

Classified

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

505 careers

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525 office help

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Adecco

FRONT OFFICE COORDINATOR

Several exciting positions for entry and intermediate front office coordinators are available. Duties include answering multi line telephone system, computer work on MS office and general office duties.

EXECUTIVE ASSISTANT 40K+

President of small company seeking a take charge individual to be his Executive Assistant. Proactive, excellent organizational skills, high energy and ability to multi task a must. Legal background definite asset. Top computer skills (MS office) necessary.

Don't miss out on these great opportunities!

Call Pauline at: 905-474-9555
Or fax resume to: 905-474-1860
e-mail: markham.on.office@adecco.com

MARKHAM CUSTOMER SERVICE

New project starts March 21 for three months. We need people with excellent communication skills to take orders on the phone, enter them into the computer and answer questions on product and delivery. Hourly rate is \$10.00 - hours are 9am. to 6pm. or noon to 9:00pm. You must register with us Monday, March 20 and be available for training Tuesday.

RICHMOND HILL

Project for several weeks starts immediately. We need people to make outbound survey calls to residential numbers and enter information into the computer. You must have excellent communication skills. Hours are 5 or 6pm. to 10:00pm.



HUNT PERSONNEL
TEMPORARILY YOURS

Fax to: 416-492-2275
Or email to: ramster@hunt.ca

START A NEW CAREER

in our

Sales Order Department Bilingual (English/ French)

An international sewing machine company based in Richmond Hill requires a bilingual energetic person for a busy sales order department for parts and machines. The applicant must have basic computer skills, be detail oriented and have excellent telephone skills. Some business experience would be an asset.

Please fax your resume to the attention of:

B. Simon at (905) 731-3534

We thank all applicants, but only those selected for interview will be contacted.

Plantec

CONSULTING ENGINEERS

PLANTEC INC., a progressive and dynamic telecommunications consulting firm located in Markham, Ontario, has several immediate openings for qualified staff.

Project Managers - 7 yrs. plus experience in a telecom environment, these persons will have hands-on experience in some or all of the following: project management, staff supervision, fiber design, AutoCad and IMAP software usage. Full and/or part-time available.

Senior Technologists - 5 yrs. plus experience in the route design and engineering drawing preparation of aerial and buried telecom cables for local and long distance builds. Candidates must be familiar with all phases of a project, from route selections to municipal consent.

Excellent salary and benefits are offered. Please apply in writing to: Plantec Inc., 200 Town Centre Blvd., Suite 300, Markham, On. L3R 8V5, or e-mail: info@plantec.com

515 skilled & technical help

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525 office help

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Busy solarium company looking for in-shop

Carpenter & Carpenter's Helper

Experience would be an asset.
Call Wolf at (905)475-5460, ext. 304.

SHIPPER/ RECEIVER

ISO Certified Machinery Company in Markham requires highly motivated shipper/ receiver. Must work independently and in a Team environment. Valid G license, lift truck, and computer experience necessary.

Please fax resume to:
(905)475-9730
Attn: Traffic Manager

Accounts Payable Clerk

BUSY mfging co. in Concord seeking person w/ 2/3 yrs. exp. preferably in the construction industry. Strong people skills & positive attitude req'd. Must be computer literate. Competitive salary performance based bonus & benefits.

Fax resume to:
(905)738-1723 Attn: HR
e-mail to: hr@bmp-group.com

REAL ESTATE RECEPTIONIST/ SECRETARY

Good telephone manner and communication skills. Must be computer literate and have own transportation.

Fax resume to: Aileen Mak
905-940-9215

OFFICE ASSISTANT

- must be able to multi-task
- computer literate
- excellent key boarding skills

fax resume to
905-472-8945 or
E-mail jobs@ipc.ca
state job code web-o.a.

RECEPTIONIST

Full-time position. We require an experienced individual who is personable with excellent communication skills and pleasant telephone manner to answer main phone extension and greet visitors. Includes some clerical and data entry. PC skills and fluency in French an asset. Offering comprehensive benefit package and salary.

Please fax resume to:
(416)291-7463

Temporary Office Help required for Lawn Care co.

Good communication skills mandatory.
Please call 905-642-8873



THE GARDEN BASKET
FOOD MARKETS
Quality & Freshness Since 1929

is seeking FULL-TIME ACCOUNTS PAYABLE CLERK

ACCPAC experience preferred. Excellent benefit package. Markham area.

Fax resume to: (905) 305-8221

We regret that only those selected for an interview will be contacted.

Admin./Sales/ Mark. Assistant (non smoking environment)

25K - 29K. Promotional marketing corporation specializing in logoed merchandise requires detail oriented person with good command of English and enjoys small office environment. Proficient in MS Word/ Excel/ Office (IBM) with Internet experience.

Please send resume to:
Box 4623, Markham Economist & Sun
9 Heritage Rd., Markham, L3P 1M3
Must have own transportation.
Woodbine & 14th Avenue, Markham
Resumes will be accepted until March 22.

EASTSIDE CHEV OLDS Requires a

JUNIOR ACCOUNTANT

To prepare bank deposits, journal entries, photocopying & switchboard relief.
Fax 905-475-5788

ADMIN. ASSISTANT/ RECEPTIONIST

Required by Consulting Engineering Firm. Duties include Word Processing, Clerical, Reception. Strong communication and computer skills essential (MS Word/Office). Must be personable and well organized. Comprehensive benefits with summer hrs. all year. 37 1/2 hr./wk. Fri. afternoons off. Good location (Hwy. 404 & 7) overlooking golf course.

Respond by fax:
(905)474-1910 Or email:
rgccfa@direct.ca

CHISHOLM, FLEMING & ASSOCIATES
317 Renfrew Drive, Suite 301
Markham, ON.

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Installation and Repair Technicians

We require the following:

- Strong verbal and written communication skills
- Valid class G driver's license
- Minimum grade 12 education
- Comfortable with heights and working in varying weather conditions
- Electronic/Engineering Technologies background (preferred)
- Technician certificate or telecommunications background (preferred)
- Computer skills
- Capable of heavy lifting

Successful candidates will be scheduled to work an average of 25+ hours per week, must be available to work in a shift environment and be flexible for overtime. We offer paid training and a minimum hourly wage starting at \$13.23.

Call Dave at our Markham office at (905)948-1235 or fax to (905)948-1271



AURORA TOYOTA



is expanding

We are in need of:

- LICENSED TECHNICIAN
- 4TH OR 5TH YEAR APPRENTICE

Health and dental plan
Ongoing training

Fax resume to: Paul Siddall
Service Manager
(905) 727-0026

525 office help

ADMINISTRATIVE

Full-time position available immediately with an active motor- sport co. Excellent communication and computer skills. Call: (905)642-5607

525 office help

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RECEPTIONIST

Monday & Wednesday, 5-9 p.m. + one Saturday/month 8am-1pm. Occasional additional hours.

Drs. Smith, Izso & Wat
6179 Main St. Stouffville
Fax only 905-640-5256

530 sales help & agents

530 sales help & agents

SALES CO-ORDINATOR

Friendly, motivated, self-starter with a keen eye for detail required immediately. You have strong organizational and administrative skills, solid computer knowledge (word, excel, power point) and the phone is your friend. You are a "take-charge" kind of person with a great attitude - a real team player!

Minimum 2-3 years exp.
Salary to commensurate with exp.
Good benefit package

Thank you for all applications, only those selected for interview will be contacted.

FAX TRISH at (905)477-6614

SALES REPRESENTATIVES

We are experiencing phenomenal growth and need people like you to share and promote our vision for the future of education. Forbes magazine recently listed us in their top 10 Best Small Companies list.

We are searching for enthusiastic team players who can successfully sell our educational software to the K-12 market. Selling is done via the telephone through leads, but no cold calling. Excellent communication, clerical, and computer skills required. Organizational skills and attention to detail necessary.

If you want to join our dedicated staff, please send Resume in confidence to:



ATTN: Shelley Miller
P.O. box 220
Aurora, ON L4G 3H3
Fax: (905)726-8119
E-mail: jobs@advlearn.ca

Inside Sales Representative

BUSY mfging co. in Concord seeking person w/ 2/3 years experience. Successful candidates will be expected to have current computer skills, retail/sales/customer service experience. A construction background and technical skills related to the construction industry would be a definite asset. Competitive salary, performance based bonus & benefits.

Fax resume to (905) 738-1723

Attn: HR or e-mail to:
hr@bmp-group.com