

160 Office Help

ADMINISTRATIVE ASSISTANT

We are looking for a person who has office experience and enjoys working in a small company environment. Responsibilities would include processing account payables and receivables, preparing courier packages, answering phones, preparing statements, and other administrative functions. Computer experience is necessary. Knowledge with using Excel, Word, and QuickBooks Pro would be an asset. You should be a well organized individual who works well with others. We are a small yet successful and growing company with good opportunities to learn and advance. The position is part time (3 days/week) with the possibility of going full time in the near future. If interested then please fax, mail, or drop off your resume to:

Human Resources
342 Bronte St S #6
Milton, Ontario L9T 5B7
Fax: 905-875-4932

160 Office Help

RECEPTIONIST

The Retail Group, a national sales and marketing company has an immediate opening for a Receptionist to work in our Oakville office. The ideal candidate must be able to work in a fast-paced environment and possess an excellent knowledge of Word, Excel and PowerPoint. If you are motivated and looking to join a company where you can utilize your strong customer service background,
Fax or E-mail your resumé by Wednesday March 31st to:
Angela Fortino,
E-mail: jobs@rpgcanada.com
Fax: (905) 827-0418
Only those selected for an interview will be contacted.

INVOICING CLERK

Entry level position available for leading distribution company. Must be very detail oriented. Would prefer recent college graduate. Must have own transportation.

Please fax your resume to:
Connie (905) 854-6104

OFFICE HELP

One full time and one part-time **Secretarial/Receptionist** positions are currently available in an extremely busy Real Estate Company. Hours available include daytime, evenings, & Saturdays. Responsibilities include answering telephones, paging messages, booking appointments, preparing offers and processing listings. Real Estate office experience preferred. Must be computer literate.

Please reply by faxing your resumé to:
(905) 877-1571

PART TIME BLOCK CLERKS

This part time position is fast paced and requires an individual to work Tuesday during the day and possibly Thursday evenings. If you possess strong, interpersonal skills and the ability to adapt quickly to new situations please call or fax resume.

KATHY MACDONALD AT (905) 875-2915 OR FAX (905) 875-2910

Resumes will be accepted until April 30, 1999
NO TELEPHONE CALLS ACCEPTED ON TUESDAYS FOR THE ABOVE POSITION

Glen Mills Co-Op

requires a **Part-time Co-ordinator**
Requirements: Experience with bookkeeping, budgets. Computer skills, Administrative skills, dealing with volunteers, board of director. Strong communications skills. Demonstrated ability to work independently. Please send resumé to:

Attn: Hiring Committee
Glen Mills Co-operative Homes Inc.
23 Daniela Court,
Georgetown, ON, L7G 5C3

**RECEPTIONIST
CUSTOMER SERVICE**

Etobicoke - based int'l company is looking for individuals with excellent communication skills & personality. Must be capable of working in a fast paced environment & handling different tasks simultaneously. Experience with customs & shipping is an asset. Company offers full benefits & opportunity for advancement. Foreign languages are an asset.

Fax your resume to Ms. Clarke at:
(905)-671-2888

166 Careers

166 Careers

TRAVEL CO-ORDINATOR/RECEPTIONIST

Systems Xcellence is a leading supplier of patient-centric electronic transaction processing software for the healthcare information technology industry. The Company's shares are traded on the Toronto Stock Exchange under the symbol SXC



www.systemsxcellence.com

We required a travel co-ordinator/receptionist. This is a position that would suit someone who has worked in a travel agency environment and experienced in travel planning.

Also, part of this position is experience in handling reception duties, which includes answering the main switchboard, sending faxes, and dealing with couriers.

The ideal candidate will have great communication skills, both written and verbal, enjoys dealing with both internal and external customers and has a great attitude. Travel planning will be a large part of this position, the ideal candidate will have taken courses in Travel & Tourism. If you enjoy a busy, dynamic environment, and have good word and excel skills send your resume to Systems Xcellence. A competitive salary and excellent benefit plan are offered with this position.

Mail or Fax Resume
Fax: 905.876.1844
Quote File # (100)

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L9T 5C2

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175 Domestic

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210 Personal

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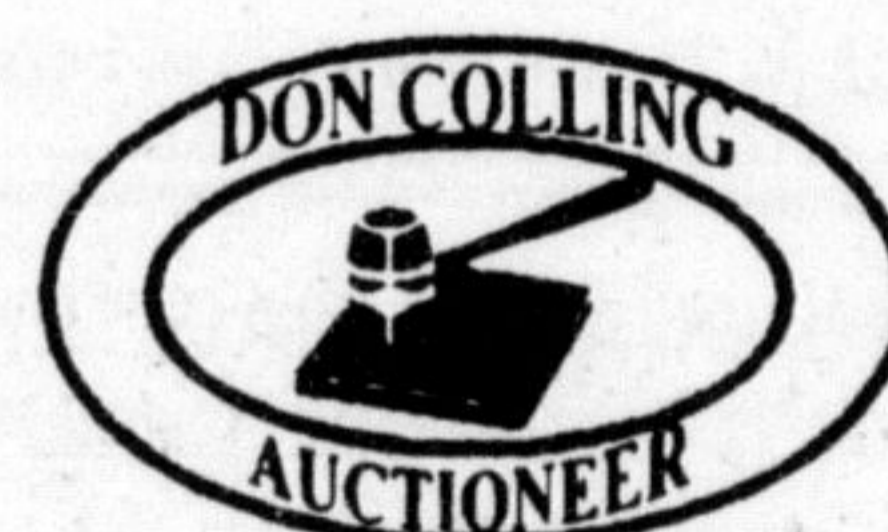
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