

# Classified

Monday to Friday • 8:00 am to 6:00 pm **1-800-743-3353**


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**york region**

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**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.

**MANPOWER**  
www.manpowertoronto.com

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

Markham law firm requires

**Telephone Collectors** must have collection experience

Fax resume with salary expectation to 905-472-5116

**LEGAL SECRETARY** - TIRE D OF TRAVELLING DOWNTOWN?

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

FAX RESUME TO: (905)889-1139

**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.*

**515 skilled & technical help**

**In house SHEET METAL FABRICATOR** required for busy roofing company in Stouffville area.

Wages depending on experience. Excellent benefits package

Call (905)642-1127

Markham Engineering Firm looking for experienced, mature

**RECEPTIONIST.**

Monday- Friday 1:00 - 5:00 p.m.

Please fax resume to: (905)948-0555 or warbuckle@jifautomation.com

**TRAINEE** for graphic arts company. A/P, A/R, estimating, computer, proficient. Denison/Warden area.

Please send to resume to: Box 4631, c/o The Markham Economist & Sun, 9 Heritage Rd., Markham, ON L3P 1M3

**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

**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

**530 sales help & agents**

**INSIDE SALES**  
Must have fantastic telephone manner and able to work independently.

Resume to fax: (905)471-6549

**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

**510 general help**

**INSIDE SALES REP.** for established, exciting business. Experience an asset. Fax resumes: (905)475-5909

**525 office help**

*Join the fastest growing name in educational technology.* In preparation for the 2000/01 school year, Advantage Learning Systems of Canada is seeking detail-oriented individuals to fill the following positions:

**Educational Sales Representatives:** Enthusiastic, team player, who can successfully sell our educational software to the K-12 market. Selling is done via telephone through leads, no cold calling! Excellent clerical and computer skills required. Organizational skills and attention to details necessary.

**Customer Service Specialist:** Motivated, technically aware, self-starter, who can successfully support our customers. Technical support is done via telephone. Computer network experience not a requirement. Excellent clerical and computer skills required. Organizational skills and attention to details necessary.

**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

**PART-TIME RECEPTIONIST/ VETERINARY ASSISTANT** needed. Please call Markham Veterinary Clinic (905)294-0522

**Marketing Coordinator:** Creative, independent, marketer who can share and promote our vision for the future of education. Two years of marketing experience and exceptional proofreading, grammar and spelling skills necessary. Microsoft Word and Excel experience required. Quark, Illustrator, or PageMaker experience, a plus.

**Literature Fulfillment Representative:** Self-motivated individual, with some computer experience, needed for half days. Responsibilities include customer literature fulfillment, light shipping/receiving and computer-based production. Will soon lead to full-time, permanent position.

Advantage Learning Systems of Canada offers an attractive salary, a comprehensive health and insurance plan, and a dynamic work environment where people are given respect, responsibility, and a lot of independence. Truly the opportunity of a lifetime! Send resume in confidence to:

**535 hospital, medical, dental**

**Home Relief Health Services** Requires **RN's, RPN's, HCA/ PSW's**

Immediately for regular Private and/ or Facility work in Markham, Stouffville, Uxbridge & Pickering

Nursing students welcome to apply.

Car required.

Call 905-472-0709 between 10am-4pm Mon-Fri

Promote your company's **INTERNET PRESENCE** in the Classifieds. Be sure to include your **WEB ADDRESS**

**CONSULTING ENGINEERING FIRM** has immediate openings.

- CIVIL ENGINEER TECH
- CIVIL ENGINEER
- CIVIL ENGINEER

2-5 years experience, Building Science/Structural Rehab/ Materials.

E-mail resume to DCousins@davroc.com

**525 office help**

**RECEPTIONIST** for busy Markham office. Some typing. Must be fluent in English \$13:00 per hour.

Please fax: 905-474-1611

**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

**SVENGALI & SPA**

- Receptionists
- Hair Assistant
- Estheticians

Mature, part time and full time.

Fax confidential resume to: 905-832-1528



Advantage Learning Systems of Canada  
Attn: Human Resources  
P. O. Box 220, Aurora, ON L4G 3H3  
Fax: (905) 726-8119, E-mail: [answers@advlearn.ca](mailto:answers@advlearn.ca)  
[www.advlearn.ca](http://www.advlearn.ca)