

Instructions for Submitting a Job Posting and or E-blast

Please note, full payment is required before ad is posted.
We only accept Visa, MasterCard or cheque payments.

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Submissions must be sent as Word documents. Be sure to insert company logo at the top of the page (*not in the header section*).

*** Please do not add text or images in the header or footer.**

Sonography Canada  **Échographie[®] Canada**

JOB POSTING, Ottawa Ontario

Summary:

...ice operations by receiving and distributing communications; maintaining equipment; picking-up and delivering items; serving customers.


...rds information by receiving and distributing communications; collecting mailing correspondence; copying information.

- Maintains supplies by checking stock to determine inventory levels; anticipating requirements; placing and expediting orders; verifying receipt; stocking items; delivering supplies to work stations.
- Maintains equipment by completing preventive maintenance; troubleshooting

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Download and complete Application Form:
[Website Employment Posting / E-blast Application Form](#)

Note: You have the option of submitting a job posting and e-blast on the same form.

Sonography Canada  **Échographie[®] Canada**

Website Posting and/or E-Blast information payment form

Phone:	
Extension:	

PRICE INFORMATION

<input type="checkbox"/>	Website Posting	\$400 + applicable taxes
<input type="checkbox"/>	E-Blast	\$500 + applicable taxes

Taxes are applicable to ALL above charges with the exception of outside of Canada (no tax):

BC - 7% PST + 5% GST	MB - 8% PST + 5% GST	ON - 13% HST
AB, SK, QC, NT, YT - 5% GST	NS, NL - 15% HST	PE - 14% HST

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Send attachments:
Word Document & Application Form to

bbresee@sonographycanada.ca

- Detailed receipt will follow by email once employment posting is live on our website.
- Please allow 3-5 business days for processing.
- Clearance required for cheque payment.

E-blast Posting - Message (HTML)

File Message **Insert** Options Format Text Review Help Tell me what you want to do

Attach File Outlook Item Table Pictures Online Pictures Shapes Icons 3D Models Link Bookmark Text Symbols

To... 'Beth Bresee' <BBresee@sonographycanada.ca>;

Cc...

Send Subject Job posting- Example

Attached JD.Office.Admin_Sonography_Canada.docx 173 KB

Employment Website Posting and-or E-blast Application Form JULY 2016F.pdf 599 KB

Hello Beth,

I would like to post a job on your website. Please find the Word Document and Website Posting form attached.

Thank you!