

# Classified

Monday to Friday • 8:00 am to 6:00 pm 1-800-743-3353 Toronto Line (416)798-7284

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525 office help

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## GENERAL ACCOUNTANT

A Markham based consumer electronics company requires the services of a General Accountant. Reporting to the Accounting Manager, the incumbent will be responsible for the preparation and posting of journal entries, monthly financial statements, G/L, accountant reconciliations, gov't remittances and other general accounting functions.

The successful applicant must possess at least three years of general accounting experience. Computer literacy in a Windows environment is required; exposure to Accpac would be considered an asset.

Please submit your resume, including salary expectations to: Accounting Manager, Fax: (905)415-7287

## WARRANTY PROCESSING - DATA ENTRY

You will be responsible for processing, verifying, and payment of incoming warranty claims within a 45 day cycle. Candidates must have at least one year claims processing experience, preferably in the consumer electronics industry, and knowledge of components. You have strong organizational and communication skills, the ability to effectively interface with service centres across Canada, have effective troubleshooting skill, detail oriented, and must have great work ethics and develop individual authority over responsibilities.

Please submit your resume, including salary expectations to: Accounting Manager, Fax: (905)415-7287

We thank all candidates for their interest, however, only candidates to be interviewed will be contacted.

## STRANO SYSCO

### FOODSERVICE

Located in Peterborough, we are a growing full-line foodservice distributor whose state-of-the-art warehousing and distribution systems are considered to be on the "cutting edge". We are a Fortune 100 Company with Progressive HR practices. We offer great career opportunities. At Strano Sysco Foodservice, our people make the difference. We have a newly created opportunity for a:

#### PRODUCE MARKETING SPECIALIST

As Produce Marketing Specialist, you will be responsible for development and implementation of strategic, market driven programs designed to maximize sales and gross profits through guiding, coaching and enabling the sales function to acquire new customers, expand product penetration in accounts and provide excellent service to our customers.

The successful candidate will be customer-focused with a proven track record demonstrated in motivating, coaching and supporting marketing and sales teams. A minimum of (3) three years merchandising and/or sales experience and excellent communication skills both written and oral are a must. The candidate must also demonstrate proven leadership ability in a team environment.

Strano Sysco Foodservice  
Attention: Human Resources  
P.O. Box 6000  
Peterborough, ON K9J 7B1  
Fax: 705-748-0025

Only those candidates selected for an interview will be contacted. We wish to thank everyone who responded to this advertisement.

## Travelex

An international Financial Services Company, having over 300 offices in Australia, Europe, Canada and USA, employing more than 1700 people world-wide.

We are looking for a part-time courier to make deliveries in the Greater Toronto Area. We will guarantee 4 hours per day at a rate of \$10 per hour. Vehicle will be provided.

Applicants must have a valid driver's license as well demonstrate an ability to work independently and efficiently. Applicants must also have strong verbal communication skills and a professional appearance, as you will be representing Travelex Canada Inc.

Please fax your resumes by December 5th, 1999 to:  
905-415-8744

Fast growing Richmond Hill home decor manufacturer requires a

## MARKETING CO-ORDINATOR

To assist in supporting presentations to retail stores. Capable of overseeing and training staff, able to deal with suppliers, while working in a fast-paced, multi-task environment. Some design work involved. The ideal candidate must be organized, flexible, have good communication skills and be willing to work extensive overtime. Preference will be given to those who are proficient on a PC using Quark, Photoshop, Excel and Word. Car required. Salary: \$25K+.

Please fax resume to Human Resources: 905-731-1455

# One Evening That Could Change Your Life Forever.

Attend The Edward Jones Career Seminar, Coming To Markham - Tuesday, December 7th.

Become an Edward Jones Investment Representative and help individual investors reach their financial dreams. Edward Jones has been in the investment business for over a century. We need professionals for new offices in Markham, Georgina, East Gwillimbury and surrounding areas. Throughout North America, our people earn above average incomes, and give you access to the industry's finest service and support teams. To learn more, call:

Markham 905-305-8507 Or call 1-800-380-4517

Or visit our Web site at [www.jonesopportunity.com](http://www.jonesopportunity.com).

## Edward Jones

Serving Individual Investors

an equal opportunity employer Member CIPF

## SERVICE REPS

\$11.00+ per hour

Having good Microsoft Windows abilities and retail work experience will get you in the door of this well known company in Markham.

A variety of shifts are available to suit either full-time or part-time requirements.

Please call 416-225-2000 to inquire about these positions

## DATA ENTRY/CLERK ENTRY LEVEL

A Data Entry Clerk with at least 2 years experience in an office environment is required by a growing and fast paced finance based company.

The ideal candidate will be a team player with strong communication skills, have experience in Microsoft Word, Access and Excel. Speed and proficiency with numerical entry, attention to detail, ability to prioritize are prerequisites. Ability to speak French and insolvency experience an asset.

Excellent work environment and benefit plan.

Location: York Region

Please fax reply with resume and salary expectations to: 905-475-8229

## DATA ENTRY

from freight bills. For busy office in Warden/ Steeles area. Must be fast and accurate. Good English essential. FAX resume with salary required to: 905-474-0073

## GENERAL INSURANCE

Markham office requires person for data inputting of personal insurance details. Insurance experience preferred.

Fax resume to: (905)415-8648

## Executive Director

Reporting directly to the Board of Directors of VICARS York Region, the Executive Director is responsible for implementing the policies and procedures set by the Board. In partnership with York Region Police Services, the volunteer based VICARS program responds to victims of crime, tragedy and disaster 24 hrs. per day, 7 days a week.

### Duties

- ◆ Development and administration of the VICARS Service
- ◆ Works closely with police service liaison members.
- ◆ On call to meet the crisis needs of victims.

### Prerequisites

- ◆ Relevant post-secondary education and leadership background
- ◆ Relevant working experience in the delivery of victim crisis services.
- ◆ High level of commitment and energy to respond to a demanding and flexible work schedule.

Salary: \$40,000 - \$45,000

Only successful candidates will be contacted. Please respond by December 15, 1999.

Please respond in writing to:  
VICARS York Region  
16715-12 Yonge Street, Suite 295  
Newmarket, Ontario L3X 1X4

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## WELDER/ FITTER

FT Permanent  
Able to read blueprints, Mig and Arc Dufferin & Hwy #7  
(905)669-5744

540 hotel/restaurant

## DISHWASHER/ PREP PERSON

Required Mon-Fri days for busy restaurant. Apply in person to: 205 Main Street Unionville

Prominent food broker representing several international leading brands has an immediate opening for a PART-TIME OFFICE CLERK - \$10/hr. Duties include database entry, typing, filing and photocopying. Must be available during regular office hours 3 days/week. Proficiency in Word, Excel, Powerpoint & Access preferred. Please fax resume no later than Dec. 3rd to Human Resources (905)471-4848, attn: Human Resources

## DICTA TYPIST

required for independent adjusting firm. Must have 70 wpm experience with Microsoft Word. Office 97, excellent telephone manner and great organizational skills. Must be a self-starter and able to work independently. Insurance experience an asset.

Please fax your resume to:  
Vanler Insurance Adjusters Ltd.  
1-905-277-2617

ADMINISTRATIVE ASSISTANT/  
RECEPTION/SWITCHBOARD  
DATA ENTRY/OFFICE CLERK  
Needed for Temporary Assignments

## OFFICETEAM

Administrative Staffing

Tel: 905-771-8272

Fax: 905-709-3664

For more information visit our website at [www.officeteam.com](http://www.officeteam.com)

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## Woodworkers

Fast paced woodworking company experiencing tremendous growth requires experienced Machine Operators as well as General Help. Applicants must apply in person to:

580 Supertest Rd. (Dufferin & Steeles area), Mon. to Fri. from 3:00 to 5:00 p.m.  
Competitive salary & benefits offered.

## CNC PUNCH OPERATOR

For Metal fabrication company in Markham. Min. 3 years experience on Amada turret Punch. Must be able to do own set ups. Competitive wages and benefits. Fax resume to: 905-474-1922