

YORK REGION CAREERS

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

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

525 office help

Gentec INTERNATIONAL

EXECUTIVE ASSISTANT TO THE MERCHANDISE MANAGER

Gentec International is Canada's leader in consumer electronic accessories.

We are looking for a highly motivated, energetic person for the position of Executive Assistant to the Merchandise Manager able to work in a fast paced environment.

Candidates must be proficient with MS Office with import/export background, strong interpersonal skills, mature and able to take initiatives.

Please fax resume with covering letter indicating salary expectation to the attention of Personnel Manager (905) 513-7740 or E-Mail to "marketing@gentec-intl.com"

We thank all applicants, however, only those under consideration will be contacted.

525 office help

As the leader in temporary administrative staffing, we can offer a wide variety of opportunities. Following is a partial list of temporary and temp-to-hire positions.

- Executive Secretary
- Administrative Assistant
- Word Processor
- Receptionist
- Data Entry Clerk

OFFICETEAM

Specialized Administrative Staffing

Call to inquire about our excellent benefits program.

TEL: (905) 771-8272
FAX: (905) 709-3664
Address: 5140 Yonge Street, Suite 1500 North York, ON M2N 6L7

For more information visit our website at www.officeteam.com

525 office help

SHOW OFF YOUR BILINGUAL SKILLS

\$14/ hr.

Are you looking for a challenge? We have an amazing temp. to perm. opportunity for you! A major supplier to financial institutions requires experienced Customer Service Reps. Shift between 8am-8pm. Mon. - Fri. French/ English a must and car required due to location.

Call Tamara @ 416-863-0154 ext. 382 or fax 416-350-9620
Keith Bagg Group.

535 hospital, medical, dental

NURSING SUPERVISOR (Maternity Leave)

(Six months - June to Dec. 1999)

- Registered Nurse - BScN preferred
- Two years recent Community Nursing Experience.
- Advanced Nursing and Management skills

Regional Nursing Services
21 Bedford Park Ave.
Richmond Hill
Ontario L4C 2N9
Fax: 905-737-6126

The Emerson Tool Company, a division of Emerson Electric Canada Limited is looking for the following individual to join our team:

PART-TIME CLAIMS ADMINISTRATOR

Reporting to the Division Controller, this position involves investigating/resolving customer claims i.e. warranty, shipping discrepancies, etc and tracking/processing CO-OP and volume rebate claims following the guidelines set out in the customer's rules and buying agreements. This position will also involve developing/maintaining a claims/warranty database and analysis. The position would be full-time hours during the mid winter through mid summer months, changing to three days per week during the alternate months.

The successful candidate will ideally possess a business administration or accounting diploma with some related experience and proven analytical skills. Strong computer skills (Excel, Access 97) and communication skills are required.

If you enjoy a fast-paced environment, please fax your resume and salary expectations to:

 Sherri Foote
Personnel Coordinator
Fax: (905) 475-4630

ADMINISTRATIVE ASSISTANT

We are a leading Distributor of gourmet specialty foods, and have an immediate position available for an Administrative Assistant. The ideal candidate will be proficient in all modules of Microsoft 97, and will be a highly organized individual with the enthusiasm and ability to handle related administrative responsibilities including: executive support, preparation of sales presentations, general correspondence, filing, daily mail and courier traffic, office supply and stationary control, etc.

Interested applicants should fax resume to: Human Resources at (905) 731-2391

Data Entry Clerk

Required immediately Thursdays. In our Markham office. Skills required: Computer literate, must have Excel knowledge, high entry speed. \$12 per hour.

Fax resume to 905-415-2299 or email: hr@linkage-group.com

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



ASSISTANT

Energetic, mature team player, strong communication skills, fast paced environment, P/T to F/T. Fast accurate typing and dicta. Excellent Word & WordPerfect skills. Richmond Hill home-based office. Experienced only.

Fax by May 7 to 905-770-1117

Preferred Health Care Inc.  Interface Personnel Inc.

Canadian owned & operated

Required immediately: H SW's II or III, HCA's, PSW's

For Homemaking Services throughout York Region. Hours available to suit your needs! Please fax resumes in confidence to:

Fax: 416-924-8755

530 sales help & agents

INSIDE SALES POSITION

We currently have an opening for a career minded individual looking to become a member of an exciting inside sales team.

The position calls for excellent communication and organizational skills as well as a proven sales aptitude. You will be required to respond to customer inquiries by effectively providing information, executing inbound orders and responding to all related inquiries. The position offers salary, team based commission and a benefit package.

We prefer 2 years of business to business inbound call center or customer service experience and a demonstrated computer proficiency (keyboarding, Windows, Word & Excel) a must. Bilingual skills (French/English) and post-secondary education are definite assets.

Please fax your resume in confidence to:

Mr. Larry Kennedy 905-946-7533

We thank all applicants for their interest but only those considered for a personal interview will be contacted.

RECEPTIONIST/ SECRETARY

Woodbine & Hooper, small office. Diligent and pleasant telephone manner with strong writing & communication skills. Word, Excel & Power-Point. Duties: answer phone, proposals, correspondence, sending literature, helping in preparation for seminars & trade shows, general office work. French an asset. Fax resume to Lise Barbe at 905-944-8117

RECEPTIONIST/ NIGHT ATTENDANT

Required full time for animal hospital. Customer service skills an asset. Please fax resume to: 905-477-1708

Permanent part time Chiropractic Assistants

- People and service oriented, caring, dynamic and efficient.
- Five morning shifts and three afternoon/evening shifts (some time flexibility required).

Mail or drop off resume by Friday May 7th to:

1 Hollingham Rd
Unionville, Ont. L3R 7Y1

530 sales help & agents

AQUAFINE

"Canada's Water Store"

Canada's largest water conditioning company requires a SALES AGENT in the Markham area.

We offer a great opportunity for a individual to become part of a rapidly growing industry. A competitive compensation package that includes vehicle allowance and a full benefit package.

Please send resume to Fax: 905-727-3999 or call 1-800-265-3947

EXPERIENCED RECEPTIONIST

Young, dynamic Markham based Engineering Firm has an immediate opening for an experienced, professional Receptionist. You must be able to handle a busy 15-line switchboard and be comfortable in a computerized environment. Position includes an attractive benefits package plus an opportunity for advancement.


Please send resume to: Peter Holland, Controller
85 Valleywood Drive
Markham, ON L3R 5E5
(or fax to: 905-470-9579)

ENTREPRENEURIAL SALESPERSON

required for dynamic publishing company. No cold calls, home office option, weekly draw, high income potential. Paid sales test for qualified candidates. Phone 905-947-9980, fax 905-947-9981

R.N.'s, R.P.N.'s York Region

Required immediately for full-time and part-time visiting nursing and private duty nursing assignments throughout York Region. Must have a minimum of 1 year recent experience. Please fax resume to Betty Deveaux at (416) 968-3652.



Fax your Classifieds 905-294-1538

TOOL STEEL PURCHASING AGENT

- Min. 3 years experience.
- Purchasing & inventory control
- Medium sized company
- Good benefits

Fax resume 416-297-5964

THE CLASSIFIEDS Made Easy

To advertise your products or services

Call 294-4331 1-800-743-3353