

york region

# CAREERS

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

905-294-4331  
1-800-743-3353

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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. Your 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.

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hospital, medical, dental

Unionville Home Society, a charitable organization offering housing and care for the elderly, requires ....

## PERSONAL SUPPORT WORKERS

Caregiver professionals required for both full time and part time for our Home and Community Services (Supportive Housing) Program. Duties include assisting clients with personal care and assistance with routine activities of living. Must have a HCA Certificate with three years experience. Will be required to complete the PSW program within one year of hire. Candidates must have a demonstrated ability to work independently. Excellent communication skills and ability to take direction well are required.

## HEALTH CARE AIDES

Casual relief basis, require Health Care Aide Certificate and good communication skills. Experience in LTC setting. Send resume by no later than November 20, 1998 to:

Human Resources, Jennifer Tait

Unionville Home Society  
4300 Hwy 7, Unionville L3R 1L8  
Fax #: (905) 477-6080

No phone calls please. We sincerely thank all applicants for their interest. Only applicants chosen to be offered an interview will be contacted.

## NOTICE TO READERS

Before responding to any advertisement requesting that money be sent, you may wish to investigate the company and the offer. The publisher can not assume responsibility for the validity of the offering advertised within the classified pages.

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general help

## SNOW PLOWERS

Wanted  
Guaranteed Hours  
& Competitive Pay  
Owner/Operator  
For Markham area.

Also  
**PART TIME SHOVELERS**  
Call 905-887-0504

## CLEANING LADY NEEDED

for Markham & surrounding area.  
Days only.  
Must have own car.  
Call  
1-888-298-9989

## SALES DEMONSTRATORS

required. Part time doing instore sampling. Sales experience an asset. Must enjoy working with people and be well groomed.  
Please call Lisa Haverlock  
1-888-507-1511

## FULL TIME FACTORY HELP NEEDED

Woodbine/ Steeles area  
\$7.00/ hour to start  
+ bus fare.  
Call 905-475-2402

## EXPERIENCED HAIRSTYLIST

Preferably with clientele. If you are an enthusiastic creative stylist, come join our Unionville team. We also need **PART TIME ASSISTANT**.  
CALL 905-470-0527

## 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

## SNOW PLOWERS

Brokers required, experienced driver with newer 4x4 for Scarb/ Markham / North York routes. Guaranteed hours.  
Call 416-288-0313

## Head Cashier

Are you familiar with computers and cash handling? This part-time position involves supervising cashiers, preparing bank deposits, doing cashier reconciliations, and performing related duties. One to two years relevant experience is preferred.

Please apply in person with resume to the Store Manager at: 8360 Kennedy Road, Markham. No telephone calls, please.

## HY&ZEL'S

### 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

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general help

## MARKETVIEW

### Insurance Services

We require self-motivated people with telemarketing background for full and part time positions in Stouffville. Wheelchair accessible. Must be able to meet deadlines. Must be computer literate. Able to communicate well with others.

Please call 905-642-8060

## GENERAL OFFICE DUTIES

Fluent in English. Markham area. Open for advancement. Fax resume to: 905-479-6827

## TELEMARKETERS

required for Gold Crown Resort. Must be experienced and have positive and enthusiastic attitude. Immediately.  
Please call 905-471-5857

## SNOW SHOVELLERS

With P.U. Truck  
On call 7 days/24 hrs/day  
(Markham/Scarborough area)  
\$17./hr.  
Call 905-887-9900

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skilled & technical help

## SHEET METAL FABRICATOR

Brake, Shear, Ironworker. Full/ part time. Must have minimum 5 years experience.  
Call 905-477-4760

## DRYWALLER

Experienced boarder / taper, with vehicle.  
John 905-640-8321

## Our client, located at 4047 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

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office help

## GREENBELT VOLKSWAGEN

### GENERAL OFFICE PERSON

Permanent full time position. Ability to carry out a wide variety of duties. Self-motivated, reliable, and able to work in a fast paced environment. Must have a secretarial and accounting background. be efficient & well organized.

Fax resume: 905-477-7530

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office help

## SALES OPPORTUNITIES IN SPECIALIZED STAFFING

**WHAT IS YOUR GAME PLAN?**  
In business, you play to win. You want big earnings from your abilities and efforts. Join Office Team. We're a division of Robert Half International, the world leader in specialized staffing and a NYSE company with annual sales of \$1.3 billion and over 200 offices worldwide.

Use your top communication and interpersonal skills to develop new business by prospecting for clients. Fill these positions by recruiting capable people; develop and maintain strong relationships with clients and professional temporaries.

Successful candidates must have a proven track record of success. We offer excellent compensation that includes base salary, bonus & stock options. Be on top of your game with Office Team.

Contact Tami Turner, Branch manager  
Tel: (416) 226-1051  
Fax: (416) 226-4498.

Visit us @ www.officeteam.com

## OFFICETEAM

Administrative Staffing

## RECEPTIONIST/ SECRETARY

Good Communication skills.  
Fax resume to:  
(905) 709-8691

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sales help & agents

Markham area fabricating machine shop requires  
**P/T SALESPERSON**

Would suit semi-retired. Some manufacturing experience an asset. Interested, call 905-471-0904 leave message.

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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 FT-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

## HCA's

required immediately for all shifts.

### NHI Personnel

(416) 368-9871 (416) 754-0700  
Downtown Scarborough  
Nursing Students Considered

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teaching opportunities

## TUTORS NEEDED

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

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part-time help

## PART-TIME THERAPIST

Must be committed individual to teach child with P.D.D./Autism. Utilizing Behavior Therapy. Preferred candidate: ECE, Special Ed. or Psychology student.  
Call or fax resume to: 905-727-5138