

york region

C·A·R·E·E·R·S

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

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

525

office help

LEADER OF THE PACK!

GENESIS MICROCHIP INC., publicly traded on NASDAQ (GNSSF) leads the pack in the design and development of digital video graphics technology for the international video graphics marketplace. Our revolutionary ICs are designed into LCD monitors and other flat panel displays, projection systems, video workstation gear, home theatre equipment and dozens of other applications.

Increasing demand for our products has created the following positions:

GENESIS

Document and Data Control Clerk

You'll be organizing the engineering documentation function, providing documentation and configuration support for our engineering and manufacturing groups. You have at least 12 months' experience in the Document Control function, and you are familiar with the engineering document control flow mechanism. Exceptional organization and planning skills are required, as well as a high degree of proficiency in Word, Excel and PowerPoint. Some database experience would also be useful, as would a background in Technical Writing.

Order Entry Processing Clerk

Your main job will be to assist in the efficient organization of the Order Entry department, including distribution of sales reports to management, processing of orders, commissions calculations, generation of shipments, and input/reports in the accounting system.

You have a strong accounting aptitude and have worked in an order service environment for the last 2 years. You are computer proficient and know your way around Excel and Word. A background in database management will be a plus. You have an excellent telephone manner.

Just a word or two about our company, where opportunities for career advancement are unlimited: in a nutshell, it's up to you! You will notice our "get down to business" atmosphere. Call it drive, energy, commitment, passion - it's infectious. You'll have plenty of opportunity to make a real impact immediately. At Genesis we value talent and recognize and reward effort and contribution.

Please send your resume, in confidence, to: **Human Resources, Genesis Microchip Inc., 200 Town Centre Blvd., Suite 400, Markham, Ontario L3R 8G5. Fax: (905) 470-2447. E-mail: hr@genesis-microchip.on.ca**

For more information, visit our web site at: www.genesis-microchip.com

No phone calls please. Only those candidates selected for an interview will be contacted.



525

office help

The Emerson Power Transmission Division of Emerson Electric, a leader in the Mechanical Power Transmission field, is currently seeking two experienced and enthusiastic individuals for

INTERMEDIATE CUSTOMER SERVICE REPRESENTATIVE AND BILINGUAL INTERMEDIATE CUSTOMER SERVICE REPRESENTATIVE

You will be responsible for answering a high volume of inquiries, requests for information and concerns from customers both internal and external, expedite orders and generally promote favorable sales support. Candidates should have a minimum 2 years experience in Customer Service/Order Desk environment.

The Bilingual Representative must be fully fluent in English and French.

We offer a competitive salary and comprehensive benefits. Please forward your resume, along with salary expectations to:

Lois Marshman,
Recruiting & Employee Relations Coordinator
Emerson Electric Canada Limited
Fax: (905) 475-4630



Browning SEALMASTER MOTORSE

Leaders in Power Transmission and Motion Control



To place your Classified Ad Call

294-4331
1-800-743-3353

Please Check Your Ad

525

office help

Markham Information Management Service Bureau requires experienced **MARKETING & SALES SUPPORT**

Duties include sales prospecting and telemarketing as well as customer service and administrative functions. Excellent telephone manner and strong PC skills necessary.

Please fax resume and starting salary expectations to:

Octacom Limited
905-474-0992
Attn. VP Marketing

TEMPORARY RECEPTIONIST

Available immediately to Dec. 31/98. Candidates must possess proficiency in *Microsoft Office 97*, excellent interpersonal skills, attention to detail & type 50 wpm.

Please fax resume to:
(905) 415-8550

530

sales help & agents

MMIS Inc. is a progressive company that represents major European and U.S. Corporations as agent and dealer in Canada in the food processing field. Qualified individuals should thrive in a team environment and be a self starter.

TECHNICAL SALES REPRESENTATIVE

Responsible for company sales and service in the Southwestern Ontario area. Meat processing knowledge a must. Remuneration based on experience. **JOB#TSR1**

SERVICE SALES REPRESENTATIVE

Responsible for sales of parts and technical service/maintenance of the company's equipment products. Strong mechanical and electronic knowledge and background of European processing equipment is a must. Remuneration based on experience. **JOB#TPR2**

The ideal candidates will possess excellent verbal and written communication skills. Be part of our successful team. Please FAX or SEND your resume, specifying JOB#.

MMIS INC.

Sales Director

340 Industrial Parkway South

Aurora, Ontario L4G 3V7

Fax: (905) 841-1733

No Telephone Calls Please

Executive Support Co-Ordinator

The successful candidate will be a mature professional with excellent administrative skills and a minimum of 2 years experience of providing support to Boards of Directors and/or Executive staff. The position requires proficiency in either Corel 8 or Microsoft Word, Spreadsheet and Database programs. Highly developed organizational skills, minute taking, co-ordinating and the ability to work independently in a complex and progressive environment are essential.

Persons with a flexible, self-initiating attitude, excellent judgement, and interpersonal skills are invited to submit a resume by fax no later than December 11th, 1998 to:



Human Resources, Jennifer Tait

Unionville Home Society

Fax #: (905) 477-6080

No phone calls please. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

THE NEWS

Next door or across the region, read about in
Economist & Sun • Stouffville Tribune

530

sales help & agents

TELESALES PROFESSIONALS

Shifts - days 8am to 5pm
On location - Beaver Creek area
December program
Guaranteed Wage - \$12/hr.
Plus Bonuses
Easy sale-Customer in-bound leads. Will train.
Computer knowledge an asset.
Clear English.
Call 905-833-4459
or fax: 905-833-4535

530

sales help & agents

Sales Position

- Have you been out of the work force for a few years, raising a family?
- Do you enjoy home decorating & helping people?
- Are you looking for a career that is challenging and rewarding?

If so, we may have the perfect job for you!

- We are a successful chain of furniture and gift boutiques located in Ontario shopping malls.
- We need you to work 15-35 hrs. per week during daytime, evening & weekend periods.
- We will provide you with extensive training, including a full tour of our factory.

To join our team, apply in person, with a resume to:

Crate Designs Ltd.

Markville Shopping Centre,
5000 Hwy. #7 East, Markham

540

hotel, restaurant

BARTENDER & COOKS NEEDED

For local pub. Please call between 9:00 am and 1:00 pm. Ask for Monica or Mario.
294-4925

Plantation Coffee & Tea Company is currently seeking experienced full time and part time

WAIT STAFF & COUNTER HELP

For busy high volume restaurant
Fax resume to 905-946-9859 or drop off at 3636 Steeles Ave. East

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 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

