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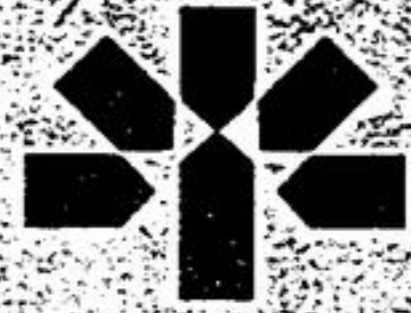
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525 office help

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LAURENTIAN BANK OF CANADA

Administrative Assistant

Laurentian Bank of Canada
Markham Commercial Banking Centre

We are looking for a motivated self-starter with strong organization and interpersonal skills in this Commercial Banking Centre located near Hwy. #7 and Hwy. #404.

You will assist the Manager in the preparation of written reports and correspondence; handling office communications (telephone, fax, etc.); posting of entries on-line; collecting customer reporting; assisting in funding of new loans; management of branch filing systems; office equipment and supplies.

You must be proficient in word processing software. Previous experience as a teller or CSR with a bank is an asset. Knowledge of Excel and Maximizer is also preferred.

If you are interested in joining our team, please submit your resume with a covering letter to the attention of:

Mr. Paul Laverty
Regional Manager
Fax: (905)943-9859

Deadline for Applications: August 18/00

PART-TIME CO-ORDINATOR POSITION

Food for Learning is a community partnership with the goal to develop a school-centred but community-based network of individuals to improve child nutrition. Must have car and possess excellent communication and computer/Internet skills. Please send resume by August 21st or for more information contact:

Lucy Valteau,
Food for Learning Co-Chair,
C/O York Region Health Services,
22 Prospect St.
Newmarket, On L3Y 3S9.
1-800-735-6625 ext. 4332
fax: 905-895-7520
lucy.valteau@region.york.on.ca

515 skilled & technical help

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Markham Requires:

FULL TIME:

- Auto Service Advisors
- Tire Technicians

PART TIME:

- Auto Service Advisors
- Auto Parts

Apply by application to:
Human Resources, 8675 McCowan Rd.

Licensed Truck & Coach Mechanic

(with 310T) wanted for local trucking fleet. Must have own tools and be flexible.
Fax resume to: 905-888-1879

NEW BUSINESS DEVELOPMENT

Markham based financial service company seeks experienced individual to work with their franchise network. Telemarketing experience an asset - excellent command of written and spoken English essential.

Send resume by fax to: (905) 475-8688
Hours and salary negotiable.

We are a rapidly growing distribution company in the Canadian Natural Gas Industry with an immediate opening for the following position in our Aurora office.

Customer Service Representative

- 3-5 years experience preferred
- Strong mathematical/ analytical background
- Proficient in Microsoft Office97
- Your responsibilities include servicing all aspects of customer needs through your acquired knowledge of specific product lines
- Generate weekly and monthly reports; varied administrative duties

We offer competitive salaries and extensive benefits packages. If you have the energy and necessary job tools to contribute to our fast-paced growing company, then please fax your resume to the Attention of the General Manager at (905)727-6077

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Full Time Entry Level Clerk

Must have a good command of the English language AND Cantonese, good math & keyboarding skills.
Computer experience
Fax resume to Vanessa at:
905-472-6633

- DRYWALL/
METAL STUDS
 - TAPERS
- Experienced and/or apprentices. Own vehicle an asset. Call (905)770-0500

TECHNICAL SALES

Ensil is the world's largest multi-discipline printed circuit board repair organization serving defense, aerospace, telecommunications medical, mainframe, industrial, and robotics industries.

Due to a rapid growth in North America, Ensil is expanding its technical sales department.

You may qualify for this position if you have a minimum 2 years technical sales experience in a high-tech environment with proven ability to exceed sales quota and targets along with the experience in prospecting, developing leads and closing sales over the telephone.

The ideal candidate will be rewarded with an excellent compensation package including base salary, commission, year-end bonus, medical insurance, the candidacy for employee share ownership plan and a very generous annual vacation package.

To be considered for this or any other position at Ensil, please send your resume in confidence via fax at 1-800-565-5329 or the web at www.ensil.com

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\$20 - \$25 / HR

National company with lots of work for Remodellers, Carpenters, Electricians, Plumbers, & Painters. FT & PT, 5 positions open. Vehicle & tools required. Call Mr. Woods, Monday or Tuesday (905)884-7678

MACHINE OPERATOR

positions. Full time day shifts or afternoon shift. Benefits. Apply to:
ATL Industries
5149 Durham Road, 30,
Uxbridge, ON
L4A 7X4
or fax: (905)640-8051

Immediate opening for a MUELLER OPERATOR

Must have experience.
References required.
Fax resume directly to:
705-687-7627
Attention Phil Playford

CATV Contractor hiring for Installation Position

Computer skills an asset. Experience preferred, but will train. Valid "G" License required.
Please fax resume to:
905-576-8916

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BOOKKEEPER

Permanent, part-time, with Simply 8.0, Microsoft Office, Internet. Markham area.
Fax resume 905-294-6906

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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Local Stouffville Company looking for part-time individual to manage Literature Control and Fulfillment. Working in conjunction with Sales Manager to meet needs of sales organization. Flexible hours to fit individuals schedule. Must have own transportation. Approximately 15-20 hours per week.
Interested individuals please call
Jerrine Pearson 905-642-0444 ext. 246 for interview.

COLLECTIONS

National Collection agency requires F/T, P/T Supervisors, Third Party Collectors. French an asset. Good salary plus commission.
Please send resume: E-mail: aro@eol.ca
Fax: (905)201-6441

OFFICE ADMINISTRATION SUPPORT

IS REQUIRED FOR OUR
MARKHAM OFFICE

We require a full time individual to support client programs.

Preferred applicants must have the following skills:

- Excellent in verbal and written communications
- Good knowledge of Word, Excel, PowerPoint and Outlook
- Detail oriented and highly organized
- Able to consolidate report data for client requirements

Interested parties must send resumes to:
THE LINKAGE GROUP
Fax: 905-415-2299
or email: hr@linkage-group.com

Occupational Health Nurses

• FULL & PART-TIME POSITIONS

You will utilize your knowledge of the WSIB Act, occupational health, safety and disease, and disability management with clients in the Scarborough or Markham region. Your superior communication and human relations skills are combined with your ability to work independently and maintain our high standards of service excellence. You are a self-motivated Registered Nurse with some education in occupational health and safety. Preference will be given to candidates with previous experience in the field.

Computer literacy (MS Office), a willingness to travel, and dependable transportation are required. In addition to a comprehensive orientation, ongoing management support, and education programs, we offer competitive salaries and benefit packages. Please forward your resume in writing, to:

Human Resources
Assure Health Management Inc.
6090 Explorer Drive, Suite 1000
Mississauga, Ontario L4W 4X6
Fax: (905) 602-7355
e-mail: wsawatzky@assure.ca

www.assureville.com

Attention...

ADMINISTRATIVE ASSISTANT MYRON MANUFACTURING

A Team Working Together for Success for over 51 years

Myron is a leading multi national organization specializing in imprinted advertising and promotional material. We need an Administrative Assistant to provide sales support and coordination to our inside sales group.

This position requires a capable multi-tasker with a creative flair. Superior time management and organizational skills coupled with written and verbal communication skills. High level of competency in all aspects of Microsoft office. This position involves extensive work utilizing spreadsheet programs. Post secondary education is also required. Must be able to work overtime on an as required basis. A car is essential.

Please fax your resume
and salary expectations to:

Human Resources

416-291-8786

Myron

MANUFACTURING

Myron thanks all applicants. However, only those applicants who are being considered will be contacted.

