

505

careers

Preferred Benefits Alliance Inc. (PBA) is the Canadian Managing General Underwriter for Allianz Life Insurance Company of North America, part of the largest insurance organization in the world. PBA and its affiliated third-party administrator provide underwriting and administration solutions for a full complement of life and health insurance benefits to mass marketed and group markets. We are looking for additional dynamic individuals to help us to continue to accomplish aggressive growth targets in an evolutionary environment.

ACTUARIAL ASSOCIATE - In this technically oriented position, you will be involved in pricing, product development and valuation. Your actuarial designation and experience with group insurance products are key to your success. Experience with MS-Office products, Visual Basic and the Axis pricing model are definite assets.

SENIOR UNDERWRITER - You will provide a full range of underwriting services in support of the company's existing business, and help develop new systems, processes and work-flows in order to meet the underwriting service requirements in this growing organization. The incumbent's seasoned underwriting experience will be important in servicing and developing a wide range of group insurance products, including Life, Disability, Health, Dental and Travel Medical.

LAWYER - You are called to the Bar in Ontario with up to four years experience in corporate commercial law, including contract/policy drafting and interpretation, as well as life and health insurance and employment matters. You bring exceptional skills in organization and managing a broad range of work, including overseeing litigation and arbitration files.

BILINGUAL CUSTOMER SERVICE REPRESENTATIVE - You are bilingual in French and English and have substantive experience in a call centre environment. You sales orientation and experience gives you the flexibility to support sales and service of insurance products. Prior insurance experience will be preferred.

DISABILITY CLAIMS EXAMINER - You have a minimum of two years experience in adjudicating disability claims. You are comfortable dealing with claimants, medical professionals and plan sponsors. Bilingualism in French is a definite asset.

RESEARCH AND MARKETING ANALYST - You will be responsible for developing and maintaining an information centre using formal research protocols. In addition, this role will involve support to the Marketing Departments in maintaining competitive analyses of insurance products and pricing and conducting marketing surveys. Experience in internet search techniques an asset.

HUMAN RESOURCES CO-ORDINATOR - You are a well-organized HR practitioner with extensive experience in establishing and maintaining HR systems for growing organizations, including implementation of incentive/compensation and performance review programs, application of HRIS systems and development and communication of effective HR policies. A contract position would be considered.

ACCOUNT EXECUTIVE - You will be responsible for an Account Management team involved in the development, retention and management of a portfolio of group insurance accounts, achieving marketing projections and bottom line underwriting results. A background in mass marketed insurance and/or bancassurance insurance products would be a definite asset. Good group insurance fundamentals and negotiation skills are essential.

ACCOUNT MANAGER - You will be working with the Account Management team reporting to the Account Executive. The team is responsible for the development, retention and management of a portfolio of group insurance accounts, achieving marketing projections and bottom line underwriting results while providing the highest level of customer satisfaction. Five years experience in a senior underwriting, analytical or consultant position preferred. Excellent project management, financial analysis and negotiation skills required. Ability to work effectively within a deadline driven environment is essential.

To apply, please fax or e-mail your application quoting the appropriate position to:

Susan Firth, Preferred Benefits Alliance Inc.
10 Allstate Parkway, Markham, ON L3R 5P8
Fax: (905) 475-4992 E-mail: hr@pbainc.ca

We are equal opportunity employer and adhere to fair employment practices. No telephone calls please.

york region

CAREERS

905-294-4331

1-800-743-3353

Serving York Region through The Economist & Sun, The Tribune, The Era-Banner, & The Liberal.

510

general help

Family • Achievement • Integrity • Respect

Perk up.



We've got a HOT opportunity for
F/T or P/T
NIGHT SHIFT
11 P.M. - 7 A.M.

Must have a positive attitude and enjoy working in a fast pace environment. We provide full training.

Apply in person or fax: 905-887-8555
9251 Woodbine Ave. at 16th Ave. Markham.

Tim Hortons.

An employer you can count on.

WE'RE GROWING

Electronic manufacturer in Markham Woodbine/Dennison is looking for:

WASTE TREATMENT OPERATOR

High school diploma/chemistry background. Experience in chemical analysis a plus.

DAY SHIFT

Junior Quality Control Inspectors

Check and inspect final product. Strong math skills. Analytical. Excellent eye sight.

We will train the right candidates who are energetic and self-motivated.

Please send resume with salary expectations to: Fax # 905-475-5097, ITL Circuits, 90 Don Park Rd., Markham, ON L3R 1C4

SNOW PLOWERS

Brokers required, experienced driver with newer 4x4 for Scarb./Markham / North York routes. Guaranteed hours.

Call 416-288-0313

P/T MEDICAL RECEPTIONIST

Required: 10 hours per week, daytime/evening hours. Experience an asset. More important: enthusiasm & firm commitment.

Deliver resume to:
300 Main Street North
Ground Floor
Markham, ON L3P 1Y8
Deadline: November 30/98

P/T HAIRSTYLIST

For a busy Stouffville Salon. Guaranteed hourly rate \$7.25 plus profit sharing, dental, drug, eye care plan & birthday off with pay. No Sundays. For an interview call 905-640-9555.

FIRST CHOICE HAIRCUTTERS

510

general help

DISPATCHER

Richmond Hill school bus company, full time position, experience required.

Fax resume to
Student Express Limited
905-883-6667

AZ DRIVERS WANTED

"SERVING LOCAL, ONTARIO, USA"

Must have U.S. experience, able to read and speak fluent English, clean abstract and bondable, late model equipment.

Steady work, competitive wages.

Call Edward Cherubini or Terry Cleverdon

or apply in person to

LIONS TRANSPORT

(905) 883-4091
94 Newkirk Rd., Richmond Hill, Ont.

Insurance Agency Requires
Customer Service Rep.

For sales & service. Exp. an asset. Fast paced environment. Excellent telephone & people skills. Fax resume to 905-642-6070

CROSSING GUARD

required immediately for
Baythorn & Baythorn P.S.
Earn a great daily pay rate.
Call Today! 416-606-0901

FULL TIME
FACTORY HELP NEEDED

Woodbine/ Steeles area
\$7.00/ hour to start
+ bus fare

Call 905-475-2402

Experienced
COUNTER HELP

For Donut shop. Full Time
Call Timmy
905-943-9585

525

office help

Capella Telecommunications Inc., a progressive company in the fast speed Telecommunications industry is seeking an experienced

Administrative Assistant

To handle all office functions in our Richmond Hill location. Excellent computer and communication skills are required. Please fax resume to: Tracey Timms at 705-748-0446.

545

teaching opportunities

TUTORS NEEDED

For established tutoring company. All subjects. We Care Tutorial Services Inc. Call (416) 691-8554

525

office help

ADMINISTRATIVE ASSISTANT

required full time in Restoration Company. Candidates should be proficient in Microsoft Office 97, type 55 wpm, possess exceptional communication skills & have the ability to think creatively. Experience with ACCPAC Simply Accounting would be an asset. Minimum 3 years office related & customer service experience required.

Please fax resume to:
(905) 415-8550

525

office help

Accounts Receivables

Markham Publisher requires an Accounts Receivable person. Responsibilities will include collections, application of cash on a computerized system, preparation of bank deposits, customer account analysis. The successful candidate must have three years AVR experience with an emphasis on collections, and excellent communications skills. Preference will be given to candidates with experience in the Publishing industry.

Fax resumes: (905) 475-4255
att. Human Resources

525

office help

Our client, located at 404/Sheppard currently has a
6 MTH CONTRACT POSITION.

The requirements include:

- Data Entry
- Filing
- Switchboard (back-up)
- Daily trips to bank (deposits)

The position pays \$13.46/hr plus \$3.90 per day car allowance. Own vehicle required.

Please fax resume to:
Ishbel Wilkie
NORRELL SERVICES
905-726-2863

535

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



S.R.T. MED-STAFF INTERNATIONAL

540

hotel, restaurant

SWISS CHALET

Positions available:
F/T ASSISTANT
DININGROOM MANAGER
P/T SERVERS

Please drop resume off at:
7240 Woodbine Ave. Markham

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careers

CONTROLLER

Wireless Express is a dynamic growing retail chain in the high tech sector. Due to unprecedented growth, we are seeking a self motivated financial leader with a professional accounting designation to fill the role of Controller.

Reporting directly to the company principals, the successful candidate for this demanding position must be fully experienced in all aspects of accounting, financial reporting and MIS, and have proven ability in the management of a team of employees. Meticulous organizational skills, and the ability to implement company wide control and optimization programs will be a key requirement. Salary will be commensurate with experience. Our head office is located in Newmarket, Ontario.

For an opportunity to be part of our winning team, please fax your resume to: 905-478-2046



Call Classified Today

To place your ad
294-4331
or
1-800-743-3353

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careers

Due to our increased growth, Steel Art Signs Corp., a manufacturer of custom and corporate signage has the following openings:

"INSTALLER"

Responsibilities include installation of custom and corporate signage. In order to meet the customers requirements, the successful candidate will not be adverse to climate conditions, heights or extended hours. Preference will be given to those individuals with sign installation experience and who possess a valid "D-Z" license. Submit your resume including references to:

Human Resources
Steel Art Signs Corp.
37 Esna Park Drive
Markham, Ontario L3R 1C9
(no phone calls please)

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general help

\$10.00/Hr

SNOW SHOVELING

Phone: 905-201-9895