer standards on all tool designs
- Assemble molds according to established company procedures and time frames
- Manufacture quality components for moulds
- Follow company safe work practices and procedures
- Shift work required

**Minimum Qualifications**

- High School Diploma or equivalent
- 3+ years Mold making experience required
- Have the ability to spot, fit and assemble the various components of moulds
- Strong written and verbal communication required
- Ability to read and interpret IGES Files
- Ability to use job related tools (micrometers, indicators, hand tools, etc.)
- Trouble shooting experience an asset

**BENEFITS**

- Excellent Compensation Package
- Full benefit coverage – medical, dental, vision, life.
- RRSP with company match.
- Profit Sharing

Job Type: Full-time

**Required experience:**

- Mold making: 3 years

**LINK:**

<https://ca.indeed.com/cmp/Active/jobs/Moldmaker-3bf553c4d8fac641?q=all>

**Accounts Payable Assistant - Coco Paving Inc. - Windsor, ON**

- Coco Paving is a division of the Coco Group, a vertically integrated heavy civil infrastructure and development company with over 50 years of expertise.
- Coco specializes in a wide range of heavy civil construction services and material products. In addition to the heavy civil construction company, Coco Group owns and operates, asphalt cement terminal and Emulsion Plant (Coco Asphalt Engineering), a number of pits, quarries and asphalt plants, residential construction business and golf course.
- Since 1964, Coco Paving is proud to continue as a family owned and operated entity, successfully executing its vision, through on time and on budget execution and completion of its projects to the satisfaction of our customers.

**Accounts Payable Assistant seasonal - full-time until end of November.****Start as soon as possible.**

Duties to include but are not limited to processing trucker time sheets, and other A/P duties (photocopying, filing, data entry, preparing reports, etc.)

**Requirements:**

- 1-2 years general accounting/bookkeeping experience
- Strong data entry and computer skills including Microsoft Excel and Outlook.
- Effective communication and interpersonal skills.
- Strong organizational and time management.
- Ability to work independently and in a fast-paced, team oriented environment.
- Initiative, self-motivation and adaptability to take on additional responsibilities.
- Experience in a construction setting is an asset
- We would like to thank everyone for their interest, but only selected candidates will be contacted.
- No calls please.
- Job Type: Full-time

**Required education:**

- Diploma/Certificate

**Required experience:**

- Accounts Payable: 1 year

**LINK:**

<https://ca.indeed.com/cmp/Russel-Redi--Mix/jobs/Account-Payable-Assistant-a88dafa33d0d7e53?q=all>

**Accounts Receivable Clerk - Active Industrial Solutions - Windsor, ON**

**Active industrial Solutions is currently recruiting an Accounts Receivable Clerk for our Windsor Ontario location. The successful candidate will experience a high energy, fast paced work environment that's both competitive and rewarding.**

**Minimum Qualifications:**

- 3+ years accounts receivable experience (preferably within a manufacturing environment)
- Very detailed oriented and a high level of accuracy.
- Excellent computer skills and proficient in Excel
- Strong organizational and multitasking abilities
- Strong communication skills, both written and verbal

**Position Responsibilities:**

- Generate and send out invoices
- Process customer payments
- Monitor customer account details for non-payments, delayed payments and other irregularities

- Research and resolve payment discrepancies
- Reconcile customer accounts on a regular basis
- Prepare bank deposits
- Performs related clerical duties, such as maintaining filing and records systems.
- Responds to customer inquiries, maintains good customer relations and solves problems

**EDUCATION:**

- Post Secondary education from recognized college in Accounting/Business/Finance preferred.

Job Type: Full-time

**Required experience:**

- accounts receivable: 3 years

**LINK:**

<https://ca.indeed.com/cmp/Active-Industrial-Solutions/jobs/Account-Receiveable-Clerk-908d67292e4a407b?q=all>

**Maintenance Manager - Travelodge Hotel Windsor - Windsor, ON**

**Job Summary:**

Maintenance Manager is responsible for completing daily tasks and repairs, focusing on preventative maintenance to ensure all facilities and amenities are in working order and meet Brand standards, while responding to the needs of the hotel and its guests

**Duties & Responsibilities:**

- Responsible for the maintenance and repair of plumbing, hotel rooms, A/C and heating, ice machines, swimming pool, lighting, kitchen equipment, refrigeration, laundry, emergency generators, switch rooms, etc. Ensures all maintenance and repairs are completed on a timely, cost effective basis and according to specifications.
- Orders necessary materials and tools for repairing equipment and keeps within budgetary guidelines.
- Maintains an ongoing preventative maintenance program for the hotel. Responsible for administering and documenting equipment preventative maintenance and guest room preventative maintenance.
- Responds quickly to guest requests in a friendly manner. Follows up to ensure guest satisfaction. Provides a professional image through appearance and dress.
- Follows company policies and procedures and is able to effectively communicate them to subordinates.
- Ensures hotel is in compliance with all federal, provincial and local laws applicable to maintenance and repairs.
- Ensures all fire and safety inspections are completed and any discrepancies are corrected. Conducts fire alarm training and testing. Responsible for the safety of the department and building.
- Ensures inside/outside appearance of the hotel is at its best
- Promptly responds to all work order requests from the Health and Safety Committee or management on a priority basis. Establish a method for flagging Safety/Security work orders.
- Maintain an up-to-date emergency plan. Inspect fire protection systems in accordance with hotel engineering procedures and manufacturers' recommendations. Complete and keep current evacuation plans for guests and employees.
- Establish written emergency procedures for fire, power failure, water and gas line ruptures, and severe weather conditions.
- Accompany inspectors, insurance representatives, the local fire marshal, or other officials on inspections of the property. Maintain copies of all fire inspection reports, both from insurers and fire marshals.
- Maintain a list of primary contractors used in all phases of original hotel construction (plumber, electrician, etc.), as well as those used for any subsequent renovations or repairs. Coordinate and control the activities of contractors and enforce safe work practices.
- Other duties as assigned by Management.

**Skills & Qualifications:**

- High school diploma
- 1-3 years building maintenance experience required, hotel environment preferred
- Must have basic working knowledge of plumbing, painting, HVAC, electrical, and/or other general repair

skills

- Have and maintain a valid Driver's License
- Excellent oral and written communication, customer service and organization skills
- Able to read and interpret documents such as safety rules, safety awareness information, operating, schematics, blueprints, shop drawings and maintenance instructions, and procedure manuals
- Able to write routine reports, keep logs, and correspondence
- Ability to work independently and as a team
- Long periods of time spent standing, with frequent bending
- Must be able to lift a minimum of 50lbs
- Exposure to various cleaning agents, paints, and varnishes
- Must be able to work days, evening, and weekends
- Westmont Hospitality Group is committed to accommodating applicants with disabilities throughout the hiring process, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).
- In our commitment to provide a selection process and work environment that is inclusive and barrier free, accommodation will be provided in accordance with the Ontario Human Rights Code. Any special accommodation needs required in order to allow you to participate in the hiring and employment process to your full potential can be arranged in advance by contacting the Hiring
- Job Type: Full-time

**Required education:**

- High school or equivalent

**Required experience:**

- Maintenance Management: 1 year
- building maintenance: 1 year

**LINK:**

<https://ca.indeed.com/cmp/Travelodge-Hotel-Windsor/jobs/Maintenance-Manager-11c5715c22403fa8?q=all>

**Filler - Canadian Tire - Walker Rd. - Windsor, ON**

Part-time

We are looking for a hardworking, motivated individual to work on our Logistics Team. The successful candidate will be able to multitask efficiently between assisting customers and completing assigned tasks.

**This position has an early start time of 6:00am and if you are unable to be at work for this time, please do not apply.**

**Job Requirements**

- Available to work early mornings, days, evenings and weekends
- Ability to lift and carry product, as well as climbing ladders
- Strong attention to detail
- Ability to work in a team
- Previous Retail or Inventory experience is an asset
- If you feel that you are the right person for this position, please apply with your resume and a brief cover letter explaining why.
- Job Type: Part-time

**Job Location:**

- Windsor, ON

**LINK:**

<https://ca.indeed.com/cmp/Canadian-Tire---Walker-Rd./jobs/Filler-c57ffff4171aca5?q=all>

**Human Resources Manager - Kingsville Stamping Limited - Kingsville, ON**

- We are in need of a HR manager , experience a must need to know health and safety procedures, dealing with workers compensation, ministry of labor, employees hiring , firing etc. salary based on experience.
- Job Type: Full-time

**Required education:**

- High school or equivalent

**Required experience:**

- HR: 2 years

**Required license or certification:**

- Safety course

**LINK:**

<https://ca.indeed.com/cmp/kingsville-stamping-limited/jobs/Human-Resource-Manager-8fa49962e53b17e2?q=all>

**Accounts Receivable Clerk - Pure Hothouse Foods - Leamington, ON****Accounts Receivable Clerk**

Pure Hothouse Foods is a premier grower and marketer of high quality greenhouse grown products that include tomatoes, peppers and cucumbers along with other specialty grown products. We are currently seeking an experienced, full-time Accounts Receivable Clerk in our Leamington, ON, Canada site to join our talented team.

**Job Description****Summary/Objective**

The accounts receivable clerk is responsible for the receipt and accounting of funds being paid to the organization. This role also serves as an auditor, ensuring that invoices are accurate and that proper accounting procedures are followed to account for the receipt of payment for goods and services completed by the organization.

**Primary Responsibilities:**

- Applies customer payments
- Researches and solves payment discrepancies
- Makes adjustments to accounts as needed
- Prepares weekly manual deposits
- Prepares weekly reports for accountants
- Responds to customer inquiries, maintains good customer relations and solves problems
- Some A/P related duties may be required
- Performs related clerical duties, such as word processing, maintaining filing and record systems, faxing and photocopying
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

**Skill Requirements:**

- Two to three years' previous experience is required; experience in a produce environment is an asset
- Financial management skills and ethical conduct are required
- Is able to work under pressure, maintain flexibility and adapt to changes in a fast-paced environment
- Must possess an attention to detail
- Strong MS Office computer skills, including Excel and Outlook are essential
- The ability to communicate effectively both orally and in writing in English with all levels of the organization is required
- A High school diploma or equivalent is required; a degree in Accounting or equivalent is preferred

**Work Environment:**

- This job operates in a clerical, office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
- Job Type: Full-time

**Required education:**

- High school or equivalent

**Required experience:**

- Accounts Receivable: 2 years

**Required language:**

- English



**LINK:**

<https://ca.indeed.com/cmp/Pure-Hothouse-Foods/jobs/Account-Receiveable-Clerk-9ff90f91bdfc2a49?q=all>

**Attendant Service Worker - ALSO**

- Are you looking to put your training, skills and experience to work for an organization that delivers excellent and increasingly required services in the community?
- Want to help A.L.S.O. achieve its mission statement to provide adults with physical disabilities with services that ensure they are able to live, work and play in the community with choice, opportunities, and the confidence of full citizenship?
- Whether you've recently obtained your Personal Support Worker certification, or if you have demonstrated experience providing attendant care in the community, your excellent work ethic and eager desire to help those in need is just what we are looking for.
- To apply for a part-time Attendant Service Worker position with ALSO, please click on the following link and complete the information requested: <https://alsogroup.clearcareonline.com/apply>

**LINK:**

<http://www.alsogroup.org/careers/>

**Communications Coordinator - Temporary, (Up to 8 months) (CUPE 543.3) - Windsor-Essex County Health Unit.**

- Closing Date: Friday, April 7, 2017 - 4:30pm
- Knowledge Management Division
- Communications Department
- Windsor Site

**Position Summary**

- The Communications Coordinator (CC) works as part of a multi-disciplinary team to provide leadership and expertise in communications, marketing, and branding. The CC will support the implementation of the Ontario Public Health Standards (OPHS) and Ontario Public Health Organizational Standards (OPHOS) through the planning and delivery of integrated marketing and communication products for the organization. The CC will use communication theories and evidence-informed practices to develop, plan, and execute communication strategies and tactics for Health Unit programs, services, and activities across various communication channels throughout the project lifecycle.
- The CC will sustain community partnerships with stakeholders and also liaise with internal and external partners, agencies, and organizations. This position supports the ongoing operation of the Windsor-Essex County Health Unit. Core competencies include project management, presentation skills, customer service, self-management, teamwork, flexibility, and accountability.
- All employees must work in compliance with the Occupational Health and Safety Act and all policies and procedures of the Windsor-Essex County Health Unit.

**Qualifications**

- A Bachelor's Degree from an accredited university in Communication Studies, Marketing, Public Relations or a related field.
- Over 1 year of previous work experience in corporate communications, marketing, digital marketing, advertising, social media, or media relations.
- Proven expertise in planning, developing, and implementing integrated marketing and communications projects across multiple media and through the project lifecycle.
- Experience with the planning, production, and implementation of communication products, including but not limited to: plans, news releases, media packages, storyboards, reports, brochures, presentations, social media posts, website and intranet articles, emails, newsletters, digital signage, and advertising plans for internal and external audiences in collaboration with project staff.
- Experience with maintaining style guides for corporate and program resources across multiple owned, earned, and paid media.

- Experience with social media engagement for an organization. This includes the monitoring, planning, and coordination of content, the promotions of the social media accounts through advertising, and tracking and responding to questions from followers.
- Experience with working with the media. This includes triaging media calls, coordinating interviews for spokespeople, monitoring and reporting media coverage, organizing media conference, staff training, and coordinating earned media opportunities.
- Experience with the video production process. This may include storyboarding, developing a script, shooting, editing, and then publishing through multiple media channels.
- Proficiency with Adobe Creative Suite, Microsoft Office, email marketing platforms like Mailchimp, social media management platforms like Hootsuite, and posting content to Content Management Systems like Drupal.
- Experience with monitoring and tracking communication effectiveness using Google Analytics, Hootsuite, or other customized tools and products and making recommendations to improve performance.
- Experience with proofreading materials for grammar, spelling, and readability standards.
- Training and consultation experience.
- Some knowledge of public health programs in Ontario.
- Excellent organizational and project management skills with the ability to meet competing priorities through independent and collaborative work.
- Highly developed interpersonal, written, and verbal communication skills.
- High personal motivation, self-management, and detail-orientation.
- Capacity to learn quickly and in a self-directed fashion.
- Education and experience in graphic design would be an asset.
- Some experience with accessibility design standards would also be an asset.
- Ability to work flexible hours (i.e., occasional evenings and weekends) when necessary.
- Immunizations and TB screening as per WECHU policies.
- Satisfactory vulnerable sector police clearance.
- A valid Ontario Driver's License, access to a reliable motor vehicle during working hours, and 1 million dollars in liability insurance.
- The Windsor-Essex County Health Unit is an Equal Opportunity Employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, the Windsor-Essex County Health Unit will provide accommodations to applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform Human Resources staff of the nature of any accommodation(s) that you may require.

#### **Application Process**

Qualified individuals are invited to forward a résumé in confidence by email to [resume@wechu.org](mailto:resume@wechu.org) with Reference #26, Attention: Dan Sibley, Manager, Human Resources by 4:30 p.m. on April 7, 2017.

#### **LINK:**

<https://www.wechu.org/about-us/work-us>

#### **IT Help Desk - Integram Windsor Seating**

##### **Company Introduction**

- This position is for Integram Windsor Seating a division of Magna Seating.
- Magna Seating is an innovative leader in the development and manufacture of high quality complete seating systems, seat structure and mechanism solutions as well as foam & trim products for the global automotive industry. Our capabilities range from market and consumer research, full concept development, design and engineering, testing and validation to world-class manufacturing.

##### **Job Introduction**

- Provide Information Technology Help desk support. Responsible for logging tickets and resolving technical problems as they arise

##### **Major Responsibilities**

- User application and desktop support.
- Maintain IT data operations in a campus manufacturing facility - Ordering supplies and maintaining applications.

- Available during scheduled shifts and off shifts in the event of any unusual problems.
- Answering Help desk - logging and assigning tickets.
- Office technical Support and User maintenance.
- Adherence to all QMS requirements including, daily, weekly, and yearly procedures
- IT Project coordination, change preparation and documentation
- Educate and train employees in software applications and data processing

**Knowledge and Education**

- One year in IT field. University or college graduate in computer science or equivalent. Experience in multiple software / operating systems. Self starter, team player, good written and oral skills. Ability to interface with users; knowledge of MRP and JIT methods; communication experience with PC Local Area Network, TRANS 4M experience an asset.

**ABOUT MAGNA**

- We are a leading global automotive supplier with 317 manufacturing operations and 102 product development, engineering and sales centres in 29 countries. We have over 155,000 employees focused on delivering superior value to our customers through innovative products and processes, and world class manufacturing. We have complete vehicle engineering and contract manufacturing expertise, as well as product capabilities which include body, chassis, exterior, seating, powertrain, active driver assistance, vision, closure and roof systems and have electronic and software capabilities across many of these areas. Our common shares trade on the Toronto Stock Exchange (MG) and the New York Stock Exchange (MGA). For further information about Magna, visit our website at [www.magna.com](http://www.magna.com).

**Location**

Windsor, ON

**Job Type**

Full Time, Temporary/Contract/Project

**Job Category:**

Other

**Occupations:**

Other

**Career Level**

Experienced (Non-Manager)

**Industries**

Manufacturing - Other

**Education Level**

College Diploma

**Job Reference Code**

MSE01663\_1490194352


**LINK:**

[http://jobview.monster.ca/IT-Help-Desk-Job-Windsor-ON-CA-182112381.aspx?WT.mc\\_n=sk\\_feed\\_jobBank](http://jobview.monster.ca/IT-Help-Desk-Job-Windsor-ON-CA-182112381.aspx?WT.mc_n=sk_feed_jobBank)

**General Machinist - Quigg International**

Posted on March 22, 2017 by **Employer Details - Quigg International**

**Job Details**

- Location Windsor, ON
- Salary \$18.00 to \$24.00 hourly for 44 hours per week
- 2 Vacancies
- Terms of employment Permanent Full time
- Start date 2017-03-20
- Employment conditions Employment Conditions: Day
- Job no.613936
- Source  Job Bank

**Job requirements**

Languages

English

**Education**

Secondary (high) school graduation certificate or equivalent experience

**Equipment and Machinery Experience**

Milling machines; Form cutting machines; Computer numerical control (CNC) machines; Boring machines

**Experience**

1 to less than 7 months

**Weight Handling**

Up to 9 kg (20 lbs)

**Work Setting**

Automotive manufacturing

**Specific Skills**

Read and interpret engineering drawings, blueprints, charts and tables; Fit and assemble components and machine parts to close tolerance; Document and report deviations from specifications and tolerances; Maintain inspection records and complete inspection reports; Verify dimensions of parts machined using precise measuring instruments (e.g., micrometers, calipers); Compute dimensions and tolerances and measure and lay out work pieces; Set up, operate and maintain a variety of conventional and computer numerically controlled (CNC) machine tools

**Transportation/Travel Information**

Own transportation; Valid driver's licence

**Work Conditions and Physical Capabilities**

Fast-paced environment; Attention to detail; Standing for extended periods; Tight deadlines

**Personal Suitability**

Initiative; Flexibility; Accurate; Team player; Excellent written communication; Dependability

**How to Apply****By e-mail:**

[dfrancia@quiggintl.com](mailto:dfrancia@quiggintl.com)

**By mail:**

5265 Outer Drive, Windsor, Ontario, N9A6J3

**In person:**

5265 Outer Drive, Windsor, Ontario, N9A6J3

from 8:00 to 16:30

**Advertised until:**

2017-04-21


**LINK:**

<http://www.jobbank.gc.ca/jobposting.do?action=s1&sort=D&sid=10&d=50&searchstring=windsor+ontario&lang=en&id=22706962&source=searchresults>

**Sales Manager, E-Commerce (Electronic Commerce) - Wireless Warehouse Of Canada Inc.**

Posted on March 21, 2017 by **Employer Details** [Wireless Warehouse of Canada Inc.](#)

**Job Details**

- Location Windsor, ON
- Salary \$11.50 to \$14.00 hourly for 20 to 40 hours per week
- 1 Vacancy
- Terms of employment Permanent Part Time leading to Full Time
- Start date As soon as possible
- Benefits: Bonus
- Job no.615866
- Source  Job Bank

**Job requirements**

Languages

English

**Education**

No degree, certificate or diploma

**Experience**

1 to less than 7 months

**Specific Skills**

Plan, direct and evaluate the activities of sales departments in commercial, industrial, wholesale and retail and other establishments; Determine strategic planning related to new product lines; Lead sales team in building relationships with business clients and manage negotiations of sales contracts

**How to Apply**

By e-mail:

[hr@wirelesswarehouse.ca](mailto:hr@wirelesswarehouse.ca)

**Advertised until:**

2017-04-20


**LINK:**

<http://www.jobbank.gc.ca/jobposting.do?action=s1&sort=D&sid=10&d=50&searchstring=windsor+ontario&lang=en&id=22701108&source=searchresults>

**Web Marketing Manager - Wireless Warehouse Of Canada Inc.**

Posted on March 21, 2017 by **Employer Details** [Wireless Warehouse of Canada Inc.](#)

**Job Details**

- Location Windsor, ON
- Salary \$25,000.00 to \$40,000.00 annually for 40 hours per week
- 1 Vacancy
- Terms of employment Permanent Full time
- Start date As soon as possible
- Job no.615865
- Source  Job Bank

**Job requirements**

Languages

English

**Education**

College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

**Experience**

1 year to less than 2 years

**Area of Specialization**

Advertising; Sales; Market research; Communications; E-commerce; Fundraising

**Specific Skills**

Plan, direct and evaluate the activities of firms and departments that develop and implement advertising campaigns to promote the sales of products and services; Assist in product development and direct and evaluate the marketing strategies of establishments; Establish distribution networks for products and services, initiate market research studies and analyze their findings; Direct and evaluate establishments and departments that develop and implement communication strategies and information programs; Direct and evaluate establishments and departments that maintain media relations on behalf of businesses, governments and other organizations; Direct and evaluate establishments and departments that publicize activities and events on behalf of businesses, governments and other organizations

**Ability to Supervise**

1 to 2 people

## How to Apply

### By e-mail:

[hr@wirelesswarehouse.ca](mailto:hr@wirelesswarehouse.ca)

### Advertised until:

2017-04-20


### LINK:

<http://www.jobbank.gc.ca/jobposting.do?action=s1&sort=D&sid=10&d=50&searchstring=windsor+ontario&lang=en&id=22701105&source=searchresults>

## Carpet Cleaner - Wireless Warehouse Of Canada Inc.

Posted on March 21, 2017 by Employer Details [Wireless Warehouse of Canada Inc.](#)

### Job Details

- Location Windsor, ON
- Salary \$13.00 to \$16.00 hourly for 35 to 50 hours per week
- 2 Vacancies
- Terms of employment Permanent Full time
- Start date As soon as possible
- Employment conditions Employment Conditions: Evening, Night, Weekend, Flexible Hours, Early Morning
- Job no. 615864
- Source  Job Bank

### Job requirements

Languages

English

### Education

No degree, certificate or diploma

### Equipment and Machinery Experience

Steam cleaners; Chemical cleaning equipment; Pressure washers; Carpet cleaning machine; Waxing machine

### Experience

1 to less than 7 months

### Work Setting

Janitorial service company

### Specific Skills

Shampoo upholstery

### Security and Safety

Criminal record check

### Transportation/Travel Information

Valid driver's licence

### Work Conditions and Physical Capabilities

Physically demanding; Manual dexterity; Attention to detail; Bending, crouching, kneeling

### Cleaning Experience

Upholstery; Carpets/rugs

### Personal Suitability

Flexibility; Dependability; Reliability

## How to Apply

### By e-mail:

[hr@wirelesswarehouse.ca](mailto:hr@wirelesswarehouse.ca)

### Advertised until:

2017-04-20

### LINK:


<http://www.jobbank.gc.ca/jobposting.do?action=s1&sort=D&sid=10&d=50&searchstring=windsor+ontario&lang=en&id=22701106&source=searchresults>



## **Electrical Engineer - Vista Solutions Inc.**

Posted on March 21, 2017 by **Employer Details - Vista Solutions Inc.**

### **Job Details**

- Location Windsor, ON
- Salary \$24.00 to \$30.00 hourly for 40 to 40 hours per week
- 1 Vacancy
- Terms of employment Permanent Full time
- Start date 2017-05-31
- Employment conditions Employment Conditions: Day, Evening, Night, Weekend, Shift, Overtime, On Call, Flexible Hours, Early Morning, Morning
- Job no. 615630
- Source  Job Bank

### **Job requirements**

Languages

English

### **Education**

Bachelor's degree

### **Other Languages**

Spanish; Castilian

### **Experience**

Experience an asset

### **Area of Work Experience**

Specification or technical writing; Research and development; Quality assurance or control; Project management; Project planning; Operations or production; Installation, maintenance and inspection of equipment or facilities; Design; Computer software development

### **Business Equipment and Computer Applications**

AutoCAD; Networking hardware; MS Office; Program programmable logic controllers (PLCs); Linux OS; LabView; Microsoft Visio

### **Area of Specialization**

Scientific or medical electronics; Industrial robotics; Electronic test equipment; Electronics (industrial); Data processing and systems; Computer design; Communications; Electrical; Control system; System integration

### **Work Setting**

Electrical or electronic equipment manufacturing

### **Specific Skills**

Supervise and inspect the installation and operation of electrical and electronic systems and equipment; Design electrical and electronic components, systems and equipment; Conduct feasibility, design operation and performance research of electrical generation and distribution networks

### **Security and Safety**

Bondable; Criminal record check; Confidential security clearance

### **Transportation/Travel Information**

Own transportation; Own vehicle; Willing to travel; Valid driver's licence; Travel expenses paid by employer; Willing to travel internationally

### **Work Conditions and Physical Capabilities**

Fast-paced environment; Work under pressure; Attention to detail; Ability to distinguish between colours; Combination of sitting, standing, walking; Standing for extended periods; Tight deadlines

### **Work Location Information**

Various locations

### **Computer and Technology Knowledge**

Cloud

### **Personal Suitability**

Effective interpersonal skills; Accurate; Team player; Excellent oral communication; Excellent written communication

## How to Apply

### By e-mail:

[hr@vistasolutions.ca](mailto:hr@vistasolutions.ca)

### Advertised until:

2017-04-20


### LINK:

<http://www.jobbank.gc.ca/jobposting.do?action=s1&sort=D&sid=10&d=50&searchstring=windsor+ontario&lang=en&id=22699157&source=searchresults>

## Computer Applications Engineer - Vista Solutions Inc.

Posted on March 21, 2017 by **Employer Details - Vista Solutions Inc.**

### Job Details

- Location Windsor, ON
- Salary \$24.00 to \$30.00 hourly for 40 to 40 hours per week
- 1 Vacancy
- Terms of employment Permanent Full time
- Start date 2017-05-15
- Employment conditions Employment Conditions: Day, Evening, Night, Weekend, Shift, Overtime, On Call, Flexible Hours, Early Morning, Morning
- Job no.615619
- Source  Job Bank

### Job requirements

Languages

English

### Education

Bachelor's degree

### Operating Systems

MS Windows

### Other Languages

Spanish; Castilian

### Experience

Experience an asset

### Area of Specialization

System integration

### Work Setting

Manufacture

### Specific Skills

Research, evaluate and synthesize technical information to design, develop and test computer-based systems; Develop data, process and network models to optimize architecture and to evaluate the performance and reliability of designs

### Programming Languages

Visual C++ / MFC

### Security and Safety

Bondable; Criminal record check; Confidential security clearance

### Transportation/Travel Information

Own transportation; Own vehicle; Willing to travel; Willing to travel regularly; Willing to travel cross-border; Willing to travel overnight; Valid driver's licence; Travel expenses paid by employer

### Work Conditions and Physical Capabilities

Fast-paced environment; Work under pressure; Manual dexterity; Attention to detail; Ability to distinguish between colours; Sitting; Combination of sitting, standing, walking; Standing for extended periods; Tight deadlines

### **Computer and Technology Knowledge**

Spreadsheet; Database software; Networking software; Networking security; Communication software; 3D graphic software; Programming software; Programming languages; Data analysis software; Mapping and data visualization software; MS Office; Cloud

### **Personal Suitability**

Initiative; Effective interpersonal skills; Accurate; Team player; Excellent oral communication; Excellent written communication; Judgement; Organized

### **How to Apply**

**By e-mail:**

[hr@vistasolutions.ca](mailto:hr@vistasolutions.ca)

### **Advertised until:**

2017-04-20


### **LINK:**

<http://www.jobbank.gc.ca/jobposting.do?action=s1&sort=D&sid=10&d=50&searchstring=windsor+ontario&lang=en&id=22699159&source=searchresults>

### **Information technology (IT) business analyst - Vista Solutions Inc.**

Posted on March 21, 2017 by **Employer Details - Vista Solutions Inc.**

#### **Job Details**

- Location Windsor, ON
- Salary \$24.00 to \$30.00 hourly for 40 to 40 hours per week
- 1 Vacancy
- Terms of employment Permanent Full time
- Start date As soon as possible
- Employment conditions Employment Conditions: Day, Evening, Night, Weekend, Overtime, On Call, Flexible Hours, Early Morning, Morning
- Job no.615632
- Source  Job Bank

#### **Job requirements**

Languages

English

#### **Education**

Bachelor's degree

#### **Experience**

Experience an asset

#### **Business Equipment and Computer Applications**

Microsoft Visio

#### **Work Setting**

Manufacture

#### **Specific Skills**

Confer with clients to identify and document requirements; Conduct business and technical studies; Design, develop and implement information systems business solutions; Provide advice on information systems strategy, policy, management and service delivery; Assess physical and technical security risks to data, software and hardware; Develop and implement policies and procedures throughout the software development life cycle; Develop policies, procedures and contingency plans to minimize the effects of security breaches; Conduct reviews to assess quality assurance practices, software products and information systems

#### **Security and Safety**

Bondable; Basic security clearance

#### **Transportation/Travel Information**

Own transportation; Own vehicle; Willing to travel; Willing to travel regularly; Willing to travel cross-border; Valid driver's licence; Travel expenses paid by employer

## Work Conditions and Physical Capabilities

Fast-paced environment; Combination of sitting, standing, walking; Tight deadlines

## Computer and Technology Knowledge

Word processing software; MS Windows; Internet; Database software; C++; Networking hardware; Security software; Mail server software; SQL; Cloud

## Personal Suitability

Initiative; Effective interpersonal skills; Accurate; Team player; Excellent oral communication; Excellent written communication; Client focus; Judgement; Organized

## How to Apply

### By e-mail:

[hr@vistasolutions.ca](mailto:hr@vistasolutions.ca)

### Advertised until:

2017-04-20

### LINK:

<http://www.jobbank.gc.ca/jobposting.do?action=s1&sort=D&sid=10&d=50&searchstring=windsor+ontario&lang=en&id=22699158&source=searchresults>

## Support Analyst - Shared Services Canada

- Reference number: GSS17J-013342-000486
- Selection process number: 17-GSS-ON-EA-NetEndUsrs-193897

### Shared Services Canada

Calgary (Alberta), Cold Lake (Alberta), Edmonton (Alberta), Suffield (Alberta), Wainwright (Alberta), Chilliwack (British Columbia), Comox (British Columbia), Kamloops (British Columbia), Lazo (British Columbia), Prince George (British Columbia), Surrey (British Columbia), Vancouver (British Columbia), Victoria (British Columbia), Shilo (Manitoba), Winnipeg (Manitoba), Fredericton (New Brunswick), Gagetown (New Brunswick), Oromocto (New Brunswick), Gander (Newfoundland and Labrador), St. John's (Newfoundland and Labrador), Yellowknife (Northwest Territories), Dartmouth (Nova Scotia), Greenwood (Nova Scotia), Halifax (Nova Scotia), Windsor (Nova Scotia), Barrie (Ontario), Borden (Ontario), Hamilton (Ontario), Kingston (Ontario), London (Ontario), Milton (Ontario), Newmarket (Ontario), North Bay (Ontario), Ottawa (Ontario), Petawawa (Ontario), Sudbury (Ontario), Toronto (Ontario), Trenton (Ontario), **Windsor (Ontario)**, National Capital Region - Other locations (Ontario), Bagotville (Québec), Courcellette (Québec), Gatineau (Québec), Montréal Island (Québec), Saint-Jean-sur-Richelieu (Québec), Valcartier (Québec), National Capital Region - Other locations (Québec), Dundurn (Saskatchewan), Moose Jaw (Saskatchewan), Regina (Saskatchewan), Whitehorse (Yukon)

CS-02

- Various tenures: TEMPORARY (term) PERMANENT (indeterminate) positions.
- \$66,360 to \$81,222
- Closing date: 27 March 2017 - 23:59, Pacific Time
- Who can apply: Persons residing in Canada and Canadian citizens residing abroad.

### LINK:

<https://emploisfp-psjobs.cfp-psc.gc.ca/psrs-srfp/applicant/page1800?toggleLanguage=en&poster=1020481>

## Technical Advisor & Team Leader - Shared Services Canada

- Reference number: GSS17J-013342-000489
- Selection process number: 17-GSS-ON-EA-NetEndUsrs-193904

### Shared Services Canada

Calgary (Alberta), Cold Lake (Alberta), Edmonton (Alberta), Suffield (Alberta), Wainwright (Alberta), Chilliwack (British Columbia), Comox (British Columbia), Kamloops (British Columbia), Lazo (British Columbia), Prince George (British Columbia), Surrey (British Columbia), Vancouver (British Columbia), Victoria (British Columbia), Shilo (Manitoba), Winnipeg (Manitoba), Fredericton (New Brunswick), Gagetown (New Brunswick), Oromocto (New Brunswick), Gander (Newfoundland and Labrador), St. John's (Newfoundland and Labrador), Yellowknife (Northwest Territories), Dartmouth (Nova Scotia), Greenwood (Nova Scotia), Halifax (Nova Scotia), Barrie (Ontario), Borden (Ontario), Hamilton (Ontario),

Kingston (Ontario), London (Ontario), Milton (Ontario), Newmarket (Ontario), North Bay (Ontario), Ottawa (Ontario), Petawawa (Ontario), Sudbury (Ontario), Toronto (Ontario), Trenton (Ontario), **Windsor (Ontario)**, National Capital Region - Other locations (Ontario), Bagotville (Québec), Courcellette (Québec), Gatineau (Québec), Montréal Island (Québec), Québec (Québec), Saint-Jean-sur-Richelieu (Québec), Valcartier (Québec), National Capital Region - Other locations (Québec), Dundurn (Saskatchewan), Moose Jaw (Saskatchewan), Regina (Saskatchewan), Whitehorse (Yukon) CS-03

- Various tenures: TEMPORARY (term) PERMANENT (indeterminate) positions.
- \$78,333 to \$97,322
- Closing date: 27 March 2017 - 23:59, Pacific Time
- Who can apply: Persons residing in Canada and Canadian citizens residing abroad.

**LINK:**

<https://emploisfp-psjobs.cfp-psc.gc.ca/psrs-srfp/applicant/page1000?poster=1021474&toggleLanguage=en>

**Support Technician - Shared Services Canada**

- Reference number: GSS17J-013342-000485
- Selection process number: 17-GSS-ON-EA-NetEndUsrs-193891

**Shared Services Canada**

Calgary (Alberta), Cold Lake (Alberta), Edmonton (Alberta), Suffield (Alberta), Wainwright (Alberta), Chilliwack (British Columbia), Comox (British Columbia), Kamloops (British Columbia), Lazo (British Columbia), Prince George (British Columbia), Surrey (British Columbia), Vancouver (British Columbia), Victoria (British Columbia), Shilo (Manitoba), Winnipeg (Manitoba), Fredericton (New Brunswick), Gagetown (New Brunswick), Oromocto (New Brunswick), Gander (Newfoundland and Labrador), St. John's (Newfoundland and Labrador), Yellowknife (Northwest Territories), Dartmouth (Nova Scotia), Greenwood (Nova Scotia), Halifax (Nova Scotia), Barrie (Ontario), Borden (Ontario), Hamilton (Ontario), Kingston (Ontario), London (Ontario), Milton (Ontario), Newmarket (Ontario), North Bay (Ontario), Ottawa (Ontario), Petawawa (Ontario), Sudbury (Ontario), Toronto (Ontario), Trenton (Ontario), **Windsor (Ontario)**, National Capital Region - Other locations (Ontario), Bagotville (Québec), Courcellette (Québec), Gatineau (Québec), Montréal Island (Québec), Québec (Québec), Saint-Jean-sur-Richelieu (Québec), Valcartier (Québec), National Capital Region - Other locations (Québec), Dundurn (Saskatchewan), Moose Jaw (Saskatchewan), Regina (Saskatchewan), Whitehorse (Yukon) CS-01

- Various tenures: TEMPORARY (term) PERMANENT (indeterminate) positions.
- \$53,611 to \$69,088
- Closing date: 27 March 2017 - 23:59, Pacific Time
- Who can apply: Persons residing in Canada and Canadian citizens residing abroad.


**LINK:**

<https://emploisfp-psjobs.cfp-psc.gc.ca/psrs-srfp/applicant/page1000?poster=1020431&toggleLanguage=en>

**Mechanical Assembler - R.J. Cyr Co. Inc.**

Posted on March 21, 2017 by **Employer Details** [R.J. Cyr Co. Inc.](#)

**Job Details**

- Location Maidstone, ON
- Salary \$15.00 to \$18.00 hourly for 44 hours per week
- 2 Vacancies
- Terms of employment Permanent Full time
- Start date As soon as possible
- Job no.612607
- Source  Job Bank

**Job requirements**

Languages

English

**Education**

Other trades certificate or diploma

**Experience**

2 years to less than 3 years

**Area of Specialization**

Assembly

**Weight Handling**

Up to 23 kg (50 lbs)

**Specific Skills**

Operate small cranes to transport or position larger parts; Fasten parts together using fastening and joining equipment; Check mechanical assemblies and subassemblies for alignment and proper functioning; Assemble, fit and install prefabricated parts to form subassemblies or finished products; Read and interpret blueprints

**Own Tools/Equipment**

Tools; Safety equipment/gear; Safety glasses/goggles

**Transportation/Travel Information**

Own transportation

**Work Conditions and Physical Capabilities**

Repetitive tasks; Physically demanding; Manual dexterity; Attention to detail; Hand-eye co-ordination

Inspection or Testing Specialization

Mechanical assemblies and subassemblies

Assembly or Installation Specialization

Assemble mechanical parts into subassemblies

**Personal Suitability**

Flexibility; Team player; Reliability

**How to Apply**

By e-mail:

[accounting@rjcy.com](mailto:accounting@rjcy.com)

**Advertised until:**

2017-04-20

**LINK:**

<http://www.jobbank.gc.ca/jobposting.do?cty=35291&pcd=ON&wid=px&sort=D&id=22699122&source=searchresults>