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Media Sales Consultants

Exciting roles for Sales Professionals in Markham, Oshawa & Whitby

You'll be joining the LOCATOR, the largest independent telephone directory publisher in Ontario and a subsidiary of TELUS, Canada's second-largest full service telecom company.

Your mandate in a nutshell: maximize revenue opportunities by actively selling a range of directory product and service offerings.

Your background encompasses relevant post-secondary education and proven successful sales and presentation experience, preferably in advertising sales. You are well-connected in the business community and can leverage your strong business relationships.

On offer is attractive compensation with a base salary, commission and a competitive benefits package.

Please submit your résumé in confidence by April 12, 2000 to:

THE LOCATOR
Human Resources
989 Derry Road
Mississauga, ON L5T 2J8
Email: rick.pearce@telus.com
Fax: 905.565.0287

TELUS appreciates and thanks you for your interest in these opportunities. To help our environment, future correspondence will be limited to shortlisted applicants.



www.telus.com



Victim Crisis Assistance and Referral Service - York Region Administrative Assistant Required

We require a full-time Administrative Assistant to work directly with the Executive Director. The suitable candidate must have knowledge of crisis intervention techniques and be flexible to assist with the daily demands of a 24-hour crisis intervention service. The successful candidate would be responsible for assisting with the scheduling of a large and growing volunteer base comprised of approximately 100 volunteers from the community.

RESPONSIBILITIES

- Daily maintenance of the telephone, mail and office procedures.
- Maintaining a data base for a community service Referral Manual as well as educational material.
- Maintaining a monthly 24-hour volunteer schedule and mailings.
- Maintaining a volunteer roster and keeping up to date telephone/ mailing lists.
- Ability to respond to police information requests for crisis assistance and service mandate.
- Responding to potential volunteer inquires and community information requests for appropriate referrals to community agencies.
- To be able to work cooperatively with the Executive Director, police, volunteers, Board of Directors, Community Agencies and community residents.
- Inputting and developing a computer data base for administrative and statistical needs.

QUALIFICATIONS

- Community College in Secretarial Program/ Human Services (Diploma or Certificate)
- Computer Knowledge: Windows 98, PowerPoint, Excel, program specific software.
- Knowledge of C.I.S.M. (Certificate)
- Volunteer Management (Certificate)
- Second language an asset.
- Knowledge of issues related to victims impacted by crime, and tragic circumstance.
- Knowledge required to maintain a 24-hour on call volunteer service, including scheduling.
- Excellent telephone manner and ability to prioritize.
- Be available on a 24-hour on call basis.
- Flexibility and high energy are an absolute requirement.

Salary Range: \$30,000 - \$33,000 per year.
Please send a covering letter and resume in a sealed envelope to:

VICARS York Region
16715-12 Yonge Street, Suite 295
Newmarket, Ontario L3X 1X4

Applications will be accepted until April 7, 2000
Only the resumes sent to above address will be responded to. Do not forward resumes to any police Districts. We thank all applicants, however, only those selected for an interview will be contacted.

The Regional Municipality of York, one of Canada's fastest growing regions, has opportunities available with its Transportation and Works Department

Construction Inspector (Permanent Full-Time)

We require an individual to inspect and oversee Regional road and bridge construction projects to ensure conformity with contracts, drawings, specifications and applicable ordinances. At a minimum, you possess a Secondary School Diploma and 5 years municipal construction experience. You have working knowledge of the Occupational Health and Safety Act and Traffic Control Manual for Roadway Work Operations. You possess a valid drivers license and are willing to work in all weather conditions. Initial area of employment will be at 17250 Yonge Street, Newmarket. (Competition #000081)

Operator Water/Wastewater (Casual/On-Call)

We require an individual with Ontario MOEE Distribution certification, a minimum of Operator in Training and completion of MOEE certificates in Water Treatment, Distribution, Wastewater Treatment and Collection. You will have the ability to understand technical manuals and engineering drawings, maintain complete and legible records, perform mathematical calculations to determine chemical dosages and flow rates and a basic understanding of system hydraulics. Candidates will have the ability to enter and work in manholes, sewers, treatment tanks and wet wells. Hours of work are 7:30 a.m. to 4:00 p.m. This position is located at 380 Bayview Parkway, Newmarket. (Competition #000190)

Control Panel Operator (Casual/On-Call)

We require an individual to provide operational support to the Water and Wastewater systems for the Region, including assisting staff in the operations and analysis of events. You have successfully completed a 2 year Community College Diploma related to Water and Wastewater. You possess 2 years experience in a Water Distribution or Sewage Collection System. You also have knowledge of the Occupational Health and Safety Act and Water and Wastewater operational systems. You must be able to work 12-hour shifts. This position is located at 7033 Leslie Street, Newmarket. (Competition #000189)

We invite interested applicants to forward a resume by April 7, 2000, quoting the appropriate Competition Number, to the address below. We thank all applicants for their interest, but wish to advise that only those selected for an interview will be contacted.

The Regional Municipality of York
Human Resource
Services Department
17250 Yonge Street
Newmarket, ON L3Y 6Z1
Fax: 905-895-4232
E-mail: yrkhr@region.york.on.ca



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ADMINISTRATIVE ASSISTANT / RECEPTIONIST

A junior position available for an Apparel Importer in Scarborough. Good telephone etiquette & excellent communication skills. Detail oriented in general administration duties. Computer / Word Processing knowledge a must. Please fax resume to: (416) 298-4849

Person Friday

required immediately for busy advertising/graphic design firm in Markham.

F/T reception, some A/R, traffic & admin. duties.

Please fax resume w/ salary exp. to: 905 • 513 • 9916 or email: mjminc@globalserve.net



OFFICE HELP WANTED

Mature person required from April 15 - November 15 for office located in Steeles and Woodbine. Applicant must be willing to work independently. Responsibilities include scheduling appointments for service persons, communicate effectively with customers via the telephone, maintain customer records and have computer knowledge to handle accounts receivables.

Please fax resume to: (905) 470-3121. Only applicants being considered will be contacted.

A/P COORDINATOR

Required by Markham manufacturer/Distributor. You have 3-4 yrs. A/P experience, working knowledge of accounting, excellent keyboarding and intermediate Excel.

Fax your resume to: Mr. Alan Walker - Controller, stating salary expectations: 905-477-9779. No phone calls please.

LEGAL SECRETARY

Full-time for Markham law office. Min. 3 yrs. experience, working knowledge of P.C. Law and software pertaining to Real Estate, Corporate & Estate law.

Fax resume to: (905) 513-7147

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REQUIRED IMMEDIATELY SECRETARY/DICTA TYPIST

FOR INDEPENDENT
INSURANCE ADJUSTING FIRM

QUALIFICATIONS:

- * 5 years secretarial experience
- * Word Perfect/ Corel 8
- * Dicta typing
- * 85 wpm typing speed
- * Excellent command of English
- * Insurance experience preferred

Qualified applicants please fax resume Attn:

Carol Tuck 905-477-2581
No phone calls please. Only those individuals being considered for the position will be contacted.

GENERAL OFFICE CLERK

Required immediately for busy Markham office. Experience in data entry, and clerical and computer skills. \$400 - \$480 / week
Fax resume to: 905-479-4723

REAL ESTATE RECEPTIONIST

High Tech Real Estate office in Unionville. requires part time receptionist to work weekends. Must be flexible, have excellent computer and people skills. Real estate experience preferred. Please fax resume and references to: 905-947-8070
No telephone calls!

Waterford Wedgwood Canada Inc.

is looking for you - if you are an effective communicator, an energetic team player, eager to learn and deliver with outstanding organizational skills who enjoys working with minimum supervision. You have experience in MS Office with accurate keyboard strokes. The position is Administrative Assistant / Receptionist to start immediately. Please fax your resume to: (905) 886-6532

530 sales help & agents

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COMMISSIONED SALES PERSON WANTED

To sell advertising space in Markham, Richmond Hill, Woodbridge areas. Experience an asset but not essential. Send resume to: 16355 Bayview Avenue Newmarket, ON L3X 1W2 or fax 905-898-7282

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:



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

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requires proven, aggressive self motivated SALES PEOPLE who are expecting to earn \$50,000-\$80,000 on a comm. basis, which is easily obtainable with this amazing concept & full training. Call Heather 905-947-8235
www.onestopwebsites.com