

Careers Careers

505 careers



CROWN CORK & SEAL CANADA INC.
7900 Keele Street, Concord L4K 2A3

Crown Cork & Seal Canada Inc., a global leader in the metal packaging industry, requires skilled people for the following office positions:

SECRETARY/NETWORK

ADMINISTRATOR/I.S.O. CO-ORDINATOR

This opportunity is a temporary six month placement that may become a permanent position for the right candidate. Reporting directly to the Plant Manager, the successful applicant must be well organized with strong secretarial and administrative skills. Must possess excellent skills in word and excel and should have database familiarity. Special consideration will be given to candidates familiar with I.S.O. 9002 administration.

BILLING/OFFICE CLERK

A full time entry level position. The successful applicant will have one year of basic accounting experience or some post secondary school accounting education. Must be proficient in excel and word AS400 knowledge is preferred. We offer a very competitive wage and benefit package and ask that all applicants mail or fax (905-669-9611) their resumes to Gary W. Nichols Manager of Human Resources at the above listed address. No phone calls please.

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誠聘車行營業代表

AUTOMOBILE SALES AND LEASING

Stouffville Chrysler has an exclusive opening for one dynamic sales professional to service a growing Chinese clientele. The successful candidate will be a proven high achiever, totally dedicated to Customer Satisfaction and able to perform well in a high traffic environment.

Stouffville Chrysler is a dealership that offers innovative advertising, the compensation plan you are entitled to and an opportunity to establish yourself before anyone else does. We sell all of Chrysler's lines including JEEP and we're only ten minutes north of Markham!

You can sell and lease new and used vehicles with the assistance of a mature, energetic management team, all of whom started on the floor and know what it takes to put deals together.

We only have one opening. Call Nita Burdon at 905-640-3200 to arrange a confidential interview.



Stouffville Chrysler Inc.
5758 Main St. Stouffville

510 general help

INSIDE SALES/ CUSTOMER SERVICE
Strong computer, excellent communication skills, no telemarketing Hwy #7/404
Fax resume 905-513-7830
Attn: Inside Sales Manager

CAREER STABILITY/ UNLIMITED EARNINGS
Prestigious financial institution offers careers with financially stable company. One of the best compensation plans in the industry. Excellent training. Full line of insurance coverages and financial services for individuals, families, groups, business. Excellent personal insurance plan. Incentive opportunity. National and local advertising support. Management opportunities.
Call today
Mariana Altomare
Days 905-672-8222 x234
Evenings 905-640-5437

AZ DRIVERS
Required full and part time for RIM Transportation. Ont/US runs. Long and short hauls. Competitive rates. DOT Medical, Police Search, Drug testing, recent abstract, and good driving record required.
Call (416) 740-3111

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

525 office help

PART-TIME OFFICE ADMIN/BOOKKEEPING
Experienced mature self starter required by Markham area company. Qualifications include PC and accounting package experience (prefer MYOB). Experience with scanners and word processing an asset. We offer 10-18 hours/wk flexible schedule and positive work environment.
Please FAX resume to: 905-470-0871, Attn File: 98123.
Thanks for your interest! Only those candidates selected will be called.

RECEPTIONIST
Req'd for busy Markham Insurance Brokerage. Duties to consist of telephone, mail, filing and general office duties. Must be people oriented, have good work ethic and computer skills. Please fax resume to: 905-471-2515

RECEPTIONIST/ EXPEDITER
Minimum 3 years experience required for progressive Markham Mfg. Must have excellent knowledge of Microsoft Office and experience with import/export an asset. Fax resume to: Annie 905-475-2609

JDF The Diabetes Research Foundation
DONOR SERVICES COORDINATOR

This highly visible posting offers rewarding opportunities to help build the influence of the department within the organization and is perfect for a highly motivated individual ready to excel in a challenging and fun environment.

You will be the key contact for direct marketing donors, and your duties may expand to include telefundraising. The ideal candidate will have call-centre experience, good listening skills, integrity, and proactive problem solving abilities. Well developed communication skills and organizational abilities are essential for correspondence, meeting deadlines, and setting priorities. Proficiency with Microsoft Word, Excel and database programs is necessary.

Phone calls/faxes will not be accepted. Please send resume in confidence, stating salary expectations, no later than March 16, 1998 to:

Juvenile Diabetes Foundation Canada
Attention: Margaret Cruickshanks
89 Granton Drive
Richmond Hill, ON L4B 2N5
The Diabetes Research Foundation
Juvenile Diabetes Foundation Canada



GTA SAVINGS & CREDIT UNION
COMPUTER SERVICE COORDINATOR
Contract Position

The Organization:
We deliver innovative cost effective financial services in the Greater Toronto Area consistent with Credit Union Principles.

The Challenge:
To provide technical support, thorough training, design, coordination and implementation software & hardware changes to meet Credit Union needs.

The Candidate:
The successful candidate will act as a consultant to senior management and in a support capacity to users in all matters relating to system installation, enhancements or changes by remaining current with industry technological requirements and new developments. This candidate will have a degree in business administration with strong computer skills and will be extremely self motivated.

Starting Date: April 1st, 1998
Send resume and salary expectations by March 15th, 1998 to: GTA Savings & Credit Union, VP Administration, P.O. Box 1019, Stouffville, Ontario, L4A 8A1
No telephone inquiries please. Only candidates who are short listed will be contacted.

510 general help

CLUBLINK CORPORATION

ClubLink Corporation owns and operates many of the finest golf club properties in the Greater Toronto Area, as well as The Lake Joseph Club in Muskoka. We are looking forward to another very exciting golf season and are seeking enthusiastic, customer service oriented people to fill many positions at our various clubs. There are part time and full time positions available for days, evenings and weekends. The positions we have available for the GTA clubs are:

- | | | |
|------------------------|---------------------------------|---------------------|
| Starters | Servers | Shop Clerks |
| Play Co-ordinators | Bartenders | Turf Staff |
| Locker Room Attendants | Cooks and General Kitchen Staff | Beverage Cart Staff |
| Golf Services Staff | General Administrative Staff | |

In addition, we are looking for recreation staff including tennis, sailing and waterski instructors, and camp counsellors for The Lake Joseph Club. Applications will be accepted for all of the available positions as follows:

Friday, March 6th, from 2:00 p.m. until 8:00 p.m.
Saturday, March 7th, from 11:00 a.m. until 4:00 p.m.

For our west end clubs, Greystone Golf Club (Milton), Heron Point Golf Links (Ancaster), Blue Springs Golf Club (Acton), Bolton Golf Club (Bolton) and Georgetown Golf Club (Georgetown), please apply at Greystone (9689 Dublin Line, north of Campbellville Road).

For our east end and north clubs, King Valley Golf Club (King City), DiamondBack Golf Club (Richmond Hill), Cherry Downs Golf & Country Club (Pickering), Emerald Hills Golf Club (Stouffville), Aurora Golf Club (Aurora), Canterbury Common (Port Perry), Gormley Green Golf Club (Markham) and Rolling Hills Golf Club (Stouffville) please apply at Emerald Hills (Warden Avenue, north of Bloomington Side Road).

Applications for The Lake Joseph Club will be accepted at both locations.

Please bring a resume with you. We will ask you to fill out an application form and indicate the position and club in which you would like to work. We look forward to meeting you!

15675 Dufferin Street, King City, Ontario L7B 1K5

510 general help

EXPERIENCED SEWING MACHINE OPERATORS
Needed immediately. Serger or Single Needle Mfg. Sportswear. Markham and 14th Ave.
Call Ada or Barb 905-201-0539

510 general help

OWNER/OPERATORS
Required for progressive sand and gravel transport co. Must have late model tractor-trailer equipment.
Call Mon-Fri after 6:00pm

CALL CLASSIFIED TODAY! 905-294-4331