

# Careers Careers

510

general help

## Convenience Banking Representatives

### In-Store Bank

CIBC is seeking knowledgeable, independent, sales oriented individuals to promote CIBC Convenience Banking products in **Uxbridge** for both full and part-time positions.

Your primary responsibility will be to proactively promote, sell and deliver a limited range of CIBC Convenience Banking Products and services to existing and potential CIBC customers within an in-store bank. Focusing on customers who are primarily walk-ins, you will promote new business, recognize and act on referral and relationship management opportunities, and obtain personal and credit information in order to approve loans or credit lines. You will also maintain daily sales records, and actively participate in outbound telephone sales and in-store marketing activities.

A highly motivated individual, your detailed knowledge of basic deposit and investment products and services, as well as consumer lending products and practices is sufficient to analyze customer needs, respond to inquiries and process loans and security related applications. Customer oriented, you possess superior selling skills accompanied by strong personal interaction, communication, influential and interviewing abilities. Familiarity with PC software and mainframe applications sufficient to enter and access customer information is required, as is a working knowledge of relevant regulatory requirements, such as federal income tax requirements for RRSP's. The flexibility and willingness to work varying and/or extended hours is essential.

Please send your resume and covering letter, in confidence, to: **CIBC Resourcing, CCE-13, Commerce Court Postal Station, Toronto, Ontario M5L 1A2. Fax: (416) 980-3084.** No agency solicitation will be considered. CIBC thanks all applicants for their interest, however, only those under consideration will be contacted.

*CIBC is committed to diversity in our workforce and equal access to opportunities based on merit and performance.*



525

office help

## FISKARS Accounts Receivable

FISKARS CANADA, INC., manufacturers and distributors of consumer products is seeking to fill an Accounts Receivable position.

The company is seeking a team-player who enjoys working in a challenging & energetic environment. The successful candidate must have good analytical, computer, and customer service skills. Some of the key responsibilities for this position will include: cash applications, account reconciliation, collections & credit administration.

Previous receivable experience is an definite asset. The company operates on a Local Area Network, with a multi-user accounting system.

Mail or fax resumes to: #1-201, Whitehall Drive, Markham, Ontario, L3R 9Y3, Fax 905-940-8469. No phone enquiries accepted.

510

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## ATTENTION RETIRED EXECUTIVES!!

Searching for something challenging and rewarding to fill your time?

Search no further...

A Market Research Co. based in Don Mills has an immediate opening for Marketing Information Specialists on a project related basis. Part Time 30 hrs/wk - \$18-20/hr.

If you have computer industry knowledge/background please fax a copy of your resume to:

Pauline Saunders (905) 474-1860 or call (905) 474-9555  
ECCO Staffing Services-Markham

## ELECTRONIC PREPRESS (8 month contract position.)

Must be experienced in a commercial printing environment. Film output and scanning skills are essential. Proficiency in Quark, Photoshop, Pagemaker and Illustrator are a must. Experience on Mac platform is required. PC experience is an asset. Qualified candidates please fax resume to: 416-495-6630.

## Hogan Landscaping requires LANDSCAPER

With D license. Experience in interlock, Pisa & Bobcat preferred.  
642-3662  
fax or leave message

525

office help

## Part Time Dental Receptionist

Wanted in Unionville. Keyboard and business experience mandatory.  
Call 905-946-1565

Mephisto Canada, the head office for the ultimate walking shoe made in France is seeking an individual with one year Customer Service experience, accounting and data entry knowledge to immediately fill the position of

**OFFICE ADMINISTRATOR**  
French would be an asset.  
Fax resume to: 905-881-0052

## OFFICE MANAGER

For orthodontic practice in York Region. Accounting, computer & managerial skills necessary. Dental background preferred.

Reply to: Box 3705  
Stouffville Tribune  
6244 Main St.,  
Stouffville L4A 1E2

## DENTAL RECEPTIONIST

Required in Uxbridge for busy group family practice. Applicants must have a thorough knowledge of dental office procedures and computer skills.

Please send current resumé by fax to:  
(905) 852-1882  
or mail to: P.O. Box 1351  
Uxbridge, Ont. L9P 1N6

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Careers

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555 domestic help available

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