

515 skilled & technical help

515 skilled & technical help

525 office help

525 office help

525 office help

525 office help

525 office help

525 office help

525 office help

## MAGNA

ATOMA CLOSURE & ELECTRONIC SYSTEMS

Atoma Latching Systems, a business unit of Magna Intl. seeks the following dedicated professional to support continuous growth:

### MATERIAL ANALYST

- CIPM certification.
- One year minimum experience with MRP or ERP system in Supplier Releasing.
- Minimum grade 12 (High School) Diploma.
- Ability to multi-task and meet time deadlines.

### ECN COORDINATOR

- Community College Graduate with Business, Engineering or Technical Diploma.
- Past experience in the automotive industry.
- Past experience with APQP, Bills of Materials and processing PAPP's and ECN's would be an asset.

To apply, please forward your resume to:

Recruiter, Human Resources  
141 Staffern Dr.  
Concord, Ontario, L4K 2R2  
Fax: (905)761-5915  
Email: recruiting@ktmlocks.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 thanks all applicants. However, only those applicants who are being considered will be contacted.

## 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

## 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

525 office help

525 office help

## RECEPTIONIST/ OFFICE ASSISTANT

Busy roofing contractor located in Markham looking for a full-time receptionist/office assistant, to start immediately and cover for maternity leave until April 1st, 2001. Possibly leading to a permanent position. Knowledge of Windows 98, MS Office, computer skills and excellent telephone manner required. Fluent in English a must. Ability to multi-task essential. Serious candidates only.

Fax resume and salary expectations to:  
905-940-8438

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.

530 sales help & agents

530 sales help & agents

## EXPERIENCED SALES HELP

Markham based; National Event Management requires inside telephone sales representatives for selling exhibit space in established consumer shows. Candidates should be outgoing, energetic self starters who can work well in a team environment.

Email your resume to:  
**fredcox@nationalevent.com**  
or fax to: 905-477-7872

525 office help

530 sales help & agents

530 sales help & agents

**RECEPTIONIST** for busy Markham office. Some typing. Must be fluent in English. \$13.00 per hour. Please fax 905-474-1611



## TELEMARKETING/ OUTBOUND SALES.

"Union Pen Company is seeking aggressive, self-motivated individuals to promote our line of promotional items. No cold calling required; you will be calling on existing customers. Telemarketing experience necessary and computer experience an asset. Markham based location. Salary plus commission. Please fax resume to Hulits Consultants at 905-475-8736 or email to learn@promoschool.com"

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

**APPRENTICE MECHANIC 2nd - 3rd Year**  
Experienced. Must have own tools, valid driver's license. Good work ethic. Please call Mike at: (905)201-0031

Immediate opening for a **MUELLER OPERATOR** Must have experience. References required.  
Fax resume directly to: 705-687-7627  
Attention Phil Playford

525 office help

525 office help

**OFFICE POSITION**  
An established label manufacturer located in Markham is looking for a dynamic non-smoker with the following qualifications: Order taking & entry, invoicing & filing, telephone answering, ACCPAC computer skills. Must be personable with a good command of the English language.  
Reply to Box #4638  
c/o The Markham Economist & Sun  
9 Heritage Road  
Markham, ON L3P 1M3

**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

**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

**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

## RECEPTIONIST

A company in Markham requires an outgoing receptionist to provide the front office support who is responsible for answering phones, meet and greet clients and related duties such as typing, filing, faxing and photocopying, etc.

### Requirements:

- Knowledge of German preferable
  - Pleasant telephone manner
  - Knowledge of MS Word and Excel
- Interested applicants please fax resume with expected salary to (905)305-0924

**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!

## FULL-TIME RECEPTIONIST- LAW OFFICE

- Excellent telephone manner and communication skills.
  - Fully knowledgeable with Word Perfect.
  - Law office experience a must.
  - Excellent command of the English language.
- Drop resume in person:  
51 Main Street Markham North

**RECEPTIONIST**  
Needed Part-time for busy Thornhill swim school. Evening and weekend shifts available.  
Please call 905-617-7167

## Don't start your career small. THINK BIG.

Shouldn't your career grow with a company that has the resources and international presence to support your ambitions? The product of a merger between market frontrunners TTC and WWG, we are the global leader in communications testing, enabling customers to strengthen profitability by improving service to their customers. So just imagine contributing to such advanced technology and challenging projects. And the incredible rewards and advancement opportunities you'll earn. This is an excellent opportunity for a highly motivated self-starter to join our team in Scarborough.

### SERVICE ADMINISTRATIVE ASSISTANT

Reporting to the National Service Manager, you will interface with our customers regarding equipment repair status, parts inquiries and service agreements. We are looking for a self-directed, outgoing individual who wants to grow in a customer service atmosphere. Database and MS Office experience is a must, as well as a minimum of 3 years' customer service experience. Familiarity with ISO 9002 procedures is a plus.

Please forward your resume to: **WWG TTC, Ad Code: AG563, 20400 Observation Drive, Germantown, MD 20876; FAX: (301) 353-9380; e-mail: resume@ttc.com.** Receive the most up-to-date information on our company at [www.power2lead.com](http://www.power2lead.com). Additional information on our former entities of TTC and WWG are available at [www.ttc.com](http://www.ttc.com) and [www.wwg-solutions.com](http://www.wwg-solutions.com). An EOE, M/F/D/V.



530 sales help & agents

530 sales help & agents

## NATIONAL MARKETING COMPANY

With consumer products and licensed merchandise requires an experienced sales manager to over-see current hardware and drugstore retail accounts, develop new business, organize and manage sales strategies with a team of sales reps to obtain and exceed sales quotas.  
Please fax resume: (905)946-0702

535 hospital, medical, dental

535 hospital, medical, dental

**VERSA CARE MARKHAM**  
a Central Park Lodge facility is seeking dynamic R.N.'s and R.P.N.'s. Enjoy the challenge of working with a progressive long term care team.  
Interested applicants please fax resume to: 905-471-0750