Office Help

Office Help

Importer of European Skin Care Products Has an Opening for the Following Position:

ACCOUNTS PAYABLE ADMINISTRATOR You possess min. 3 years experience, are a selfstarter, highly motivated, and possess excellent communication skills. Post secondary accounting education preferred. We offer a competitive salary and opportunity for advancement for the right individual.

> SL - Special Laboratories Ltd. Fax: 905-876-3729

STRIDE requires a Secretary, 14 hours a week. Responsible for general office duties, must have excellent computer skills, previous Accounts Payable, Accounts Receivable, Payroll experience, must possess proven ability in financial accounting. Please forward resume to:

Anita Lloyd, Fax: (905) 693-9183, e-mail: director@stride.on.ca

#### Accounts Receivable

Oakville company is seeking an individual with excellent customer service skills to handle AR collection and customer inqui-Previous accounting experiencing an asset.

Fax 905-829-3895 e-mail: grace@themonitoringcenter.com Office Help

Office Help

Purity Life Health Products is Canada's leading provider of natural health products. We are currently looking for

Accounts Receivable Clerk

Your responsibilities will be coordinating the efforts of the Accounts Receivable department ensuring that all received payments are processed in a timely and accurate manner.

The successful candidate will have a post secondary education in the field of accounting, with 2-3 years experience in the A/R function. Candidates must have excellent problem solving abilities as well as superior communication skills in dealing with individuals with a variety of backgrounds. Experience with retail mass market would be an as-

> Please send your resume to the below address; **Purity Life Health Products** 6 Commerce Crescent, Acton, Ontario, L7J 2X3 E-mail: jobs@puritylife.com Fax: (519) 853-4660

Domestic



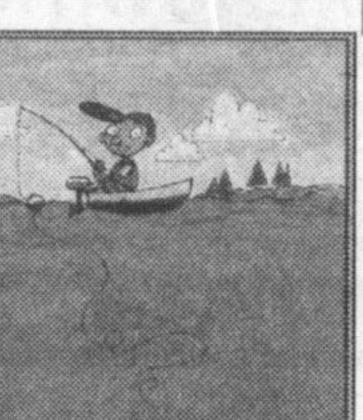
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