

Careers

510

general help



TOWN OF WHITCHURCH-STOUFFVILLE

EMPLOYMENT OPPORTUNITY PART-TIME CLERICAL (Contract Position)

The Whitchurch-Stouffville Parks and Recreation Department is seeking a mature individual who has previous experience working in a fast paced, people oriented, deadline sensitive environment and enjoys being a Team Player. Duties to include: general clerical support to Parks and Recreation Foreman; payroll processing; inventory tracking / ordering; word processing; spreadsheet management; and public inquiries.

This part-time Contract position will commence in early April, 1997.

Interested persons are invited to submit their resume appropriately marked as to position applying for no later than Monday, March 24, 1997 to:

Town of Whitchurch-Stouffville,
Chief Administrative Officer's Department,
19 Civic Avenue, Box 419,
Stouffville, Ontario
L4A 7Z6

For further information, please contact the Parks & Recreation Department at (905) 640-6527.

We thank all applicants and advise only those selected for an interview will be contacted. Personal information is collected under the legal authority of the Municipal Act R.S.O., 1990, c.M.45 as amended, and will be used to determine eligibility for employment. Questions about this collection of information should be directed to the Town Clerk (905) 640-1900 or 895-2423. All applications received will be retained on file for a period of six months.



Motorports

CANADA'S LEADING DESIGNER AND MARKETER OF BRANDED AND LICENSED MOTORSPORTS APPAREL HAS OPENINGS FOR TWO FULL TIME POSITIONS:

WAREHOUSE MANAGER

Take charge, self-motivated leader with strong communication and problem solving skills. You have at least 10 years progressive experience in a medium-sized facility including a minimum of 5 years at the supervisory/management level. You are computer literate with a proven track record of leadership success managing a team in a demanding, high growth, fast paced environment.

SALES ADMINISTRATION MANAGER

Take charge, self-motivated team leader with superb selling and administrative skills. You are a seasoned veteran, with a proven track record of sales management and selling success to industry leaders. You have first class sales planning and analytical skills with proven record & burning desire to understand and meet customer requirements and manage sales activity to achieve planned results.

BOTH POSITIONS REQUIRE PROFESSIONAL INDIVIDUALS WITH DESIRE & ABILITY TO ACHIEVE SUPERIOR RESULTS IN A HIGH GROWTH, FAST-PACED ENVIRONMENT.

LOCATION STOUFFVILLE, ONTARIO

PLEASE FAX RESUME IN CONFIDENCE TO
CHOKO MOTORSPORTS INC.,
FAX: 905 642-1011 ATTN: V.P.

525

office help

SENIOR ACCOUNTING CLERK

Busy Thornhill Intellectual Property Law firm requires mature, highly responsible, organized and self-motivated individual with 5-10 yrs. senior accounting experience to perform the following duties: accounts payable, payroll, group benefits administration, supplier statement and G/L account reconciliations, year-end working papers, daily banking, client billings and other account related duties. Must have strong written & oral communication skills, ability to work independently and computerized accounting experience. Legal accounting experience with ESI-Law and WP5.1 an asset. Send resume including references and salary expectations to: Beaver Creek Postal Outlet, 420 Hwy 7 East, P. O. Box 82040, Richmond Hill, Ontario L4B 3K2 Attention: Controller

525



Account Representative Customer Service Representative

office help

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THE COMPANY Global is the largest independent supplier of on-line computer services to the retail travel market in North America.

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- Minimum 3 years retail travel sales and industry experience
- Proven your commitment to exceptional client service
- Experience and competence on Global's Matrix System an asset

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GLOBAL

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Accounting Assistant

Accounting knowledge, filing, word, computer basics and good command of English language required.

Apply by E-mail to: jobs@re.net

Friendly Internet Company requires permanent full time

PC SUPPORT ASSISTANT

Knowledge of Windows, PC and Internet req'd. Valid drivers licence. Good command of English language.

Apply by E-mail to: jobs@re.net

ELECTRICAL ENGINEER

Markham area Consulting Engineering firm requires a Senior Electrical Engineer with 5 or more years experience in building services for schools, hospitals, malls and high-rise office buildings. The successful candidate will possess exceptional engineering, communication, and design skills. Must be computer literate. Remuneration will be based on experience and qualifications.

Mail or fax resume to:
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Fax: (905) 471-7613

Service Directory

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530 sales help & agents

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SALESPeOPLE

with the right mix of skills, dedication and ingenuity, to promote and sell custom designed websites to local business. Excellent remuneration package. Interviews will be scheduled at the Embassy Suites Hotel, Markham March 14 to March 21st. To be considered for an interview please submit resumes to Enertrac at Platinum1.com or fax us at 1-905-427-9141

Also requires Website Designer with Computer Graphics Background.

530 sales help & agents

CORPORATE CONSULTANT

Goliger's Travel has an opening in its new Richmond Hill office for an Intermediate/ Senior Corporate Consultant with international ticketing experience. Must be proficient on Sabre. Office Hours: Monday to Friday, no evenings.

Send Resume to:
Mr. Barry Culbert, Goliger's Travel,
5420 North Service Road,
Burlington, ON L7L 6C7

PART TIME PERMANENT OFFICE ASSISTANT

Required 3-4 days/week from April-November. Must be self motivated, able to work on your own in a fast-paced environment. PC experience a must. Payable experience an asset.

Send resume to: Box 3704
Stouffville Tribune, 6244 Main St.,
Stouffville L4A 1E2

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Service Directory

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