

505 careers

**ACCOUNT MANAGER,
SALES & MARKET DEVELOPMENT**

A growing Toronto based distribution company in the hearth and home heating oil industry is seeking a dynamic team player to further market penetration and to service existing accounts. Advancement opportunity available. If you have some technical knowledge and experience in the industry, with a reliable vehicle and willing to travel, we want to talk to you. Please send your resume with remuneration expectation via Fax (416) 321-2088 by Sept.15th

510 general help

CAIL

TELEMARKETING OPPORTUNITY

CAIL, a provider of desktop connectivity products, is looking for permanent part-time/full-time telemarketing experts. Exposure to networks, NT and experience in computer sales is desirable. We offer flexible hours and an excellent compensation package.

Please send or FAX resumes to:

MATT PARMAKS
CAIL Systems Inc.
665 Hood Road, Markham, L3R 4E1
Fax: 905-940-9009

525 office help

Independent Insurance Adjusting Firm has an immediate opening for a

SECRETARY/ CLERK

The successful candidate must have the following qualifications:

- Insurance experience
- Word Perfect 5.1
- Dicta Typing (min: 60 wpm)
- Insurance claims systems experience on P.M.S. or Real Time
- Reception/ switchboard - Meridian system
- Excellent communication skills

If you are interested in this position and have a minimum of 1 year experience on P.M.S. or Real Time, please fax your resume with salary expectations to:

Carol Tuck
Clerical Supervisor
905-477-2581

Only qualified candidates will be contacted

PART TIME CLERK / TYPIST

An established Canadian supplier of anaesthesia and respiratory products since 1974 is expanding and offers an excellent opportunity for employment on Wednesdays and Fridays on a continuous basis.

The selected candidate must possess good skills in computer order entry, word processing, filing, etc. A bright personality with good telephone sales communication skills is essential. A knowledge of French would be an asset.

Salary will commensurate with qualifications and experience. Interested candidates are invited to fax or forward their resumé in confidence to:

benson
medical industries inc.

151 Esna Park Drive, Markham Ontario L3R 3B1
Fax (905) 475-3656

No phone calls please.
Only those to be interviewed will be contacted.

Receptionist/Administrative
Assistant - Part time

Visualinx
COMMUNICATIONS INC.

We are a rapidly growing, fast paced Graphic Design and Marketing company looking for a friendly, mature, well organized person to work 3 days a week at our front desk. As part of our team your responsibilities will include reception, general office administration, light accounting and book keeping duties. You will have previous experience, a great telephone manner, familiar with a Mac computer and able to work Mondays, Tuesdays and Thursdays from 8:30am to 5:00pm.

Please fax your resume ASAP to Catherine Lopes at (905) 513-6324
No phone calls please.

525 office help

**CUSTOMER SERVICE REP.
ORDER DESK**

Bilingual: English/French

A rapidly expanding Markham based company requires a customer service rep for their order desk.

You should enjoy working in a fast paced environment, have excellent phone skills and be able to pay attention to detail.

We offer a good benefits package, excellent working environment and competitive salary. Please forward your resume to

CSR Manager:
Box 4579
Markham Economist & Sun
9 Heritage Rd. Markham, Ontario L3P 1M3



CARSON & WEEKS
INSURANCE BROKERS LIMITED

Personal Lines

Customer Service Representative

Position available with established Insurance Broker located in Markham Village.

R.I.B.O. license is a requirement.

Salary commensurate with experience.

Range \$31,771. to \$39,714.

Reply in confidence to Rod Beaton at
905-294-0722 or fax resumé to 905-294-1106

510 general help

SEARS

SEASONAL PHOTOGRAPHY AND SALES
PORTRAIT STUDIO

Put yourself in our picture!

"High volume studio looking for part time photographer/sales consultants." The ideal candidate must:

- have strong sales experience
- superb customer service skills
- able to work flexible hours
- be highly motivated
- enjoy working with children
- well organized - as candidate will often work unsupervised

* Possible advancement opportunities for ideal candidate.
* Please come prepared for possible immediate interview.

Apply in person on:
Monday, September 8
10:00-12:00; 2:00-5:00
Markville Centre
Hwy 7 at McCowan, Markham

520 computer data processing

**P/T DATA ENTRY
CLERK**

Must be computer literate and fluent in English. \$8/hr. Please fax resume to: Attn. Shirley: 905-479-4459

525 office help

PART TIME HELP

for small law office. Secretarial/general clerical services needed 3-5 afternoons a week. Excellent WordPerfect, communication and organization skills required. Law office experience preferred but not necessary. References required. Fax resume to: 905-477-4318

530 sales help & agents

WRITE YOUR OWN PAY CHEQUE

Maaco Auto Painting and Collision Centre of Markham is seeking to full a very unique position for a very unique person. The candidate will be a self-starter and must be experienced in outside sales. He or she must have a valid drivers licence and clean driving record. No prior automotive experience necessary but very suitable for ex-auto sales person. Salary plus commission, potential for very good income.

Call for appointment 905-472-5353

Once upon a child

Kids' Stuff w/ih Previous Experience!

HELP WANTED - RETAIL SALES

Friendly, outgoing, energetic, able to give excellent customer service. A good knowledge of children's products and current fashions essential. Positions starting at \$7/hr.

Please fax resumé to: 905-477-8871

525 office help

MARKHAM OPPORTUNITIES

Bilingual Receptionist - \$30K
Top communication & interpersonal skills in Fr. & Eng. for busy swb. & recept. in corporate office.

General Office Clerks
A selection of short & long term assignments awaits your 1-2 years exp. & winning attitude.

Receptionists
You are in demand. A selection of positions requiring good telephone skills & some computer experience.

RRSP Customer Service & Admin
Work close to home. Solid RRSP processing & customer service skills will be the door opener.

Documentation Specialist
High tech. co. looking for an exp. technical writer for user manuals, software applications & HIML. AS400 exp. an asset.

Just a sample of some of the positions now avail. through our office!

Tel: (905) 474-9555 Fax: (905) 474-1860

Adecco
THE EMPLOYMENT PEOPLE

See
page
12 for
More
Classified

525 office help

**Part time
Receptionist**

Required for Markham Real Estate Office. Perfect opportunity for highly organized, self motivated individual to provide service to a small friendly group. Excellent communication and computer skills required and real estate experience essential.

Fax resume to: 416-439-1664
Attn: Nicole Graham

Thank you for your interest however only those required for interview will be contacted.

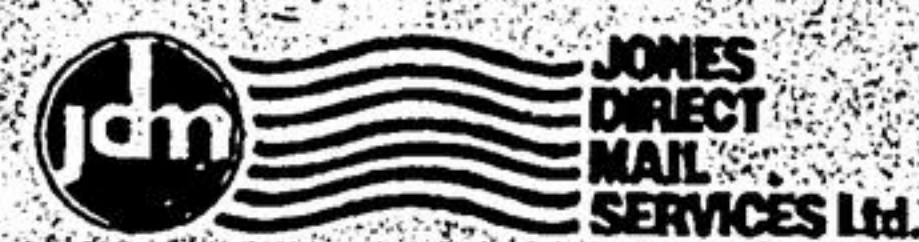
One of Canada's largest Lettershops is in immediate need of a

RECEPTIONIST

Interested individuals with the following qualifications:

- Receptionist Experience
- Bookkeeping Experience
- Typing/Keying - min. 40 wpm
- Professional Profile
- Excellent Communication Skills
- Preferences:

Windows 95
Accpac for Windows 2.01
Microsoft Office 97.
Please fax resume in confidence to:
Daniela Samonig
Human Resources 416-297-4703



Office Help

5 mth contract position with possibility for F/T. Excellent English skills written & verbal. Computer knowledge necessary.
Fax 905-470-2278 Attn: Karen
by September 11th.

**ACCOUNTANT/
BOOKKEEPER**

Required immediately by fast growing firm of chartered accountants and computer consultants. Must have a car and be experienced with computerized accounting solutions.

Fax resume to:
Ron O'Hagan at
905-475-6577

Local Insurance Office requires

**EXPERIENCED CSR
(RIBO LICENSED)**

Small but busy office. Experience with Agenda Premier, DAS & CompQuote preferred. Reply by fax to (905) 294-2104 or in writing to THOMAS B. O'NEIL INSURANCE BROKERS LTD, 37 Main Street Markham N., #208 Markham, Ont. L3P 1X4
NO PHONE CALLS PLEASE

**Mutual Exchange
Canada**

Professional Office Administrator. To manage all aspects of our rapidly expanding company. Must be energetic and creative. Previous computerized bookkeeping is essential. Fax resumes with salary expectations to:
905-944-8001