

CAREERS

525

office help

Direct Marketing Centre Inc., an administrator of life and health insurance products, is seeking two dynamic individuals to join our growing team.

SENIOR ADMINISTRATIVE ASSISTANT

Candidates should be energetic, organized, motivated and have strong oral and written communication skills. The ability to prioritize and simultaneously juggle a variety of duties and deadlines is essential. Intermediate Word, Excel and PowerPoint required, while knowledge of systems, networks, dicta, French and insurance industry experience would be an asset. Responsibilities include provision of administrative support to a team of professionals as well as ongoing projects designed to assist in the development and growth of the organization.

CLERK

Candidates for this position should be highly energetic, organized, possess common sense and an eagerness to learn. Responsibilities include ingoing and outgoing courier documents, mail and faxes, photocopying, supply room organization, central filing system maintenance and telephone backup.

We are an equal opportunity employer, and offer a competitive benefits package. If you believe you are one of the candidates we are looking for, please send your resume in confidence to:

Susan Firth at: Fax: (905) 475-4992
or e-mail: sfirth@dmc.ca

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office help

EMPLOYERS LOOKING FOR:

Receptionist/ Secretary
Customer Service
Bookkeeper

Administrative Assistant

Fax resume to:
(905) 709-8691

Chartered Accountant

Markham CA firm is looking for a bright motivated CA to join a growing practice to help manage accounts of all sizes and types. This is a 2 partner firm, 11 years in business. The work environment is fun yet demanding. We can provide growth opportunities and plenty of responsibility. The ideal candidate has experience with owner managed business clients and a solid work ethic.

Fax your resume to
905-475-6577
Attention Cathy or Mark.

ADMIN/RECEPTION

- MS '97 Excel/Word
- 3 yrs. office experience
- Excellent communication skills
- Sr. level of reception

Fax resume to Lillian
905-737-4382

Olston
Staffing Services

BOOKKEEPER

Small Markham based company requires experienced bookkeeper to assist with general accounting duties. Responsibilities included: processing biweekly payroll, knowledge of ACCPAC and CADP preferred. Fax resume to: 905-474-1697.

Office Assistant Wanted

Markham area Office Assistant needed for small office on a contract basis, could lead to fulltime. General reception duties, including typing and filing, must have working knowledge of PC based software (Windows, Excel, Word and QuickBooks). Must work well independently.

Fax resume to: 905-305-8599

RECEPTIONIST

Part time position. Word/Excel. Flexible to work weekends 8am-4pm or 4-9 pm & occasional week-days. Excellent communication skills.

Apply in person:
The Gibson Retirement Residence
1955 Steeles Ave. E. (at Leslie)
8am - 4pm weekdays

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sales help

Retail Store Manager

\$30,000/year + % of Sales
Rapidly growing retail company needs talented, dedicated Managers for three new mall openings in the Toronto Area (Immediately).

Erin Mills Town Center
The Promenade
Markville Shopping Center
Min. 2 years Retail Management Exp.
Some Computer / Graphics skills

Fax Resume to
1-888-867-7712
(Please specify Mall Location Desired)

525

office help

Marshall Macklin Monaghan is a private Canadian corporation comprised of over 400 employees. We provide our clients with innovative engineering, planning and legal surveying solutions in Canada and internationally. Due to advancement and growth in the company, a number of positions are available for:

Departmental Secretaries

These positions support the management and staff of a department, providing word processing (MS Word), spreadsheet application (MS Excel), filing, faxing, photocopying, courier preparation and administrative services.

Candidates for these positions must have intermediate to advanced Word and Excel skills, be able to handle a busy and varied work day, have a professional attitude to their work and pride themselves in the delivery of on-time and error-free work. Other qualifications include: good communication skills, both verbal and written, excellent spelling and grammar, and the ability to perform word processing from dictated tapes. Three to five years' experience in a similar position is required. Preference will be given to those who have experience in a professional services firm.

Resumes should be forwarded to: Rhonda L. Lawson, B.A., C.H.R.P., Human Resources Manager, Marshall Macklin Monaghan Ltd., 80 Commerce Valley Drive East, Thornhill, Ontario L3T 7N4. Fax: (905) 882-0055. E-mail: lawsonr@mmm.ca

Marshall Macklin Monaghan
CONSULTING ENGINEERS • SURVEYORS • PLANNERS

Marshall Macklin Monaghan is an employment equity employer

CAREERS

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hospital, medical, dental

HOME SUPPORT WORKERS Level II,
HEALTH CARE AIDES,
PERSONAL SUPPORT WORKERS

PALLIATIVE CARE & PAEDIATRIC RN'S/RPN'S

Required throughout York Region In Community Settings and Long Term Care Facilities. Must have a car.

To arrange for an interview please call 905-737-0700 or 1-800-567-8195 or mail your resume to:



Regional Nursing Services

Regional Nursing Services
21 Bedford Park Ave.
Richmond Hill, Ont.
L4C 2N9

Only those candidates selected for interview will be contacted.

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hospital, medical, dental

MEDICAL RECEPTIONIST

Required part time, approximately 20 - 30 hrs per week. Some experience preferred. Must be flexible.

Also required receptionist for Sundays. Please fax resume to: Attn: Jan 905-887-3655

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hotel/restaurant

Waiter/Waitress

Required immediately. Full time, competitive wages.

Meadowbrook Golf
905-887-5801

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hospital, medical, dental

PART-TIME MEDICAL RECEPTIONIST

required for busy family practice clinic. Includes evenings & weekends. Experience required.

Please fax resume to:
905-471-3627 by October 13th

545

teaching opportunities

TEACHERS

A Little Extra Help In-Home Tutoring Service requires qualified Teachers, all subjects, all grades.

Fax resume:
416-225-2281

Presenting

York Region your community career choice
CAREERS

Appearing in

- The Markham Economist & Sun
- The Stouffville Tribune
- The Era Banner
- The Liberal

Career Positions

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- Career Training
- Managerial Positions
- Skilled & Technical Help
- Computer/Data Processing
- Hospital/Medical/Dental

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For details, contact Classified at 1-800-743-3353
• Fax (905) 294-1538

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office help

Brookfield LePage Johnson Controls is the leading facility management organization in Canada. We are accepting applications from highly skilled team players to fill the following positions located in our Markham Head Office:

Accounting /Reporting Officer

The Accounting/Reporting Officer reports to the Corporate Controller and provides overall coordination and support in accounts payable, audits, accounts receivable, and general accounting. S/he is a key member of the accounting team in the development of positive client relationships, and the management of planning, reporting, cost control and financial analysis. Candidates should be enrolled in the CGA/CMA program at the 4/5 level.

Accounts Payable Clerks (2 positions)

The Accounts Payable Clerks report to the Accounts Payable Supervisor and are responsible for accounts payable data entry, processing cheques for BLJC vendors, and mailing cheques to vendors. This position also ensures that invoices are completed correctly for processing and organizes the return of invoices back to the area offices for filing. The Accounts Payable Clerks also perform all relevant filing.

All positions require excellent time management, organizational, and problem-solving skills. The ability to work in a team environment within critical deadlines is essential. As well, strong computer skills, Windows 95 and Office 97, are required. Candidates familiar with Oracle Financial Systems are preferred. A minimum of two years experience in a similar position is required.

Closing date for resumes is no later than October 10th, 1998.

We thank all applicants for their interest but only those selected for an interview will be contacted.

Please forward all resumes to:

Brookfield LePage Johnson Controls
BCE Place
181 Bay Street, Suite 260
Toronto, Ontario M5J 2T3
Attention: Rhonda Suurd
Fax: (416) 369-0586