

505 careers

Ascom Canada is the fastest growing manufacturer and distributor of Swiss Made mailing machines, electronic scales, shipping manifest systems and associated mail room products in Canada. Ascom is seeking a professional, motivated self-starter to fill the following sales support position:

Sales & Marketing Coordinator

The ideal candidate will possess a minimum of 2-3 years experience in a sales support role. Strong secretarial and customer service skills with a friendly and dynamic personality are a must.

Duties will include handling customer inquiries over the phone, telemarketing, typing sales presentations and providing required support for a sales team in the Markham area. Computer skills must include a strong understanding of MS Word, Excel, and Maximizer.

Ascom provides a generous compensation package to the right candidate. This is an initial 6 month contract position with potential for permanent employment. Please respond in writing to:



Donald Ross
ASCOM CANADA LIMITED
 150 Steelcase Road West
 Markham, Ontario
 L3R 3J9
 Via Fax: (905)513-1406

510 general help

LANDSCAPE LABOURER

Wages based on experience.
Call 905-852-7268

GENERAL FACTORY

help wanted. Good finger dexterity. Apply in person between 10am - 12pm daily. J & V DESIGNS ACRYLICS 155 Anderson Ave., Unit #1, Markham

HELP WANTED FAMILY GOLF CENTRES

at Markham
 Fax resume to:
475-2271

One of North America's largest Financial Services Companies is rapidly expanding in this area. If you desire a dynamic career with excellent income potential please call
Rob (416) 712-1839

Car Rental Company

Seeks permanent part time person for Friday, Saturday & Monday.
 Call 905-305-8533

515 skilled & technical help

INDUSTRIAL SEWING MACHINE OPERATORS

Full time position to start immediately. Experience with industrial single needle and sergers a must. Familiarity with Lycra/Spandex fabrics an asset. Must be able to communicate well in English. Mon-Fri, 8am - 4:30pm. Warden/Steeles area.

Call for an appointment
905-477-1172

CABINET MAKER

Skilled, for custom high-end store fixtures. Able to work from shop drawings. Apply in person 10 am - 2 pm or fax resume to: Otema Store Interiors Ltd. 615 Denison St., Markham. Fax 905-475-1548

525 office help

Are you an administrative assistant that is looking for meaningful assignments that will put your talents to work? We are a specialized administrative staffing service seeking professional/temperaries for assignments starting immediately with leading organizations in the York and Vaughan Regions. Experience working with MS WORD and EXCEL are essential and ACCESS would be a definite asset. Call today to find out about our exciting opportunities.

TEL: (416) 226-1051
 FAX: (416) 226-4498

For more information visit our website at
www.officeteam.com



Friendly, outgoing person with good telephone manner required for busy Markham graphics company. Must possess strong command of the English language, excellent computer skills (Word, Excel) and organizational abilities. Position requires administrative support, general office and reception duties.
 Please fax resume to
905-470-6049

525 office help

ADMINISTRATIVE ASSISTANT

Required immediately. Conscientious, courteous individual to prepare payroll, maintain employment and benefit files, do bank deposits and pickups, type administrative correspondence, and assist management as required.

The successful candidate should have excellent communication and customer service skills.

Please send resume with salary expectations to:

Director of Personnel
 DDA Ltd.
 P.O. Box #800
 Agincourt Post Office
 Scarborough, ON M1S 3C6

BILINGUAL ACCOUNTING CLERK/RECEPTIONIST

A Markham-based international sewing machine company has an opening for a bilingual accounting clerk/receptionist. The successful candidate will be proficient in French and English, experienced in various accounting duties and customer relations. Experience with AS400 an asset. Salary commensurate with experience. Please forward your covering letter and resume by fax to:

M. Peachey (905) 415-8863
 Only those selected for an interview will be contacted.

F/T SALES ASSISTANT

Markham computer reseller requires amazing multi-talented workhorse with previous experience. You must understand logistics, sales and have basic bookkeeping knowledge. Mature, reliable, assertive, motivated, energetic, slightly wacky, optimist will fit in well with other inmates. Resume with salary expectations to Box #4588, c/o Markham Economist & Sun, Markham, Ont. L3P 1M3

ADMIN / BOOKKEEPING / RECEPTION

Small international research firm in old Unionville requires receptionist with good communications skills. Responsibilities incl. Accting and word processing. Knowledge of Windows 95 and MS Office Professional essential. 2nd language preferred but not essential. Fax resume to (905) 475-8123 or e-mail to tcii@direct.com

CLERICAL SUPPORT - QUALITY CONTROL

Experience in proof reading. Bilingual (Eng/Fr) an asset. Excellent communications skills, deal with translator, graphics and label suppliers. Able to organize and manage time effectively. Problem solving abilities. General office, filling, faxing, mailing, and typing.

Fax resume to:
Quality Control Department (905) 886-5434

Family/Civil Litigation Legal Secretary/Assistant

With at least 10 years experience.
 51 Main Street Markham N.
 Call 905-771-0025
 or Fax 905-294-9883

525 office help

SWITCHBOARD OPERATORS

required for immediate temporary opportunities in Richmond Hill, Markham and Vaughan. Our clients are seeking all-round flexible professionals with a minimum 1.5 year experience operating a multi-line switchboard. If you are ready to work, call now or call today! Please inquire about our tuition reimbursement program.

TEL: (416) 226-1051
 FAX: (416) 226-4498

For more information visit our website at
www.officeteam.com



Are you looking to put your payroll skills back to work?

Have you worked in payroll before? Have you worked in customer service? Our Markham client is looking for people like you. Great opportunity for people who want to make \$11.00/hr. working 22:5 to 40 hours per week. Free parking! Nice working atmosphere! Put your skills back into practice!
 Please fax resume to: Sheryl (416) 350-9627 at Keith Bagg Staffing.

PART TIME RECEPTIONIST

for busy Dental Office
 Experience Preferred.
 Please send resume to:
Dr. Rosenberg
 37 Sandford Drive, Unit 104
 Stouffville, Ontario L4A 7X5
 or call 905-640-1144

BOOKKEEPER / RECEPTIONIST

Required for a small Print Brokerage business, 20-25 hours/week. Experienced in Simply Accounting and computers. Must have a good command of the English language.
 Fax resume to
Ann @ 905-479-4579

Bilingual Customer Service Representative

For busy environment. Computer skills required. Woodbine/Steeles location.
 Fax resume: 905-415-8194
 Attention: Melissa

AR CLERK

reception relief, fluent in English - opening in Richmond Hill. Experienced in all aspects of AR in Windows LAN environment. Fax resume to:
905-709-1625

ADMIN ASSISTANT

Part time, 16 hrs/week. Some reception duties. Must have strong communication skills with at least 2 yrs work experience. Candidates must be computer literate. Fax resumes to: 905-731-3056

RECEPTIONIST/TYPIST

Part time evenings & weekends. Some real estate & computer experience preferred.
 Fax resume to:
905-889-3322

Markham Firm seeks
SECRETARY
 With 2-4 years litigation experience. Full benefits.
 Fax 479-5017.

510 general help



Almira Furniture the area's leader in quality home furnishings, has openings for 2 positions

- * SALES PERSON
- * DELIVERY PERSON / DRIVER

If you are a team player, possess a positive attitude, and place customer service first and foremost, please submit your resume to:

Mr. Steve West
 4747 Hwy. #7, East
 Unionville L3R 1M7
 Fax 905-477-0946

No Phone Calls Please

515 skilled & technical help

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

QUALITY CONTROLLER

Interested individuals with the following qualifications:

- Quality Control Experience
- Analytical, detail oriented with problem solving skills
- Excellent communication skills

Please fax or mail resume in confidence to:

Daniela Samonig, Human Resources
 130 McLevin Ave., Unit #7
 Scarborough, Ontario
 M1B 3R6
 416-297-4703



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

MACHINE OPERATORS

3 Nights (Fri., Sat., Sun.)
 12 hr. shift 4:15 p.m. to 4:45 a.m.
 (Bonus: Paid for 40 hours)

Interested individuals with the following qualifications:

- Lettershop experience
- Inkjets/Folders
- Cheshire Labellers
- Phillipsburgh Inserters (6 to 24 stations)

LCP & NDG sorting

Please fax or mail resume in confidence to:

Daniela Samonig, Human Resources
 130 McLevin Ave., Unit #7
 Scarborough, Ontario
 M1B 3R6
 416-297-4703

