

# JOBS

For information email the contact

Job Title	Job Description	Contact
<b>Lead of Accessories</b>	<ul style="list-style-type: none"> <li>-The Lead of Accessories assists the team in overseeing the processing and placement of accessories.</li> <li>-The Lead of Accessories ensures that all merchandise is aesthetically pleasing and set according to brand standards and guidelines.</li> <li>-Trains, caches, and directs associates on accessories handling, shipment processing, accessories presentation, and visual techniques as needed</li> <li>-Ensures stockroom and stockroom activities meet Rick Management requirements. Reports employee accidents to leadership team immediately</li> <li>-Partners with the leadership team to make product placement adjustments based on selling, inventory ownership, and merchandising reports</li> <li>-Ensures floor is replenished per company guidelines. Follows up with staff to ensure accuracy</li> <li>-Ensures all delivery information is recorded and accurately reported. Maintains all shipment related paperwork to meet audit requirements</li> <li>-Manages damage and defective jewelry as per company guidelines</li> <li>-Upholds all company policies as outlined in the Policy Procedure Manual, including the Field Employee Policy Guide and Code of Business Conduct</li> <li>-Reviews and responds to all emails and corporate visual communications daily. Ensures all Store Portal tasks are completed</li> </ul>	<a href="mailto:claudia.valcarcel@costi.org">claudia.valcarcel@costi.org</a>

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	<ul style="list-style-type: none"> <li>-Maintains company standards of neat, clean, and organized stockroom, as provided in the Merchandise Handling Manual</li> <li>-Performs Manager on Duty tasks as needed</li> <li>-Ensures service, merchandising, and operational standards are met through company-defined practices and processes</li> </ul>	
<p><b>Personal Support Worker (PSW)/Personal Caregiver</b></p>	<ul style="list-style-type: none"> <li>• Provide personal care service according to directions on the established care plan or assignment sheet, and ensure the physical comfort and safety of clients are met to the greatest possible extent.</li> <li>• Provide personal care that is within the provincial scope of practice for a Personal Support Worker; duties may include skin care, hair care, mouth care, bathing, bowel and bladder care, positioning and movement, exercise, basic wound care, feeding including special diets, and assistance with oxygen administration and medication reminder.</li> <li>• Perform specialized, client specific procedures for which recognized training and current competency can be demonstrated.</li> <li>• Observe and document client conditions according to company standards; report unusual events or changes in the client's condition to the immediate Supervisor.</li> <li>• Understands and implements infection prevention practices.</li> <li>• Participate in ongoing internal and/or external continuing education activities.</li> <li>• Adhere to Policies and Procedures.</li> </ul>	<p><a href="mailto:claudia.valcarcel@costi.org">claudia.valcarcel@costi.org</a></p>

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	<ul style="list-style-type: none"> <li>• Participate in quality activities and continuous improvement initiatives in keeping with the company's Quality Management System.</li> <li>• Maintains confidentiality of client and corporate information</li> <li>• Complete other tasks as requested.</li> </ul>	
<b>Forklift Mechanic</b>	<p>PM equipment</p> <ul style="list-style-type: none"> <li>- Replace parts</li> <li>- Diagnose</li> <li>- Repair skid steer loaders, forklift machines</li> </ul>	<a href="mailto:sarahxiang.wang@costi.org">sarahxiang.wang@costi.org</a>
<b>Pressure Washer &amp; Vacuum Operator, Preventative Maintenance</b>	<p>Pressure Washer and Vacuum Operator / Preventative Maintenance cleaner</p> <p>RS Finishing Systems, Inc. is a leading Canadian supplier of custom Spray booth Solutions and associated equipment to commercial and industrial clients. For the past 25 years we have provided Equipment, Consultation, Engineering, Installation, Project Management, Turnkey Solutions, Preventative Maintenance and Technical troubleshooting and ongoing support to leading firms within Canada.</p> <p>As a valued team member your duties would include the following : Interacting with different clients and working safely and effectively at different locations within Ontario. Travel to and from Customers Facilities from head office located in Aurora. (truck will be provided) Interior and exterior Pressure washing of Spray booth cabins, Air makeup Units, Duct work, fans and heat recovery units. Pressure washing, grinding, scraping removing dirt and debris from units.</p>	<a href="mailto:claudia.valcarcel@costi.org">claudia.valcarcel@costi.org</a>

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	<p>Operating high velocity vacuum / filtration unit to speed up process and keep area clean.</p> <p>Routine replacement of Spray booth components</p> <p>Cleaning of floor grates, windows, doors, tunnels and fans</p> <p>Removing and reinstalling filters.</p> <p>Removing and reinstalling light fixtures, bulbs, ballasts and glass.</p> <p>Inspecting, adjusting and replacing belts, pulleys, fans, solenoids, motors and other mechanical components.</p> <p>Inspecting and replacing commonly worn parts.</p> <p>Applying booth coating.</p> <p>Updating customer's maintenance log books and keeping a record of parts supplied.</p> <p>Reporting Feedback to customers and office of current and potential failures or issues.</p> <p>Liaising with other team members within the firm to ensure a cohesive unit</p> <p>Completing work orders and submitting them to accounting for invoicing</p> <p>Completing and submitting expense sheet, mileage logs and associated record keeping in a timely manner.</p> <p>Operating a van in a safe and effective manner on provincial roads and streets as well as customers premises.</p> <p>This position has one direct report and is a supervisory role to that direct report</p>	
<p><b>Accounts Payable</b></p>	<p>What We Offer?</p> <p>Are you looking for your next challenge in Accounting &amp; Finance?</p> <p>Artistic Skylight has a unique career opportunity for an Accounts</p>	<p><a href="mailto:marisa.deluca@costi.org">marisa.deluca@costi.org</a></p>

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	<p>Payable Clerk to join our Vaughan office. The Accounts Payable (AP) Clerk will work in a dynamic and shared services team to perform accounts payable related tasks in a professional and timely manner and provide support to other areas of the department as needed.</p> <p>Responsibilities:</p> <p>Process all invoices in a timely and accurate manner. Match and verify coding and enter invoices into SAGE 50 system. Ensure accurate and efficient data input adhering to established process. Follow up with management and department staff on overdue invoices and approval requests. Work with various departments to ensure invoices are approved in accordance with the rules. Prepare regular cheque runs for assigned vendors. Handle and resolve internal inquiries related to accounts payable, vendors and invoices. Correspond with vendors to promptly resolve problems and discrepancies. Accurately file all processed invoices and documentation. Provide support with other administrative functions as required</p>	
<p><b>SKILLED/EXPERIENCED Asphalt Raker and Roller Operator</b></p>	<p>Experienced Asphalt Raker and Roller Operators for a Professional and Established Paving Contractor.</p> <p>We offer competitive wages, Group Health Plan, Bonuses, RRSP Savings Program</p>	<p><a href="mailto:claudia.valcarcel@costi.org">claudia.valcarcel@costi.org</a></p>
<p><b>Female PSW/DSW with American Sign Language</b></p>	<ul style="list-style-type: none"> <li>• Provide one-to-one support to the supported individual as per her Individual Support Plan in conjunction with her doctor, nurses, therapists and other relevant specialists</li> <li>• Act as an advocate for her as she participates in the community; support her to engage with and participate in the community</li> </ul>	<p><a href="mailto:claudia.valcarcel@costi.org">claudia.valcarcel@costi.org</a></p>

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	<ul style="list-style-type: none"> <li>• Support her to expand her computer literacy skills, expand her ASL and communication skills develop a network of friends, pursue her interests, and take pride in her apartment</li> <li>• Accompany her to volunteer jobs and provide companionship on outings; and provide transportation to various activities</li> <li>• Provide gentle reassurance and supervision to calm her down when she is agitated by aiming to help her express what is bothering or exciting her. Help her to find and sustain calming routines</li> <li>• Provide personal care by helping her to maintain a consistent routine. Support her in her morning and evening routines including bathing and dressing. Assist her to be more independent in using the washroom</li> <li>• Provide assistance to maintain her apartment.</li> <li>• • Provide ongoing encouragement and praise</li> </ul>	
<b>Shipper Receiver</b>	<p>shipper receiver          Receiving and tagging of products          staging of products          dispatching driver</p>	<a href="mailto:Claudia.Valcarcel@costi.org">Claudia.Valcarcel@costi.org</a>
<b>Office Manager</b>	<p>Provide administrative and clinical support to the Medical Director of Plastic Surgery office which may include:</p> <ul style="list-style-type: none"> <li>• Regular administrative and reception duties: registers patients, answers telephone, general correspondence, record keeping, chart notes, reports, OHIP billings, data entry and word processing, records, transcribes, types, drafts, creates, updates all forms of correspondence;</li> </ul>	<a href="mailto:marisa.deluca@costi.org">marisa.deluca@costi.org</a>

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	<ul style="list-style-type: none"> <li>• Regular clinical duties: schedule and confirms client appointments for all locations, submit WSIB correspondence, liaise with OHIP for approval on certain cases, coordinate OR dates with patients and the hospital;</li> <li>• Receives, records, checks and balances revenue transactions;</li> <li>• Maintains medical/surgical and office supplies and equipment;</li> <li>• Liaise with external vendors in order to support the additional products and services that are offered within the private practice (injectables, skin care, etc.)</li> </ul>	
<b>ShipperReceiver</b>	GENERAL SHIPPING AND RECEIVING DUTIES IN OUR PARTS WAREHOUSE	<a href="mailto:terri.foley@costi.org">terri.foley@costi.org</a>
<b>Bookkeeper &amp; Administrative Assistant</b>	<p>reports, invoicing, cheque issuance, staff time sheets, etc.) and office administration independently; marketing agency experience preferred</p> <p>? Excellent experience working with all/most functions of QuickBooks Professional is a must.</p> <p>? Advanced skill level of Microsoft Office Suite (Excel, Word, PowerPoint, Outlook, Internet Explorer)</p> <p>? Fast accurate typing</p> <p>? A highly accurate and detail-oriented personality and always strive for quality and improvement</p> <p>? Able to work under pressure and multi-tasks</p> <p>? Good English written and verbal communication skills; Chinese preferred</p>	<a href="mailto:sarahxiang.wang@costi.org">sarahxiang.wang@costi.org</a>

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	<p>? Able to supervise junior administrative staff and work with staff team, and communicate with corporate clients and suppliers professionally and independently on accounting matters</p> <p>? High level of integrity and good experience in handling office administration and confidential information (e.g. office supplies and maintenance, staff records, databases, timesheets, expenses, etc.)</p>	
<b>Office Administrator / Media Marketing</b>	<p>Organizing service calls/ scheduling</p> <ol style="list-style-type: none"> <li>1. Provide exceptional customer service</li> <li>2. Provide brand awareness through multimedia platforms</li> <li>3. Possess great communication and interpersonal skills</li> <li>4. Basic administrative duties (file organizing)</li> </ol>	<a href="mailto:sarahxiang.wang@costi.org">sarahxiang.wang@costi.org</a>
<b>General Labour</b>	<p>Pick, pack, receive using RF scanner skid and manual pump tuck</p> <p>previous warehouse experience is an asset</p>	<a href="mailto:Claudia.Valcarcel@costi.org">Claudia.Valcarcel@costi.org</a>
<b>Administrative Assistant/Graphic Designer</b>	<p>Graphic Designer experience is a requirement, specifically with Adobe-Illustrator (AI) / Photoshop. This person will be in charge of answering the 2 phones, working with our fabulous and fun clients, manage incoming emails from clients, accounts receivables, Graphic Design, some data entry and to work with our Graphic Design Team, Work on promotional campaigns and marketing strategies / social media would be a definite asset</p> <p>The key responsibilities for this role are:</p> <ul style="list-style-type: none"> <li>*Communicates project needs between customer and Graphic Design team</li> <li>* Assist in marketing and sales requests</li> <li>* Oversees schedule for design related tasks</li> </ul>	<a href="mailto:sarahxiang.wang@costi.org">sarahxiang.wang@costi.org</a>



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	<ul style="list-style-type: none"> <li>* Support sales and marketing teams</li> <li>* Handle routine paperwork and administrative procedures effectively</li> <li>* Billing and invoicing (at a later stage)</li> <li>* Assist with follow-up of applications for related projects under the direction of the technical staff</li> <li>* Provide backup to Administrative support by answering phones, calendaring, filing, processing daily mail.</li> </ul> <p>Language Requirements English and Spanish</p>	
<b>Bindery Helper</b>	<p>General feeding or piling down on assigned machine ensuring the highest level of efficiency.</p> <p>Check all products in and out of assigned machines for quality and correctness</p>	<a href="mailto:marisa.deluca@costi.org">marisa.deluca@costi.org</a>