

## Warehouse Workers

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Date: 2010-08-31, 6:30AM PDT

Reply to: [surreycareers@coldlogic.ca](mailto:surreycareers@coldlogic.ca) [\[Errors when replying to ads?\]](#)

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Cold Logic Corp is currently recruiting for Warehouse Workers to work in our new perishable and grocery warehouse.

Previous warehouse and forklift operator experience would be considered an asset but is not mandatory. Job specific training will be provided.

This is a 24/7 operation where you will be required to work in temperatures ranging from .5 to 12.7 degrees C.

If you are interested joining our team, please submit your resume to [surreycareers@coldlogic.ca](mailto:surreycareers@coldlogic.ca) quoting "Warehouse Worker" in the subject line of your email.

- Compensation: a competitive wage rate is offered
- Principals only. Recruiters, please don't contact this job poster.
- Please, no phone calls about this job!
- Please do not contact job poster about other services, products or commercial interests.

PostingID: 1928813579

## One Ton Cube Van Driver (Langley/Surrey)

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Date: 2010-08-30, 8:58PM PDT

Reply to: [job-xmbwn-1928506409@craigslist.org](mailto:job-xmbwn-1928506409@craigslist.org) [\[Errors when replying to ads?\]](#)

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One ton cube van driver required to drive owner operators' truck working out of Port Kells based courier/cartage co.

Need clean abstract.

Good knowledge of Lower Mainland.

Pay based on commission of truck earnings.

Fax resume & abstract 604 882 7503

- Location: Langley/Surrey
- Compensation: Percentage of truck earnings
- Principals only. Recruiters, please don't contact this job poster.
- Please, no phone calls about this job!
- Please do not contact job poster about other services, products or commercial interests.

PostingID: 1928506409

## Cube Van Driver (Lower Mainland)

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Date: 2010-08-30, 6:14PM PDT

Reply to: [job-hmqny-1928294263@craigslist.org](mailto:job-hmqny-1928294263@craigslist.org) [\[Errors when replying to ads?\]](#)

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Cube van driver with previous construction experience an asset. Respectful team environment. On the job training. Your duties will include: pick up and deliver materials, dump debris, assist in actual demolition and construction on job sites. Potential for future advancement in the construction trades. Day and evening work. Clean driving record required. Vehicle Required. Fax ICBC abstract and resume to 604-874-9212 or email below.

- Location: Lower Mainland
- Compensation: \$15/hr
- Principals only. Recruiters, please don't contact this job poster.
- Please, no phone calls about this job!
- Please do not contact job poster about other services, products or commercial interests.

PostingID: 1928294263

## Shipper / Reciever (SURREY)

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Date: 2010-08-30, 3:28PM PDT

Reply to: see below

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LOOKING FOR SHIPPER RECIEVER TO WORK IN REFRIGERATED ENVIRONMENT.MUST BE ABLE TO LIFT HEAVY BOXES AND BE FLUENT IN ENGLISH.

FULL TIME WORK AVAILABLE

OPEN MON - FRI CLOSED ON THE WEEKENDS

NEWTON'S HI QUALITY MEATS SURREY B.C 12481 80TH AVE

DO NOT PHONE. YOU WILL NOT BE HIRED OVER THE PHONE

PLEASE APPLY IN PERSON WITH RESUME IN HAND.

STARTING WAGE \$13 HOUR PLUS BENFITS AND BONUS AFTER TRIAL PERIOD.

- Location: SURREY
- Compensation: STARTING WAGE \$13 HOUR PLUS BENFITS AND BONUS AFTER TRIAL PERIOD
- Principals only. Recruiters, please don't contact this job poster.

- Please, no phone calls about this job!
- Please do not contact job poster about other services, products or commercial interests.

PostingID: 1928008323

## Warehouse Driver/Laborer (Burnaby)

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Date: 2010-08-30, 2:23PM PDT

Reply to: [d.haigh@overheaddoor.ca](mailto:d.haigh@overheaddoor.ca) [Errors when replying to ads?]

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Warehouse Person/DriverDriver/Warehouse Person

Located in Burnaby: Warehouse person/Driver required for delivery and pick up as well as warehouse duties.

Mechanically inclined individuals considered first.

In the Lower Mainland. Some heavy lifting required. Clean drivers abstract required. Company benefits and potential for advancement.

Only applicants chosen for an interview will be contacted.

Reply in confidence to: Warehouse Manager

vansales@overheaddoor.ca or Fax @ 604-420-5749

Location: Burnaby

Compensation: \$13.00/ Hour

Principals only. Recruiters, please don't contact this job poster.

Please, no phone calls about this job!

Please do not contact job poster about other services, products or commercial interests.

- Location: Burnaby
- Compensation: \$13.00/hour to start
- Principals only. Recruiters, please don't contact this job poster.
- Please, no phone calls about this job!
- Please do not contact job poster about other services, products or commercial interests.

PostingID: 1927860450

## Administrative Assistant/Reception (North Vancouver)

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Date: 2010-08-30, 11:33AM PDT

Reply to: [job-s5jpf-1927530903@craigslist.org](mailto:job-s5jpf-1927530903@craigslist.org) [Errors when replying to ads?]

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### ADMINISTRATIVE ASSISTANT / RECEPTION

#### POSITION SUMMARY

The Administrative Assistant is responsible for greeting all visitors, booking meeting rooms, signing for incoming correspondence and packages, manning a multi-line switchboard, answering calls, assisting callers, providing routine information as necessary and routing calls as appropriate. As well, this position provides administrative support to senior management.

REPORTS TO: Executive Assistant to the CEO

#### RESPONSIBILITIES:

- „ « Answers incoming calls at the switchboard and redirects as required
- „ « Attends to reception area and greets visitors
- „ « Opens and closes the Administration Office daily
- „ « Downloads and distributes all faxes
- „ « Processes incoming and outgoing mail
- „ « Arranges for courier service
- „ « Sends deposits to bank
- „ « Compiles marketing brochures
- „ « Monitors WCB payments by vendors and maintains binder maintained
- „ « Manages all communication devices (cell phones, blackberries, etc).
- „ « Files updates for various manuals
- „ « Maintains various lists (staff/site phone & e-mail list, etc)
- „ « Monitors and orders stationary, office equipment supplies and beverages
- „ « Maintains the central filing system
- „ « Organizes meetings, training sessions and corporate events
- „ « Maintains all training records
- „ « Preparation of documents as required by management staff
- „ « Is the designated Document Controller for the Quality Management System and therefore responsible for the maintenance of the documents and records
- „ « Other administration related tasks as assigned by the Executive Assistant to the CEO.
- „ « Hours: 8:00 am to 4:30 pm

#### JOB EXPECTATIONS:

- „ « Effective oral and written communication
- „ « High standards of quality, accuracy and confidentiality
- „ « Proficiency with Microsoft Office suite (Word, Excel, Outlook, PowerPoint)

- „« A positive attitude and willingness to accept new projects
- „« Ability to work with minimum supervision, following through and meeting deadlines on all assigned tasks
- „« Able to work both independently and as a team player.

PREFERRED QUALIFICATIONS:

- „« High school education, but college diploma in Administration or related field or comparable experience
- „« Minimum three (3) years' experience as Administrative Assistant.

Please respond with your letter and resume by September 7, 2010. We appreciate your interest in applying, and will contact those we would like to interview.

- Location: North Vancouver
- Compensation: Competitive Annual Salary; Good Benefits and Vacation
- Principals only. Recruiters, please don't contact this job poster.
- Please, no phone calls about this job!
- Please do not contact job poster about other services, products or commercial interests.

PostingID: 1927530903

## Warehouse workers @ Rogers Arena (Rogers Arena)

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Date: 2010-08-30, 11:28AM PDT

Reply to: see below

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We are hiring! Aramark is holding a Job Fair for all Food and Beverage positions at Rogers Arena for the upcoming Vancouver Canucks Hockey Season!

If you are interested in working with us please join us at our Job Fair.

Wednesday, September 8, 2010 from 4:00 - 8:00 pm at Rogers Arena (800 Griffiths Way.) Gate #10

We are hiring Warehouse Workers.

Please bring an updated resume with you.

Please note that resumes will not be accepted via email or fax. All applicants need to attend the job fair. Thank you!

- Location: Rogers Arena
- Compensation: \$14 - \$16

- This is a part-time job.
- Principals only. Recruiters, please don't contact this job poster.
- Please, no phone calls about this job!
- Please do not contact job poster about other services, products or commercial interests.

PostingID: 1927518625

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## File Clerk (Vancouver, BC)

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Date: 2010-08-30, 9:14AM PDT

Reply to: [job-3e8v4-1927178367@craigslist.org](mailto:job-3e8v4-1927178367@craigslist.org) [Errors when replying to ads?]

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Internet advertising company is looking for an experienced temporary File Clerk. This position will be full time for approximately two months.

We are a busy office and need someone who loves to work hard, keep organized and help out. If you like to stay busy and can manage projects, please forward your resume.

Other requirements include:

Intermediate to Advanced computer skills and ability to navigate the internet.

Excellent communication skills

Ability to handle large amounts of data entry

Ability to stay calm under pressure

Team player

- Location: Vancouver, BC
- Compensation: DOE
- Principals only. Recruiters, please don't contact this job poster.
- Please, no phone calls about this job!
- Please do not contact job poster about other services, products or commercial interests.

PostingID: 1927178367

## Courier Drivers (Richmond)

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Date: 2010-08-30, 9:01AM PDT

Reply to: [job-hzavp-1927143768@craigslist.org](mailto:job-hzavp-1927143768@craigslist.org) [\[Errors when replying to ads?\]](#)

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We have immediate openings for hard workers who want to earn an average of \$1250-\$2000 every 2 weeks (our experienced drivers earn even more!) as a full time courier driver using your own van. Our drivers pick up and deliver envelopes and packages throughout the Lower Mainland. All drivers start in the morning from the area they live in. The driver gets paid a percentage of what we charge the customer for the delivery. The more deliveries you can do - the more money you can make!! Call between 9-5 Mon-Fri 604.273.9916 (no e-mails please)

- Location: Richmond
- Compensation: Approx. \$2000-\$4000 per month depending on deliveries completed
- Principals only. Recruiters, please don't contact this job poster.
- Phone calls about this job are ok.
- Please do not contact job poster about other services, products or commercial interests.

PostingID: 1927143768

## Administrative Institution Assistant (Burnaby)

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Date: 2010-08-27, 10:04AM PDT

Reply to: [anthea@verticalbridge.ca](mailto:anthea@verticalbridge.ca) [\[Errors when replying to ads?\]](#)

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Our client, a Crown Agency based in Burnaby, is currently seeking a highly motivated individual to join their team. In this role you will be responsible for administrative processes related to registration and accreditation. You will interact with students and with individuals from various institutions. You will also be providing all general office assistance as required.

Requirements:

- Monitoring and maintaining registration and accreditation processes-this includes data entry, maintaining and ensuring accuracy of the database and website, maintaining the filing system, generating and producing reports, tracking applications and generating form letters.
- Assisting with institutional closure process-this includes providing support to students and institutions, processing claims and providing claims that are ready for Board consideration.
- Assist with the student complaint process-this includes preparing all correspondence surrounding a student complaint and dealing in a diplomatic way directly with students.
- Assess and monitor unregistered, non-compliant insitutions-includes reviewing reports, and conducting

research on the web, preparing correspondence and tracking responses.

- Provide general office assistance-includes generating monthly reports and compiling information, providing back-up for the Receptionist/Office Assistant as required and identifying and preparing records for shipment and storage with off-site archives.

## QUALIFICATIONS

- Proficiency with Microsoft Office applications-Word, Excel and Outlook
- Data entry experience
- Experience dealing with the public, occasionally in a high stress environment
- Excellent command of English both oral and written
- Detail oriented and highly organized
- Ability to apply critical thinking skills and use discretion
- Effective and efficient time management skills-ability to prioritize
- Post-secondary education with three years relevant experience or a combination of relevant work experience and education.

We have worked extensively with this organization and they are well known for being a great employer. The salary for this role will be commensurate with experience and is expected to be in the \$37,000-\$39,000 range with excellent benefits including a pension plan.

### Additional Comments:

If you are looking for a stable long-term opportunity with a great employer and potential to grow then please send your resume in confidence to Anthea Maxwell (anthea@verticalbridge.ca).

We thank all applicants for their interest; however, only those short-listed will be contacted.

- Location: Burnaby
- Compensation: \$37,000
- Principals only. Recruiters, please don't contact this job poster.
- Please, no phone calls about this job!
- Please do not contact job poster about other services, products or commercial interests.

PostingID: 1922252967

## DATA ENTRY SPECIALIST (Surrey BC)

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Date: 2010-08-25, 11:17AM PDT

Reply to: [tmccaw@cpx.ca](mailto:tmccaw@cpx.ca) [\[Errors when replying to ads?\]](#)

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Coastal Pacific Xpress is looking for 4 Data Entry Specialists to join their Operations Team. Starting out supporting our Communications Group and then shifting to a supportive role within our Dispatch floor to assist our Dispatchers with paperwork and follow up. Experience within the Trucking, Warehouse or Logistics industry will be considered an asset.

You offer:



Superior level of customer service  
High attention to detail  
Love data entry  
Competent typing skills  
Multi tasking and organizational skills  
Willingness to jump in with both feet  
Proficiency with all Microsoft programs  
Truckmate exposure considered an extreme asset  
Ability to work under pressure and within deadlines

We offer:

A competitive salary and exceptional benefit program  
In house training  
Positive working environment  
Advancement opportunities

If you are looking to get your foot in the door with a top BC employer and are motivated by data entry and helping others, then send in your resume today!

Please forward your resume and cover letter to [people@cpx.ca](mailto:people@cpx.ca) for immediate consideration. We thank all those who send in their resumes however only those qualified candidates will be contacted for an interview.

- Location: Surrey BC
- Compensation: Based on experience
- Principals only. Recruiters, please don't contact this job poster.
- Please, no phone calls about this job!
- Please do not contact job poster about other services, products or commercial interests.

PostingID: 1918673242

## Receptionist (Burnaby, BC)

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Date: 2010-08-24, 2:31PM PDT

Reply to: [job-mw2cf-1917172242@craigslist.org](mailto:job-mw2cf-1917172242@craigslist.org) [\[Errors when replying to ads?\]](#)

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CDI College Burnaby Campus is seeking a Receptionist to contribute to the academic success of students and to the success of the Company in achieving its statement of purpose. To apply for this position please see further info <http://mycareerfinder.ca/Content?careerDetailSearch=1&careerId=2110326>

### Summary

The primary purpose of the Receptionist position is to provide quality service to students, staff and visitors through the delivery of receptionist and general administrative support for the campus. Under general supervision, the Receptionist manages the main reception desk for the campus. This position

provides administrative services for the Company, including support for the office of the director, admissions staff, student services, and practicum placement coordinator, and the instructors and students. The Receptionist is responsible for maintaining supplies and equipment as required to meet the needs of the instructors, students and administrative staff of the campus.

#### General Qualification

High school graduation with basic training in office practices, customer service and communication and one to three years' receptionist and/or customer service experience in a fast paced environment or an equivalent combination of education and experience

#### Specific Responsibilities

The Receptionist will at various times be responsible for the following as well as other related duties as assigned to support the business objectives and purpose of the College

- Maintaining the following responsibilities in compliance with customer service standards
- Answering and directing incoming calls and maintaining the call inquiry log
- Greeting visitors to the campus and directing them to the appropriate area
- Maintaining general security by managing access to the campus facilities and equipment and supplies. If available observing security monitor.
- Maintaining internal communication and messages between staff and students
- Maintaining student transcript databases through entering marks and attendance
- Maintaining policies, procedures and up to date forms files; keeping files adequately stocked
- Supervising entrance examinations for admissions staff, and student make-up examinations for instructors
- Monitoring, maintaining and ordering general office supplies for the campus
- Liaising with external suppliers to coordinate maintenance of general office equipment
- Other related duties as assigned to support the business objectives and purpose of the College

#### Position Requirements

##### Competencies:

To be successful in the Receptionist position, individuals must be committed to developing, maintaining and demonstrating the following:

- Excellent Customer Service Skills
- Keyboarding speed at 40wpm with accuracy
- Ability to handle a multi-line telephone switchboard
- Working knowledge of MS Office 2000 including Word, Excel, Outlook
- Ability to use various office equipment including fax and photocopy machines
- Ability to multi-task
- Ability to complete work in a timely manner with accuracy and attention to detail
- Ability to work independently with minimum supervision
- Good judgement and ability to prioritize assignments
- Ability to work under pressure and maintain a calm focus during hectic periods
- General understanding of the programs and services provided by the College
- Ability to exhibit a professional attitude and image with a commitment to quality service

- Location: Burnaby, BC

- Compensation: To be negotiated
- Principals only. Recruiters, please don't contact this job poster.
- Please, no phone calls about this job!
- Please do not contact job poster about other services, products or commercial interests.

PostingID: 1917172242