

York region

# CAREERS

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

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

510 general help

**WORK TODAY!**  
We need reliable staff NOW for a variety of temporary positions in Richmond Hill, Markham & Concord

**Office Support**  
• Word Processing Secretaries  
• Data Entry Operators  
• Receptionists  
• Accounting Clerks

**Industrial Support**  
• General Labourers  
• Pickers/Packers  
• Shipper/Receivers

Also, rotating shifts available!

**REGISTER AT:**  
10239 Yonge Street  
(2 lights north of Major Mac)  
905-737-1600

**STAFFING SERVICES**

**HANDYMAN**  
Required for general renovations  
Call 905-294-8170

515 skilled & technical help

**Landscaper Wanted**  
Candidate must have be:  
• horticultural plant knowledge  
• min. 4 yrs. landscape experience (interlocking and natural stone installation)  
• ability to operate a skid steer.  
• valid driver's license.

Wages: \$15- \$17, depending on experience.

**SEND RESUME TO:**  
16715-12 Yonge Street  
Suite 323  
Newmarket, Ontario L3X 1X4  
ATTENTION: Joseph

**INJECTION MOLDING PROCESS ENGINEERS**  
Required for Auto Plastics Firm in Bradford, Ontario.  
Please fax resume to:  
212-737-7868

525 office help

A Markham based distributor of healthcare products has an immediate opening for an

**OFFICE CLERK**

Flexible hours, general office duties and a good command of the English language is required. \$9.50 per hour. Fax resume to Office Manager at 905-479-9227

**RECEPTIONIST**  
Mature individual required with minimum 2 years experience. Must be highly organized and have good command of the English language. Accurate data entry skills are required.  
Fax resume to 905-479-0259

**ADMIN. ASS./RECEPTIONIST**  
Full time position is open for an energetic and self motivated individual. Must have GOOD telephone manner, basic computer and book keeping knowledge.  
Min. high school diploma.  
Working area: Steeles / Woodbine  
Fax resume to: (416) 496-0211

525 office help

**TAKING CONTROL**  
Your life. Your future.

You can take it as it comes. Or you can take control. With Toshiba. A Fortune 500 Company. A leader in technology.

A corporation that takes your future seriously.

**Program Administration Assistant**  
9 Month Contract

The successful candidate will be providing administrative support including maintaining a database, processing rebates, updating monthly reports using Lotus/Excel and preparing mail outs.

You will have a recent Business Administration diploma, excellent communication skills, strong attention to detail, and possess word processing/spreadsheet knowledge.

It's time to take control. With TOSHIBA. Please forward your resume to: Human Resources, TOSHIBA OF CANADA LIMITED, 191 McNabb Street, Markham, Ontario L3R 8H2. Fax: (905) 470-3521. E-Mail: resumes@mail.toshiba.ca www.toshiba.ca

**TOSHIBA**

**RECEPTIONIST / SECRETARY**  
Required for Markham's largest Business Centre. Job share, P/T position. Mon-Fri 8:15-5:30. **FLEXIBILITY AND AVAILABILITY** a must. Min. 45 wpm, Excel and Word. Excellent command of English, oral/written. Permanent contract \$14/hr.  
Fax 905-946-8971

**F/T EXPERIENCED BOOKKEEPER**  
required for Markham Account Practice. Knowledge of accounting programs an asset. Contact Mark at: 905-294-7731

**OPERATIONS ASSISTANT**  
An entry-level, full-time position is available with the local Markham-area branch of Transport International Pool, the nation's leader in trailer leasing. This position involves a large amount of physical work in our yard doing interior/exterior semi-trailer inspections and tire/trailer parts inventory. The ideal candidate would also be responsible for general office duties, such as answering phones, handling accounts payable/receivable, and coordinating trailer repairs with branch mechanics.

To qualify, you must possess basic computer skills in Microsoft Word and Excel; have the ability to quickly absorb multiple tasks/responsibilities, and also have excellent communication/organizational skills. Truck/transportation experience is a definite plus.

We offer a competitive starting hourly wage and excellent benefits. Please forward your resume or letter of interest to: Transport International Pool, Attn: Michael Cagney, 8240 Woodbine Ave., Markham, ON L3R 2N8. Fax: (905) 475-7162. An equal opportunity employer. Visit our website: www.trailers.gc.com/capital/up

**TRANSPORT INTERNATIONAL POOL**  
A GE Capital Services Company

525 office help

**Tired of the commute? Want to work locally?**  
We require a responsible, people centered, detail oriented, computer skilled individual to administrate in all capacities a small multi-disciplinary rehabilitation facility with the major focus on chiropractic. Excellent pay. Health experience an asset.  
Drop resume off to  
2 Millstone Court, Unionville (Carlton & Fred Varley).

**RECEPTIONIST / EXPEDITER**  
Minimum 3 years experience required for progressive Markham Mfg Co. Must have excellent knowledge of MicroSoft Office and experience with import/export an asset. Fax resume to: Annie 905-475-2609

**WE ARE EXPANDING AIC IS HIRING**

Customer Service Reps required to assist in accounts receivable collections. We are a leading International Debt Recovery Company located in Markham and due to consistent growth several F/T entry-level positions are available. Paid training is provided. Contact the Human Resources Dept. for details or to arrange an interview.  
(905)944-4739 or (905)513-3504

Friendly Markham Internet Company needs

**PART TIME ACCOUNTS RECEIVABLE**  
10-14 flexible hours per week  
Email resume to jobs@re.net or fax 905-470-6484

**ORDER DESK/ PHONE SALES**  
Concord lumber yard is looking for energetic, self-motivated individuals for a career in the lumber industry. Competitive salary and benefits.  
Fax resume to Blair:  
(416)736-6971

School bus transportation company requires a

**DISPATCHER**  
Experience mandatory. Duties also include Reception & Customer Service. Full time Monday to Friday.  
Fax resume to: 416-962-4622

Markham based commercial service company looking for

**ADMINISTRATOR**  
to manage day to day office administration. Must know MS Office, basic book-keeping and have strong communication skills coupled with at least 2 years experience. Remuneration based on experience plus full benefits.  
Interested applicants fax resume to 905-477-9268.

525 office help

**DON VALLEY NORTH TOYOTA GROUP**

Markville Toyota (Highway 7 and McCowan Road) is currently accepting applications for the following position:

**PART-TIME RECEPTIONIST**  
(Evenings and Saturdays)

The ideal candidate will be dedicated to customer service and possess a positive attitude. Strong communication and interpersonal skills are required.

Interested candidates please call:  
Ms. Leblond or Mrs. Oki at: (905) 475-0722  
or fax resume to: (905) 479-9753


**ACCOUNTS PAYABLE CLERK**  
A well-established provider of computer hardware and services seeks a person to fill a vacancy in their Finance department.  
**Duties:** will include full responsibility for all facets of A/P in a computerized environment. The right person will have a minimum 2 years Canadian experience, ability to excel in a fast-paced environment, and excellent communication skills.  
Please fax resume ASAP to  
Human Resources Manager (905) 946-1949

**OLD-FASHIONED BOOKKEEPER NEEDED!**  
Small but busy Markham office (multi-company) has an immediate opening for a bookkeeper. This hands-on position demands familiarity with bank payroll systems, cheque registers, cash flow, A/P and A/R, general ledger, manual and computerized (M.Y.O.B.) bookkeeping.

The ideal candidate will have 5 years Canadian experience in addition to a good working knowledge of the intricacies of cash flow. This candidate will also be fastidious with regard to bank balances and payment schedules. Familiarity with P.O.S. would be considered an asset.

Fax resume to 905-474-4471  
weekdays after 6:00 p.m. and before 8:00 a.m.  
or weekends, anytime.

525 office help



**Bilingual Payroll Assistant**  
Part-Time (3 days/week)

For more than 50 years, Talbots has been a leading retailer of classic women's clothing and accessories. We are currently seeking a highly-motivated self-starter to join our office team in Concord.

You will be responsible for processing weekly payroll for 350+ employees, preparing related payroll reports and maintaining HRIS and personnel files. You must have a minimum of two years experience with CADP Payroll, knowledge of employment standards and other payroll related legislation, proficiency in Windows operating system and applications, and excellent oral and written communication skills in both English and French. Enrollment in a payroll designation program will be an asset.

Talbots offers a competitive salary and benefits package, including merchandise discounts. Qualified applicants should apply in writing to: Talbots, 7941 Jane Street, Unit 3A, Concord, ON L4K 4L6. Fax: (905) 660-3417. For questions, please call: (905) 660-0500. Talbots is an equal opportunity employer dedicated to promoting diversity in our workplace.