

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 the following position.

**ACCOUNTS PAYABLE CLERK**  
(Contract Position)

Our Richmond Hill facility immediately 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 Friday October 30, 1998, in confidence to Human Resources, Van-Rob Stampings Inc. 25 Mural Street, Richmond Hill, Ontario L4B 1J4 Fax: (905) 764-0769

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office help

Progressive packaging company located in the Markham area seeks:

**ADMINISTRATIVE ASSISTANT**

- 3 to 5 days a week (possible full-time)
- 8:30 to 5:00 pm
- proficient in Microsoft word
- fluent in English - written / oral
- competitive wage
- secretarial duties
- 6 person office

Mail resume: 550 Alden Rd., Unit 108, Markham, ON L3R 6A8  
Attn: Office Manager  
Fax resume to: 905-305-0665  
Attn: Office Manager

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office help

**EMPLOYERS LOOKING FOR:**

- Receptionist/Secretary
  - Customer Service
  - Bookkeeper
  - Administrative Assistant
- Fax resume to:  
(905) 709-8691

**PERMANENT P/T OFFICE HELP**

Small office requires mature person for general warehouse and office duties. Inquiries to:  
Attn: Manager, P.O. Box 64571, Unionville L3R 0M9

**RECEPTIONIST/ OFFICE ASSISTANT**

Busy chiropractic practice is looking for competent office assistant. Experience in front-desk customer service. Multi-tasking essential. Detail-oriented. Computer literate. Fax resume with references to (416) 752-3205. Salary commensurate on experience.

**SENIOR BOOKKEEPER**

Must have min. 10 years experience in all aspects of bookkeeping GL/ AR/ AP /payroll /computer, etc. Fax resume to: 905-470-2396

**P/T BOOKKEEPER**

for a small accounting firm. Knowledge of Simply Accounting, MYOB and Quickbooks. Car essential. Fax resume to: 905-731-8692

**Administrative Assistant/ Receptionist**

Planning Firm located in Markham has an immediate opening for Admin. Assistant/Receptionist. The candidate will be able to work well in a fast-paced environment, have pleasant telephone manner, minimum of 5 years office experience, work well independently. Computer experience to include MS Excel, MS Word, (Macintosh preferred), familiarity with ISO 9000 processes an asset. Own transportation required.

Please fax/mail resumes to:  
Administrative Assistant  
2800 Fourteenth Ave., Ste 210  
Markham, Ont. L3R 0E4  
Fax: (905) 946-8966



**Work Close to Home & Forget the DVP!!**  
Perm - Temp Positions  
Immediately

We are looking for typists, secretaries, bilingual CSR's & large board receptionists. Experience w/ Excel and Lotus needed. Must be articulate & have professional/positive attitude.  
Tel: (905) 474-9555  
Fax: (905) 474-1860  
www.adecco.ca

**POLICY PROCESSOR**

Immediate opening for Aviation Insurance Company in Markham. Candidate must have good Data Entry, Word Processing, and communication skills. Knowledge of Microsoft Word 6.0 and WordPerfect 5.1 required. Please fax resumes to:  
Human Resources Dept.  
(905) 479-0751

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office help

**Part Time/Temporary Position**  
**Administration Assistant**  
**Basic Computer Skills**  
**Flexible Hours**  
**Must Have Car**  
**Fax Resume to Jen 905-887-2221**

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office help

Small international firm in Concord seeks Office Admin. who is customer service oriented to manage a busy office. Must enjoy variety, work independently and possess superior knowledge of MS Office and Lotus Smart packages.  
Fax resume to 416-365-7669, file B101

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sales help & agents



Impact Auto Auctions Ltd. has an opening for an

**Account Service Representative**

Substantial computer background a must, including Microsoft Office. Excellent customer service skills and an ability to communicate effectively with clients and co-workers is essential. Please fax your resume to:  
Impact Auto Auctions Ltd.  
16505 Hwy #48, Stouffville L4A 7X4  
fax: (905) 473-6531

**Outside Sales Rep.**

For Industrial Weighing Equipment. Experienced preferred. Good base salary + commission. Excellent company benefits.  
Fax resume 905-940-1711

**Join our rapidly growing company**

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|--|--|
| <b>Telemarketer</b><br>(\$400-\$650/week)  | <b>Advertising Sales</b><br>(\$900-\$1,550/week) |
| • Permanent position available immediately | • Appt. provided                                 |
| • Set appointments for our sales staff     | • Strong closing skills                          |
| • Full time salary & com.                  | • Experience a MUST                              |
|  | • No nights or weekends                          |
|  | • Training/support prov.                         |

Call Jill (905) 763-0422

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hospital, medical, dental

**RECEPTIONIST**

Optometric practice in Markham has a vacancy for a full time Receptionist. Join a great team with excellent working conditions and benefits. Experience preferred, but will train appropriate person.

Send resume ASAP to:  
Fax: (905) 471-1763

**MEDICAL SECRETARY**

PT-2, 3 evenings/Sat am  
Fax resume to:  
Markham Physiotherapy Clinic  
Jennifer A Hicke  
905-471-3751

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hotel, restaurant

**WAIT STAFF**

Must be experienced with flexible hours and available weekends.  
Phone (905) 472-3133  
or drop resume 9275 Hwy. #48 (The Garden Basket plaza)

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teaching opportunities

**PART-TIME ASSISTANT TEACHER**

required immediately for daycare in Unionville, experience preferred.  
Fax resume to:  
905-946-1116

**CARRIERS**

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office help

School bus transportation company requires a **DISPATCHER**. Experience mandatory. Full time Monday to Friday.  
Fax resume to: 416-962-4622

**RECEPTIONIST/ CUSTOMER SERVICE**

required by new division of a fast growing company. Prefer candidates that have past administrative experience in the home party market.  
Fax resume to:  
(905) 294-4856

(thank you for applying, only those selected for an interview will be contacted.)

**SALES & ADMIN. ASSIST.**

Energetic customer oriented person needed to assist senior sales rep at Richmond Hill computer reseller. Excellent written and verbal communication skills essential. Good working knowledge of computers and software (Excel, Word, WinFax, ACT) considered an asset.  
Fax resume to  
Irene @ 905-882-1106



**Part Time RECEPTIONIST**

Alternate evenings & Saturdays. Fluent English a must.  
Fax resumes to:  
(905) 294-9858  
Attn: Michael Meyndt

**PART TIME REAL ESTATE SECRETARY**

Busy real estate office needs a dependable real estate secretary for some evenings/every other Saturday. Proficiency in computers, real estate, good people skills and flexibility required. Previous real estate experience preferred. Only those applicants with these skills will be contacted.

Please drop off resume and references to Royal LePage Real Estate Services Ltd., 4261 Highway #7, Markham Ontario L3R 1L5 or fax to: 905-940-4199  
No telephone calls please

**Secretary/ Receptionist**

For busy Markham Real Estate Office. Good command of English and experience in Word Perfect and Excel. Real estate experience a must. Fax resume to: 905-477-0505



We are a leading distributor of instructional resources, equipment and furniture for the education market. We are presently looking for a

**BILINGUAL CUSTOMER SERVICE REPRESENTATIVE**

Key responsibilities include solving customer problems, order entry and assisting with administration of sales department activities. He/She should be energetic and well spoken with excellent keyboarding, problem solving and communication skills in both English and French.

Please send resume, by November 4, 1998 to:

Louise Kool & Galt Limited  
180 Middlefield Road  
Scarborough, Ontario  
M1S 4M6

No phone calls please. Due to time constraints, we will only be able to acknowledge those that are selected for interviews.

**PERSON FRIDAY**

to help with filing, phones, etc. Part time at Musselman's Lake with possibility for full time in January. Start at \$8/hr with review in January. Please fax resume to Janet @ 905-642-8484.