

505 careers

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525 office help

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BUSINESS MANAGER
York Downs Golf and Country Club

York Downs enjoys a much admired 83 year history of providing its membership, and the community, with exceptional facilities, services, programs and events. As one of the top rated private golf clubs in Southern Ontario, York Downs offers its members 27 holes of golf without tee times and exceptional social and dining experiences.

Reporting to the General Manager, the Business Manager is responsible for the key financial management and reporting function. Business and financial planning, budgeting and analysis are critical ingredients, as well as on-going enhancement of systems and controls.

We require a proactive, systems-knowledgeable financial manager with an analytical mind and well-developed people skills. The Business Manager will work closely with the General Manager, golf pro and other senior people responsible for the golf course, pro shop, clubhouse and food and beverage management.

Ideally, you have a professional accounting designation and several years' experience in leading the financial function in a leisure-based or other service related organization. Familiarity with the "Jonas" Club and P.O.S. software is desirable.

This is a one-of-a-kind opportunity to bring your financial management skills to bear in a prestigious, multi-stakeholder environment.

Forward your expression of interest and resume no later than July 31, 2000 to:

Herb Pirk, General Manager
York Downs Golf & Country Club
4134 - 16th Avenue
Unionville, ON L3R
Fax: 905-477-0989

We thank you for your interest, however, only those individuals receiving serious consideration will be contacted.

BOOKKEEPER/ CUSTOMER SERVICE

For courier company. Extensive bookkeeping/ computer experience including A/R, A/P, Bank reconciliation and PST & GST knowledge. Must be organized and able to meet deadlines. Professionalism and excellent communication skills a must.

Fax resumes to: 905-470-1497

RECEPTIONIST/ SECRETARY

Full-time required for busy R.E. office. Strong command of the English language and excellent telephone manner a must. Typing skills and knowledge of WP, Excel, and internet a necessity. R.E. experience an asset.

Fax resume to: (905)477-0505

WORD PROCESSORS

Immediate full-time & September Full-time opportunities

3-4 years office experience, excellent English skills, advanced MS Office, to assist Marketing and Proposals Department.

Fax (905)882-4399 or e-mail: colsherman@urcorp.com

RECEPTIONIST

Required for busy Markham manufacturer. Self-starter, detail oriented, excellent interpersonal skills. Meridian Phone System, Microsoft Word/Excel, basic accounting skills. Fax resume to:

(905) 470-1789

Bookkeeper/ Secretary

Experience with Accpac Simply Accounting a must. Windows 98 and Corel Word Perfect an asset. Part-time, 3-4 days/ week. Flexible hours. Must work well independently, including all office duties. Fluent English a must. Location: Main St. Markham. Fax resume to Tony Arora (905)471-0176 (evenings) or Email to skylark@idirect.com

LEGAL SECRETARY

Markham Village. Experienced. Corporate, commercial, real estate. Please reply to Box 4633 c/o Markham Economist & Sun 9 Heritage Road, Markham, Ont. L3P 1M3

Established Sales Company in Scarborough has immediate openings for:

ADMINISTRATIVE / OFFICE HELP

Outgoing individual with strong organizational & computer skills. Competitive Salary and full benefits package.

Please fax resumes to: 416-286-5963

SENIOR DATA OPERATORS

Senior Operators needed, 15,000+ keystrokes. Knowledge of Canada Postal Code Standards. Excellent salary based on experience. Serious applicants only. Warden & Steeles.

Please fax to: 905-475-3198

LEGAL ASSISTANT/ RECEPTIONIST

Full time, Woodbine/ Hwy #7. Minimum 2 years experience. Fax resume: (416)773-0016

STEELES/ WOODBINE RECEPTIONIST/ SECRETARY

Full time, dynamic person with excellent communication & organizational skills, computer literate. Car a must. Bilingual French/ English a must. Salary range \$22K- \$24K.

Fax resume to: (905)415-0421

DATA ENTRY OPERATOR (Woodbine & Hwy. 7)

Busy office has full-time opening for an organized, energetic self-starter. Duties will include data entry, preparation & shipping of daily courier mail as well as other varied office duties including telephone reception and assisting with customer service. Must have good command of the English language. Knowledge of MS Windows software and a minimum of 50 wpm is required. Experience preferred, but not necessary.

Please fax resume to: (905)940-3244 or email: jobs@iao-sentinel.com

REAL ESTATE RECEPTIONIST

Growing Real Estate office in Unionville requires part time receptionist to work weekends & evenings. Must be flexible, have excellent computer & people skills. Real estate experience preferred.

Please fax resume and references to: 905-947-8070. No telephone calls!

Secretary/ Bookkeeper

required for construction company. Computer and bookkeeping experience with knowledge of Accpac. Construction experience an asset. Must enjoy working in a fast pace environment. Please fax resume to (905)-415-0225

HOSTESS/ HOST

required for homebuilder. Must be Chinese and English speaking, outgoing, work flexible hours and maintain a polished demeanor. Duties: greeting, assisting customers and filing. Fax resume to: 416-633-7491 and references MESSA.

ACCOUNTS PAYABLE CLERK

for rapidly expanding retailer in Hwy 7 & Keele area. Successful candidate will have experience handling high volume payables, and working knowledge of MS Office. Must be self-motivated with proven ability to meet deadlines. Interested candidates should submit resume to:

fax: 905-761-1270 or e-mail: aramsay@look.ca



530 sales help & agents

530 sales help & agents

Be Part of the Fun!

Canada's premier games retailer is seeking individuals to fill full-time and part-time positions in our Markham location. If you possess superior customer service skills, are an excellent communicator and like to have fun, we want you!

Preference will be given to those well groomed individuals who exhibit flexibility and thrive in a challenging environment that promotes teamwork. Retail experience preferred. Interested individuals should submit their resumes to:

Dufferin Games
Markville Mall
5000 Hwy.#7
Markham, Ontario
L3R 4M9
Ph: (905)477-7665
Fax: (905)477-3395

535 hospital, medical, dental

535 hospital, medical, dental

DENTAL ASSISTANT

For part time in Pediatric dental office:
Mon, Wed, Fri, days,
Tues/ Thurs, evenings.
Call 905-513-7722

540 hotel restaurant

540 hotel restaurant

CAFETERIA PERSON

Required, Markham area. Full time and Part time positions. Experience an asset. Above average wage.

(905)853-2800 or fax 853-7135

Angus Glen Golf Club is seeking full and part time **DISHWASHERS.**

Call Frank 905-887-0090 ext. 208




WAIT STAFF WANTED

A popular and busy restaurant on Main Street, Unionville needs **Full/ Part Time Wait Staff**. Flexible hours. Fax resume to: 905-887-3294.

515 skilled & technical help

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515 skilled & technical help



BON L CANADA
Aurora Plant

Bon L is a leading aluminum profiles extrusion company in Aurora. We have immediate openings for experienced:

MILLWRIGHTS & ELECTRICIANS

Millwright applicants must: hold an Ontario Millwright certificate, have extensive hydraulic experience and PLC experience desirable. The successful candidate will be required to: maintain all equipment from punch presses to extrusion presses, handling equipment, minor electrical repairs (including PLC's), pipefitting work and any other mechanical repair which he/she can perform safely.

Electrician applicants must: hold an Ontario Industrial Electrician certificate have 2 to 4 years experience in an industrial setting and have PLC experience. The successful candidate will be required to: maintain all electrical equipment, lighting and installations in the plant, repair of motors and industrial PLC's and minor programming and installation of industrial PLC's in the plant.

Both positions are 12 hour shifts 2-2-3 schedule and include full benefits. Electrician rate \$24.71/ hr. Millwright rates \$21.06 - \$23.99/ hr. To apply, please fax resumes to: (905)841-9444 or drop off at 95 Dunning Ave., Aurora, ON L4G 1A5 or email: arensaw@bonlcanada.com. Attn: Andrea Renshaw, Human Resources Department.

We thank all who apply, however, only those candidates chosen for an interview will be contacted.

Experienced Full Time RECEPTIONIST REQUIRED

The ideal candidate should have the following skills:

- Professional telephone manners
- Excellent in oral and written communications
- Solid computer skills in Microsoft Office and Excel
- Basic accounting knowledge
- An organized and prioritized approach to daily duties

Full time position available immediately in the McCowan/ Steeles area.

Please fax your resume to (416) 321-2491

F/T RECEPTION/ GENERAL OFFICE

- Fast-paced Marketing firm in Markham
- Self-starter for reception, typing, data entry and general office duties
- Good command of English language
- Good Word Perfect/ MS Word skills
- Knowledge of Accpac Plus OE
- French an asset

Send resume to: Ilona Wallace at (905)948-8045 or e-mail to farleyco@istar.ca.

Markham based marketing company requires a

Bilingual Person for Entry Level Position

Duties include:

- Reception, switchboard, couriers and computer-based clerical work
- Toll-free telephone answering to handle orders and enquires in both French & English
- Assisting Program Coordinators with inventory, packing & shipping

A great opportunity to gain basic business/marketing experience.

Fax resume to 905 642-9191 or email doug@ppher.com

LICENSED ELECTRICIAN and/ or LATE TERM APPRENTICE

Industrial/ commercial work.

Call (905)884-1017

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REAL ESTATE RECEPTIONIST

Switchboard and computer experience.

Fax resume to: Aileen Mak 905-940-9215

EXPERIENCED SHEET METAL WORKERS

Required for fabrication & assembly in Gormley, Ont. Must be Local 30 union and in "Good Standing". HVAC type work. Perm. position.

Call Mike for interview at: (905)888-9200 or (416)496-0109

