

525 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 self-starter, 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

525 Office Help
 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 inquiries. Previous accounting experiencing an asset.
 Fax 905-829-3895
 e-mail:
grace@themonitoringcenter.com

525 Office Help
 Purity Life Health Products is Canada's leading provider of natural health products. We are currently looking for a;
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 asset.
 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

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