

# CAREERS

525

office help



## IN SEARCH OF THE BEST...

BRADSON STAFFING SERVICES is a leader in the recruitment of call centre professionals. Our Willowdale office specializes in the placement of call centre staff for Amex Canada Inc. and has immediate openings for:

### UNILINGUAL/BILINGUAL (FR/ENG) OUTBOUND CALL CENTRE SALES REPRESENTATIVES

To qualify for one of these exciting positions, located in Markham on Warden Ave. north of Steeles Ave., you'll need:

• the flexibility to work between 7 a.m. and midnight, 7 days per week

• a minimum typing speed of 30 wpm

• fluency in French and English, and experience in selling banking-related products such as insurance or credit cards are definite assets!

If this sounds like you, make a rewarding career move today by forwarding your resume to Isabella Kuzmanovski via fax or e-mail at:

Tel: (416) 494-3434

Fax: (416) 494-2887

E-mail: ikuzmanovski@bradson.com

Win with the Bradson Fit Principle!



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### ACCOUNTS RECEIVABLE ADMINISTRATORS:

Using your practical work experience, preferably in an Accounts Receivable environment, you have processed receipts, prepared daily deposits, performed reconciliations and maintained customer contact on aged receivables. Knowledge of EXCEL and WORD would be an asset. You are a team player who brings a well organized, results oriented approach to your work. This is a long term assignment in an established, growing organization. \$11-13/hour.

### ACCOUNTS PAYABLE ADMINISTRATORS:

Using your practical work experience preferably in an Accounts Payable environment, you have processed cheque runs, accounts reconciliations and handled vendor inquiries. Knowledge of EXCEL and WORD would be an asset. You are a team player who brings a well organized, results oriented approach to your work. This is a long term assignment in an established, growing organization. \$11-13/hour.

### PAYROLL ADMINISTRATORS:

You have 2+ years experience working with TD Paylink/Payflex, ADP or any other computerized bank payroll system. You are comfortable dealing with 500 plus employees payroll and have advanced spreadsheet skills on EXCEL or LOTUS. Exposure to reconciliations, benefits and processing of associated deductions and requests are essential. You have superior time management skills and work best in a high pressure, deadline driven environment. \$17-22/hour.

### CREDIT/COLLECTIONS:

Our client requires a credit professional who has 2+ years accounting and a minimum 1 year credit experience. You will establish and monitor credit risk by account and release customer orders in compliance with company policy and procedures. You ideally have retail credit experience, possess strong communication and presentation abilities and are comfortable dealing with senior level management. Completion of a university or college program, enrollment in the FCI or CGA and proficient abilities on MS WORK and EXCEL are required. This is a long term assignment with strong potential to go permanent. \$15-17/hour.

5140 Yonge Street, Suite 1500  
North York, Ontario  
M2N 6L7

Tel: (416) 226-4570

Fax: (416) 226-4498

email: north.york@accountemps.com

Candidates already registered are currently

## accountemps

Specialized Financial Staffing

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sales help & agents

## EMPLOYMENT OPPORTUNITY SALES TEAM CO-ORDINATOR

Binney & Smith Canada, manufacturers of GRAYOLA brand products, has an immediate opening in its Markham facility for an experienced Sales Team Co-ordinator.

Working in a fast paced business environment, the ideal candidate will have background experience in Sales/Marketing administration, be highly organized with a demonstrated ability to manage multiple tasks and organize information and files. As well, candidates should be skilled in a wide variety of windows-based software with advanced word processing, spreadsheet and presentation abilities. This position will necessitate a proven ability to develop and foster contacts with our retail customer base in a support role. Excellent oral and written communication skills, the ability to work in a team environment together with a working knowledge or exposure to computer program programming (Space-man, Intactix) are definite assets.

Please forward your resume to:

Human Resources

Binney & Smith Canada

P.O. Box 120

Lindsay, Ontario K9V 4R8

Confidential Fax: 705-879-4000

E-mail: jhawkins@binney-smith.com

Applicable candidates only will be contacted for interviews. Resumes accepted until close of business on Monday, September 21, 1998.

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### PARTICIPATION HOUSE, Markham

OUR MISSION STATEMENT: Foster recognition and respect for persons with disabilities while providing a continuum of quality care to meet their holistic needs.

### ACCOUNTING ASSISTANT (Contract Position)

Planning, organizing and executing all accounting, payroll and banking functions for monthly/annual statements and reports.

Proficiency with a computer required, including Windows, AccPac Plus, Lotus and Word Perfect in Network environment.

Post Secondary School Education, with CMA/CGA enrollment preferred.

Please fax a resume to:

Mrs. Frances DiCarlo, Human Resources Dept  
Participation House, Markham  
(905) 294-7834

By October 2, 1998

Please be advised that only those persons selected for an interview will be contacted. Thank you.

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### ADMINISTRATIVE ASSISTANT / CUSTOMER SERVICE REP

A small company in Markham has an immediate opening for an Administrative/Customer Service position.

We are looking for a mature individual with good typing/ Computer skills and a pleasant phone manner.

Please fax your resume ASAP to 905-470-0740

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### ADMINISTRATIVE ASSISTANT

Required for Seniors Non-Profit Housing Corp. Candidates must be skilled in customer relations and computer technology. Familiarity with social housing property management procedures with emphasis on waiting list management, rent calculation, leasing, filing, typing, responding to telephone enquiries. This is a temporary position with 7 months duration. Location Markham. Please reply by Oct. 2/98 to: Box #4589 c/o Markham Economist & Sun, 9 Heritage Road, Markham, ON L3P 1M3

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sales help & agents

### TEMPORARY TELEMARKETERS

for seminar registration

Call:

905-513-8589 ext.21

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### INSIDE SALES

Part time, flexible hours for manufacturing company in Steeles/Woodbine area.

Call 905-946-8104

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### Family/Civil Litigation LEGAL SECRETARY/ ASSISTANT

With at least 5 yrs exp.

51 Main Street Markham N.

Call: 905-771-0025

or Fax: 905-294-9883

### BILINGUAL RECEPTIONIST

Speak French and English. To answer phones, greet guests, take customer orders. Fax or mail resumes to (905) 415-1440.

Dimethaid Research Inc. 1405 Denison St. Markham L3R 5V2 (No calls please)

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sales help & agents

A manufacturer/master distributor of Industrial Plastic Products, pipes, valves, fittings is seeking an experienced

### INSIDE SALES REPRESENTATIVE

Successful factors include the ability to work independently, excellent communication skills, high energy level, and a proven ability in meeting objectives.

Please forward your resume to:

Human Resources

Fax # 905-832-2111

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hospital, medical, dental



### Health Care Aide

Casual. With certificate. Available for call in & relief, all shifts. Start immediately. Experience in long term facility preferred. Fax resume.

Attn: Sherri @ 905-471-0750

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hospital, medical, dental

### R.N.'s VISITING NURSING

York Region

S.R.T. Med Staff is continuing to experience rapid growth in our Visiting Nursing program. We require F.T. R.N.'s to join our progressive, dynamic nursing team. If you are a caring, compassionate R.N. with 2 yrs. recent work experience, please fax your resume to:

Betty Deveaux, (416) 968-3652



RN

Casual. Registered with C.O.N., certificate. Available for call in & relief, all shifts. Start immediately. Experience in long term facility preferred. Fax resume.

Attn: Sherri @ 905-471-0750

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hotel, restaurant

### Corner House Restaurant

requires

PT/FT CHEF

Seniors inquiries only

Also KITCHEN HELP

WAITER/WAITRESSES

Fine dining experience only.

Call for interview with resume

640-8494

### Waiter/Waitress

Required immediately. Full time, competitive wages.

Meadowbrook Golf

905-887-5801

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teaching opportunities

### CHILD CARE ASSISTANT

Energetic and enthusiastic.

Lots of love to 2 1/2-3 1/2 year olds. Busy classrooms.

Christian environment.

Fax resumes to 905-513-7536

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