

515

skilled & technical help



VAN-ROB STAMPINGS INC.

Van-Rob Stampings Inc. is a dynamic and innovative leader in the manufacturing and supply of high quality metal stampings and assemblies to the OEM automotive industry. Commitment to long term partnerships with customers, suppliers and our people will secure our future. Our tremendous growth has created the need for additional skilled professionals at our Richmond Hill facility.

ACCOUNTS PAYABLE CLERK

Our Richmond Hill facility requires a motivated, detail oriented team player to join our Accounting department. As an Accounts Payable Clerk you will be responsible for accurately processing suppliers' invoices for payment, matching of related documents and data entry. The ideal candidate will have completed their post secondary education, possess excellent working knowledge of spreadsheet applications, computerized general ledger as well as strong communication, organizational and analytical skills. A minimum of one year experience in a manufacturing environment would be an asset.

Van-Rob offers challenging opportunities for growth and development in a very dynamic workplace with competitive compensation and benefits. If you are committed to quality, a team player and have expertise in the above areas, please submit your resume by Monday, March 16, 1998, in confidence to Human Resources, Van-Rob Stampings Inc. 25 Mural Street, Richmond Hill, Ontario L4B 1J4 Fax: (905) 764-0769

525

office help

Large property management company seeks qualified Lease Administrator with a minimum of 2 yrs experience. Must be familiar with Offers, Leases and other related legal documentation. The ability to work independently and strong organizational skills a must. Kindly fax or mail resume to:

Centrecorp
2851 John St, Suite #1
Markham, Ontario L3R 5R7
Attn: Human Resources
Fax: 905-477-7390

Only candidates chosen for an interview will be contacted.

530

sales help & agents

PACIFIC LINEN PART TIME SALES

Do you like people? Do you enjoy selling? So you have a flair for fashion? Can you work flexible hours on the weekends and evenings? If you have answered yes to these questions, Pacific Linen would like to talk to you. Please send resume or apply in person to:

5000 Highway 7,
Suite 20,
Markham, L3R 4M9.

540

hotel, restaurant

Maples of Ballantrae is under new management. We need **HOUSEKEEPERS** **P/T WAITSTAFF** **P/T BANQUET STAFF** Resumes only: 14248 Hwy #48, Stouffville, Ont L4A 7X5

550

domestic help wanted

LIVE-IN & LIVE-OUT POSITIONS

available in Markham, Stouffville, Uxbridge & Richmond Hill. Drivers preferred. Call 905-666-2228 or 1-800-219-8059

Cardinal Nannies & Companions Inc.

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domestic help available

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Res: 731-0673 Res: 731-5203

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Careers

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office help

Engineering Firm in Concord (Hwy. 407/ Dufferin) looking for experienced part time

BOOKKEEPER

1-2 days per week. To handle complete set of accounting records using AccPac.

Fax resume 905-761-7256 or call 905-761-7255

525

office help

Manufacturing company located in Markham requires a

RECEPTIONIST

Duties to consist of telephone, mail and general office duties. Must have good work ethic and have computer skills. Please fax resume to: 905-470-2396

525

office help

ADMINISTRATIVE ASSISTANT

for Sales/Mktg support. Rqmts: Win 95 Lotus Suites, Lotus Notes. Fax or mail resume to:

Bonnie Comte
ILFORD Imaging Canada Limited
2751 John Street
Markham, Ontario L3R 2Y8
fax: 905-940-4117
(no phone calls accepted)

525

office help

JUNIOR A/R COLLECTIONS POSITION

Perm, 3 days per week start \$10 per/hr. Must be fluent in English exp preferred. Send resume to: L. Mochulla, fax: 905-471-3164 or 189 Bullock Dr. Markham L3P 1W4

525

office help

Required Experienced LEGAL SECRETARY

for busy a practioner involved primarily in corporate, municipal and estate law. Experience in W/P 5.1 required. Dicta and shorthand would be an asset. Position for maternity leave with possibility of permanent position. Please send resume and salary expectations to:

Cattanach Hindson Sutton
VanVeldhuizen
52 Main St. Markham North
Markham, Ont. L3P 1X5
Fax: 905-294-5688
Attn: Donald C. Hindson

525

office help

OFFICE HELP

Lighting Firm seeking pleasant junior entry level invoice typist/receptionist. Knowledge of Windows 95 40-50 wpm. Professional and courteous attitude with excellent command of English a must.

Call Victoria 905-888-1368

525

office help

Senior Secretarial/ Administrative Assistants

We are looking for well organized and articulate individuals with a talent for prioritizing and multi-tasking in a fast-paced environment. Excellent communication skills and experience in an administrative role are essential as are advanced knowledge of MS Word and Powerpoint and familiarity with Excel. We service Fortune 500 companies and offer a competitive pay. Interested candidates, please call the number in your area:

Scarborough/Markham (416) 290-6790
York Region (905) 898-3447
Downtown (416) 967-4609

KELLY SERVICES

We are committed to Employment Equity.

555 domestic help available

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555 domestic help available

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555 domestic help available

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