

505 careers

505 careers

505 careers

505 careers

505 careers

515 skilled & technical help

515 skilled & technical help

515 skilled & technical help

515 skilled & technical help

OFFICE MANAGER
Marketing Agency

We are Ryan Partnership, a leading marketing communications agency specializing in creative consumer promotions located throughout the US and Canada. We have an office in Unionville, Markham that offers an exciting opportunity for an Office Manager who would enjoy the challenge of a fast-paced agency environment in assisting the senior level executive and her team of marketing and creative personnel as they develop promotions to build our client's brands.

Responsibilities include but are not limited to: providing general administrative support (word processing, phone support, fax, photocopying) as well as helping coordinate client-related materials and activities.

Preferred candidates will possess at least 3 years of related/agency experience, a positive, flexible attitude, strong initiative, excellent organizational skills, highly detail oriented, able to multi-task and handle multiple priorities. Experience in MS Office (Macintosh a plus, but will cross-train).

We offer a competitive salary/benefits package as well as a fun, creative working environment.
Please mail or fax resume to our office:

Attn: Human Resources
Ryan Partnership Canada
139 Main Street, Suite 204
Unionville, ON L3R 2G6
Fax: 905-470-9080



No phone calls please. We are an equal opportunity employer. Only those candidates considered for an interview will be contacted.

We're one of the nation's largest financial products marketing organizations. If you desire a dynamic career with excellent income potential,
Call: Terry (416)331-9920

515 skilled & technical help

515 skilled & technical help

SHIPPER/ RECEIVER

Warden/ Steeles area.
Mature person with excellent communication & organizational skills.

Fax resume to 905-477-9601
or call 905-477-9600 ext. 202

In house SHEET METAL FABRICATOR

required for busy roofing company in Stouffville area.

Wages depending on experience.
Excellent benefits package.
Call (905)642-1127

525 office help

525 office help

REQUIRED IMMEDIATELY

Accounts Payable Clerk

For a permanent position, working 3 days/week. Duties will include: Matching Purchase Orders with invoices, entering suppliers invoices in system and matching cheques with bills & P.O.s.
Fax resumes Attn: Savitri
(905) 470-1459 or (905) 470-1789

CUSTOMER SERVICE REPRESENTATIVE

DNP, a raw materials supplier of vitamins & nutritional supplements requires a full-time, dedicated customer service representative in its Markham location.

Candidates must possess strong PC skills, excellent communication and the ability to organize and prioritize daily workloads.

DNP offers competitive wages/ benefits and a unique bonus program.

If you are interested in this expanding Health & Nutrition Industry, please fax resume with covering letter no later than June 23rd, to:

Sales Manager, DNP/Int'l Co. Inc.
Fax: (905) 940-2727

515 skilled & technical help

515 skilled & technical help

515 skilled & technical help

We require the following personnel for our facility located in Markham:

MACHINE OPERATOR

Experience on multi-spindle screw machines preferred.

IN-LINE PARTS INSPECTOR

Must be experienced in inspecting high volume production parts using verniers, micrometers, gauges, etc.

We are a two-shift operation and offer excellent wages & benefits.

Please fax resume to: (905)294-2043

DRIVER/ SHIPPER/ RECEIVER

to train as a future parts counter person.
Fax resume to: Randy Cowper - Parts Manager

SERVICE CONSULTANT

with customer satisfaction skills. Reynolds computer system an asset. Fax resume to:

Steve Good - Assistant Service Manager

LICENCED TECHNICIAN

or GRADUATING APPRENTICE.

Busy flat rate shop. Fax resume to:
Martin Nauta - Technical Service Manager.

UNIONVILLE MOTORS

Phone (905)477-1666 Fax (905)477-0311

MCCORMICK RANKIN CORPORATION
CONSULTING TRANSPORTATION ENGINEERS

CONSTRUCTION SUPERVISOR

We have an immediate opening for a Construction Supervisor for bridge construction in the Toronto area. The project includes roadworks, electrical and traffic control. You must have a minimum of five years of related construction supervision work, with involvement in at least two bridge construction projects.

To apply, please forward resume in confidence to:

McCormick Rankin Corporation

2655 North Sheridan Way, Mississauga, Ontario L5K 2P8

Fax: (905) 823-8503 email: mrc@mrc.ca

Responses will only be provided to those selected for interviews

ACCOUNTING TECHNICIAN

Full-time for busy Chartered Accountant's Office. Must be familiar with various accounting software packages, able to work independently and enjoy client contact. Public accounting experience preferred.

Send or hand deliver resume to:

Francis & McKinney

305 Renfrew Dr., Suite 301,

Markham L3R 9S7 or fax to:

905-940-8820

Deadline June 26.

525 office help

Telephone Collectors

Markham law firm requires

must have collection experience

Fax resume with salary expectation to 905-472-5116

FULL TIME RECEPTIONIST

Fluent in English, excellent phone manner. Typing skills and knowledge of MS Office required. Immediate opening.

Send resume to: Damon Clarke,

220 Royal Crest Court, Unit 1,

Markham, Ont. L3R 9Y2

or fax: 905-475-0466

525 office help

525 office help

A/R ACCOUNTANT

Immediate position available in Markham office. Duties include: A/R, Billings, Collections, Month End J/E & Supporting Schedules. Candidate should possess strong computer skills and excellent oral and written communication skills.

Please forward resume to:

(Attention: Comptroller)

dkaur@thetada.com

or fax to: (905)940-6235

525 office help

525 office help

LEGAL SECRETARY - TIRED OF TRAVELLING DOWNTOWN?

Hwy. 7 & Leslie, Personal Injury and insurance, 5 to 7 years experience

FAX RESUME TO: (905)889-1139

530 sales help & agents

530 sales help & agents

DATA ENTRY - RECEPTIONIST

Would include various office duties. Located in Hwy #7 & McCowan area. Fax resume to 905-471-3345 after 5pm.

Only selected applicants will be contacted.

OFFICE POSITIONS AVAILABLE

A growing metal fabricator in Markham (Steeles/Hwy 404) has openings in Customer Service and Reception.

Customer service applicants should be technically inclined, have an aptitude for and enjoy math.

All applicants must be career oriented, enjoy working with customers in a fast paced environment, and have working knowledge of MS Word and Excel Software. Candidates must possess excellent written and verbal English communication skills.

Please fax resume indicating salary expectations to: (905)475-7479

530 sales help & agents

530 sales help & agents

SECRETARY/ RECEPTIONIST

Full-time for busy Chartered Accountant's Office. Excellent organizational, computer (Microsoft Office) and communication skills required. Experience in a public accounting office preferred.

Send or hand deliver resume to:

Francis & McKinney, 305

Renfrew Dr., Suite 301, Mark-

ham, L3R 9S7 or fax to: 905-

940-8820

Deadline June 26

INSIDE SALES

Must have fantastic telephone manner and able to work independently. Resume to fax: (905)471-6549

TELEMARKETERS

Earn extra CASH Markm. Location Work 6:00-9:30pm Mature, experience preferred. Fluent English (Italian an asset). Call Lee 757-5717



Sales & Customer Service Associates

Manpower & CIBC are currently recruiting for F/T Sales & Customer Service Associates with a flair for sales and a desire to work in a financial Call Centre Environment (Inbound) in the North York Area.

You must possess:

- 6+ month's solid sales experience
- Fluency in English
- Proficiency in Windows 95
- Flexibility to work shifts between 7am to 1am Monday to Sunday, including Holidays

Bilingualism (English and French, Cantonese or Mandarin) is an asset.

Pay rate - \$14-16/hr.

Please fax resume, quoting file #9001-C5 to (416) 733-2429

We thank all applicants for their interest, however, only those under consideration will be contacted. No phone calls please.



www.manpowertoronto.com

CONTROLLER

Required in Stouffville. Experience in the construction industry a must. Knowledge of Simply Accounting an asset. Designation preferred, but not essential.

Fax resume to: (905)669-8705, Attn: Cristina

AOV, Canada's largest and most progressive adult oriented retailer is looking for retail professionals to join our Retail Management team. If you have management experience and are looking for a new challenge then please forward your resume to:
Alix via fax (905) 814-8944



CONSULTING ENGINEERING FIRM has immediate openings.

- CIVIL ENGINEER TECH. Full time & summer positions available
- CIVIL ENGINEER Recent Graduate full time and summer positions
- CIVIL ENGINEER 2-5 years experience. Building Science/Structural Rehab./ Materials. E-mail resume to DCousins@davroc.com