

WE HAVE 50 YEARS OF RECRUITMENT AND IMMIGRATION EXPERIENCE

Our Agencies are seeking to register candidates for TEMPORARY and/or PERMANENT positions in the following job categories:



CAPCAR TEMPORARY SERVICES

Temporary Staff to cover for vacations, maternity & sick leave, Special Projects

Secretarial - all candidates must be proficient in computer skills and will be tested

Executive - typing speed must be 70wpm, 3 years related work experience

Legal/Medical Secretaries - certifications preferred, must have 3 years industry related work experience

Administrative Assistants - typing speed must be 50wpm with related work experience



CAPCAR ACCOUNTING SOLUTIONS

Qualified and non-Qualified Accounting Personnel / Actuaries

Accountants - recognized accounting designation with 3 years proven work experience

Actuaries - previous work experience in Life, Health, Catastrophe Modeling would be advantageous



Secretarial - all candidates must be proficient in computer skills and will be tested

Executive - must have typing speed of 70wpm, years related work experience

Legal and Medical Secretaries - must have 3 years industry related work experience

Administrative Assistants - typing speed must be 50wpm with related work experience

Construction Personnel - all candidates must be of high integrity, references required

Masons - certified or have long term proven work experience

Carpenters - certified or have long term proven work experience

Restaurant Staff - must appreciate long hours, shift and Public holiday work schedules

Chefs - certified or at least 5 years reputable on the job training, leadership ability

Kitchen Assistants - 2 years work experience in the cleanliness of kitchen and related areas

Bartenders - certified or at least 3 years on the job training, personable, neat appearance

Wait Staff - pleasant personality, neat in appearance, proven on the job training



CapCar Assisted Care

All candidates must be able to build meaningful relationships and be of high integrity

Live-in/out/Emergency Elder-caregivers - certified, 2 years proven work experience

Live-in/out/Emergency Child-caregivers - certified/formal training, 2 years proven work experience

Housekeepers - must have proven work experience

Please forward resume and references to:

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