Careers

505 careers

Corporate EXPRESS HERMANN Marketing

A UNIQUE OPPORTUNITY

HERMANN CANADA, an integral part of Hermann Marketing (USA), the largest service of its kind in North America, is setting new standards of professional excellence in the ad specialty and promotional fulfillment industry. Our goal is to provide product and service second to none. To achieve this, we require the best and most talented:

CONTROLLER "PLUS"

This challenging and comprehensive position includes creating and refining systems in every area; managing accounting, reporting and facilities, operational budgeting and business analysis, inventory management and traffic, human resources development and administration.

As the successful candidate, you have a broad business perspective, are a focused and results-driven builder. You likely have an accounting designation and more than five years business experience. A business partnership mentality complements well-honed interpersonal, leadership and communication skills. You report directly to the President.

Your knowledge base includes networked Windows systems, taxation, operational accounting and you are ready to learn whatever else it takes. A renaissance manager with plenty of drive and energy will see you take off in this firm, where you will be rewarded for your skills and performance.

CORPORATE BOOKKEEPER

You will be responsible for the day-to-day financial details, including accounts payable/receivable, purchase orders, payroll service supervision, financial statements, job costing and inventory. You should be actively seeking certification.

Your computer skills include Windows 95, MS Office 97, Excel, with the ability to assist in moving from a small business accounting package to a large package. You are organized, on track with details, and help keep others that way. Your involvement and rewards, will grow with the company.

ASSISTANT ACCOUNT EXECUTIVE

You have proven ability to prepare presentations, proposals, quotations, source products, and negotiate with suppliers. Your professionalism helps you liaison with clients whenever needed. A customer service and marketing/sales background are prominent in your experience. You are proficient in Windows 95 and MS Office 97 with serious Excel Skills.

You are clearly an organized self-starter with attention to detail and time management. Your communication skills and math aptitude will provide you with personal and professional growth opportunities within the firm.

BILINGUAL CUSTOMER SERVICE REPRESENTATIVE

In this exciting role you will handle client orders and requests in English and French by telephone and fax, prepare sales reports, resolve problems and handle invoicing. To be successful you will be fully fluent in French (oral/written), an articulate, energetic professional and preferably have a product or marketing/advertising background. You are proficient with Windows 95 and MS Office 97. As this is a front-line position, your communication and interpersonal skills are an advantage that will be recognized by the firm.

Hermann Marketing appreciates the interest of all candidates who apply. We will contact you if an interview is appropriate.

Please fax your resume to 905-475-1925

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Our client, a Canadian Trust Company located in downtown Toronto, is searching for:

Mortgage Development Officer *(File #25467A)*

You have a minimum of 5 years lending experience with the demonstrated ability to develop business through a brokerage network throughout Ontario.

Mortgage Administration Clerk - Part Time *(File #25467B)*

You have a minimum of 5 years mortgage administration experience in Canadian banking and/or trust environment. This position is part time 2-3 days a week but may develop into full time.

Please submit your resume stating position and file # by **November 5, 1997.** Applications will be forwarded toour client for consideration; organizations that you are not interested in working for should be listed on your envelope.

aes RECRUITMENT | Confidential Reply Service

120 Carlton Street, Suite 301, Toronto, Ontario M5A 4K2

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Durham College is planning ahead. Our community needs full-time Diploma and Degree Programming.

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Creating Futures

There are almost 500,000 residents in Durham Region. If everyone gave just $5, we would attain our goal.

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Markham Hydro Electric Commission

Your... Community Owned Power Company

ENGINEERING DESIGN SUPERVISOR

If you are an PEO civil engineer with three to five years of relevant residential subdivision construction and/or design experience this may be a career opportunity for you.

Responsibilities include overseeing the design of sub-divisions from initial liaison with developers, contractors and other authorities, through tendering to construction. The job also involves the co-ordination of inspections and stake-outs, providing expertise and advice on civil engineering matters, contributing to standards, street light design and co-ordinating Development Charges for the utility.

Proficiency with CAD, spreadsheets and word processing software, a valid class G driver's licence, knowledge of applicable legislation, codes and regulations, good written and oral communications and a keen sense of customer service are prerequisite. Proven contract administration experience preferred.

Please forward resumes to: Markham Hydro Electric Commission, Human Resources, 8100 Warden Avenue, P.O. Box 4100, Markham, Ontario, L3R 8H7 by November 17, 1997.

Markham Hydro is an equal opportunity employer.

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