

Careers Careers

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careers

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careers



GLOBAL
TRAVEL COMPUTER SERVICES

Computer Operator

GLOBAL, North America's largest independent supplier of on-line computer services to the retail travel industry is seeking a Computer Operator.

To qualify, you must have:

- ☑ Exposure to UNIX/IBM/RS6000/AIX
- ☑ Previous operations experience essential
- ☑ Knowledge of micro and client server computer systems
- ☑ Knowledge of microcomputer applications, including Word, Excel
- ☑ Team player with excellent verbal and written communication skills
- ☑ Result oriented with good interactive skills
- ☑ Hands-on individual with strong problem solving capabilities
- ☑ The ability to work with minimal supervision.

Located in Markham, this position is available immediately. If you are interested in becoming a member of our professional team and are able to work 12 hour shifts (7 over 12 days), please fax your resume to Paul Greenley at (905) 479-5420. No telephone calls please.

We are also accepting applications for Customer Service Representatives. Global Matrix System experience essential.

INTERMEDIATE / SENIOR LEISURE TRAVEL CONSULTANT

Are you a persuasive confident, sales and results-oriented person who consistently delivers Exceptional customer service? Our leading edge travel organization has an exciting opportunity for you.

You will demonstrate your enthusiasm for the travel by:
- listening, evaluating and responding to your customers' needs
- contributing as an effective team member
- organizing and prioritizing your work flow

Knowledge of Galileo and Matrix and asset
We offer a competitive salary plus incentive, a comprehensive benefits plan, excellent training programs and more. To find out more about this opportunity please fax your resume in confidence to:

Marlin
Travel

MARLIN TRAVEL
WILLOWDALE
FAX: 416-491-3123

Thomas
COOK
Travel

Although we encourage all inquires, only those candidates who are interviewed will be contacted.

We are an equal opportunity employer.

510

general help

Our Business is Building!

With more than 45 years experience in the lumber/building materials business, Lansing Buildall knows something about serving its clients. Indeed, our reputation is built on the quality products we provide and the knowledgeable, service-oriented personnel we employ. We currently require unrivaled

Retail Sales Reps

• Etobicoke • Markham • North York • Scarborough

As an industrious individual who exhibits a winning attitude, you'll maximize sales by exceeding our customer's expectations. Fully focused on superior service, you are self-motivated, detail-oriented and ideally have knowledge of or past experience with building materials, plumbing, paint, flooring or kitchens.

We're laying the groundwork for building your career! Please apply in writing, stating preferred location, to: Human Resources, Lansing Buildall, 1170 Martin Grove Road, Etobicoke, Ontario, M9W 4X1. We thank all applicants; however, only those to be interviewed will be contacted.

LANSING
BUILDALL

Built By Knowing a thing or two about renovations.

Careers

LEGAL ASSISTANT/LAW CLERK

WILSON, VUKELICH, a highly regarded Markham commercial law firm with Bay Street expertise, has an immediate opening for an experienced Banking/Commercial Real Estate/Insolvency Law Clerk. Our suitable candidate is familiar with commercial mortgage preparation, secured transactions, insolvency and banking documentation. Some knowledge of bankruptcy and insolvency related documents would be an asset. You have initiative and have excellent interpersonal, organization, WP, administrative and analytical skills. You enjoy working as part of a team and are committed to providing a high standard of client service. You are a flexible individual and have the aptitude to adapt to change. WP6.1, Windows 3.1, PC Law. Interested candidates should submit their resumes, in confidence, to:



Liz Barrington, Office Manager
Wilson, Vukelich
60 Columbia Way, Suite 710
Markham ON L3R 0C9
Fax: (905) 940-8785

We appreciate the interest of all applicants. Only those under consideration will be contacted.

510

general help

Maintenance Coordinator

Reporting to the Manager, Corporate Services the Maintenance Coordinator will be responsible for maintaining two building facilities by performing repairs and arranging for all aspects of repairs and maintenance. You will also maintain equipment and supplies required to perform duties. Some of your responsibilities include performing and scheduling routine preventative maintenance (lighting, HVAC, electrical, etc.). The ideal candidate will have previous building maintenance experience in various trades such as electrical and mechanical. Good communication and interpersonal skills are required.

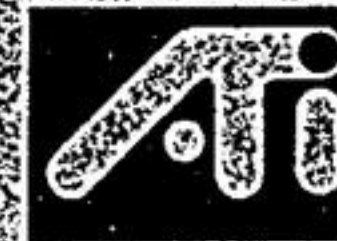
Switchboard Operator

Reporting to the Manager, Corporate Services, the Switchboard Operator will be responsible for providing quick and accurate direction of incoming calls as well as handling internal calls to Operator. Depending on call volume, you will also provide clerical support as required and perform other departmental duties from time to time. The ideal candidate will be customer service oriented with excellent interpersonal/communication skills. You will have switchboard experience (Nortel Meridian), handling larger call volumes. The ability to work under pressure and with little supervision is also required. Good PC skills in a Windows environment is an asset.

These exceptional opportunities will challenge self-starters who excel in a team environment and are also able to work independently. Rewards include competitive compensation and benefits. If you're ready to drive into a whole new 3D world, send your resume to our corporate headquarters:

Human Resources Department, ATI Technologies Inc.
33 Commerce Valley Drive East
Thornhill, Ontario L3T 7N6 Fax: (905) 882-0015
<http://www.atitech.ca>

Now You See It.



515

skilled & technical help

MACHINE SETTER/OPERATOR

Required by Markham area manufacturing company to set up and operate automatic induction brazers. Rotating day/afternoon shifts. Full benefits package.
Fax resume to: 905-475-0347

MAINTENANCE SUPERINTENDENT

10 years experience minimum required for First Markham Place, a new and unique shopping/entertainment centre at Woodbine and #7. Hands on, organized, proactive customer service oriented, attention to detail, reporting, record keeping and general maintenance repair a must. Good understanding of HVAC and energy management systems, contract negotiations & tendering. Send resume to attention TD at Darton Property Advisors, 12 Sheppard Street, Suite #300, Toronto, M5H 3A1

BINDERY PERSON

To operate a Polar cutter, Stahl folder, other miscellaneous bindery equipment, and to ship & receive for a 20% Heidelberg SM52 six colour press at our digital print facility at 16th & Leslie. Must have experience on computerized cutters. Should be a self starter & have good communication skills and be able to maintain inventory. Clean, air conditioned working environment. Salary commensurate with experience. Fax resume to Rick/Charlie at Activity Digital Imaging (905) 731-3343 or call (905) 731-9765.

525

office help

Office Support Assistant 3 days per week

Responsibilities include data entry, reception and providing secretarial support to our consultants. This junior position requires a sound knowledge of Office 97, excellent keyboarding skills and a good command of English. If you have 2 years of office or related experience and are looking for a permanent part-time job which could lead to a full-time position, please fax or email your resume to Judy at:

The Berkeley Consulting Group
(fax: 905-479-9211 or email
bcg@berkeleyconsulting.com)
no later than February 23rd

F/T BOOKKEEPER

required for busy property management company. Must be computer literate with experience in AVR and A/P. Call 905-477-5707.

BILINGUAL OFFICE CLERK

Must be fluent written and spoken in French and English, 8:30-5pm, 3-5 days per week. Possibility of full time Markham location. Please fax resume with salary expectations to Garret at: 1-905-720-3425 between 9am-5pm only.

P/T OFFICE ASSISTANT

required for small office. General office duties, typing, Windows Accounting Program and WP. Please send resume to Box# 4578 c/o Markham Economist & Sun 9 Heritage Road, Markham, On. L3P 1M3

NOTICE TO READERS

Before responding to any advertisement requesting that money be sent, you may wish to investigate the company and the offer. The publisher can not assume responsibility for the validity of the offering advertised within the classified pages.

To place your ad
Call 294-4331

525

office help

CUSTOMER SERVICE REP.

Part-time position available for evenings/weekends. Must have excellent communication skills.

Fax resume to Iona at:
905-477-8053.