

505 careers

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**MARKETING/ ADMINISTRATIVE ASSISTANT**

We are an aggressive and professional equipment leasing company, leading in our field. As we continue to gain market share, we are expanding our operations on a national basis. At present we require a dynamic and self-motivated full time marketing/ administrative assistant for our Unionville Head Office.

**YOU ARE:**

- able to work with others as part of a team
- posses excellent communications skills (oral & written)
- fluent in modern office technologies (Word & Excel, etc.)
- well organized and able to excel in a fast paced environment

**WE OFFER:**

- an exceptional opportunity to growth with our company.
- an opportunity for an above average salary
- comprehensive benefits package
- a unique opportunity for the right individual.

Please fax your resume to: 905-943-9366  
email resume (word format) mark@walkercredit.com

**MARKHAM ECONOMIST & SUN GRAPHIC ARTIST Part Time - Evenings**

The Markham Economist & Sun is presently seeking a Part Time Evening Graphic Artist for our advertising department. We are looking for an individual with a minimum of 3-5 years industry experience, an excellent working knowledge of Quark, Multi-Ad, Illustrator and Photoshop and the ability to manage a number of projects under strict deadlines.

Please fax or mail your resume to:  
Markham Economist & Sun  
Stephen Mathieu - Advertising Manager  
9 Heritage Road, Markham, ON L3P 1M3  
Fax: (905)294-1538

**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)640-9457

**LEGAL ASSISTANT**

Entry level position. Family law lawyers. Markham (Warden/ 14th). Must have a Legal Assistant Diploma, knowledge of Divorcemate and/or PCLaw an asset.  
Fax resume to: (905)415-0785

**OFFICE MANAGER/ BOOKKEEPER**

Busy bookkeeping office located in Richmond Hill requires a full-time office Manager/Bookkeeper immediately. Knowledge of Windows 98, MS Word, MS Excel, ACCPAC and Quickbooks Pro. Fluent in English, excellent organizational skills and the ability to multi-task. A vehicle is an asset. Flexible hours.

Please fax resume to:  
(905)764-5301

**FULL/PART-TIME BOOKKEEPER**

Basic Computer knowledge. Typing skills and an understanding of all Accounting Procedures a must.  
Fax resume to (905)471-6648

**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!

**RECEPTIONIST/ ACCOUNTS RECEIVABLE CLERK**

Required immediately for Markham office. Full time. Computer knowledge and accounting exp. required. Please forward resumes to:  
Box # 4640, c/o Markham Economist & Sun, 9 Heritage Rd.  
Markham, Ont. L3P 1M3

**FRENCH/ ENGLISH BILINGUAL PERSON**

required for Aurora sporting goods distributor. ORDER DESK/ CUSTOMER SERVICE/ ACCOUNTS RECEIVABLE. We are willing to train the right applicant.  
Please fax resume to:  
(905)841-7816

Full time Receptionist required for a fast growing National Distributor of industrial products located in Markham, Ontario. Duties include phones, mail, customer service and administration. This position requires a multi-task individual who is dynamic, enthusiastic and has a positive attitude. Please fax resume with salary expectations to: 905-946-8435

**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

**Bilingual (French/ English) CSRs**  
Richmond Hill: 3 month contract  
Possible perm. Excellent company.  
Tele-phone Bryan 416-222-4842

**CSR Unilingual**  
Markham/ Richmond Hill  
Full time+ part time positions. PC literate and customer service experience essential. Tele-phone Teresa  
416-222-4842



**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

**RECEPTIONIST/ MAIL ROOM CLERK - Full time**

Keele/Hwy 7. Min. 2 years experience. Fax resume to A. Zlatanovic at 905-760-2900

**Office Manager - Full time**

experience with Simply Accounting, Lotus 123, payroll and accounting for nonprofit are assets for working in a small office at Mariann Nursing Home. 2-3 years CGA and strong organization skills are needed. Resume to: mariann.home@sympatico.ca or fax: (905)884-1800

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**MULTIMEDIA COMPUTER TECHNICIAN**

Experienced customer oriented, computer technicians are required for our growing company. Our clients are some of North America's leading broadband broadcasting companies.

Candidates must have thorough knowledge of Windows 95 and Windows NT. Metrox video products and production environment knowledge, as well as Unix experience would also be valuable.

These are full time, staff positions with some travel and occasional on-call. A competitive salary, a benefits plan as well as three weeks vacation are included.

Please forward your resume in confidence to: dheapey@capitalnetworks.com or fax to 905-946-1144. Only successful candidates will be contacted. No telephone solicitations please.

**MAINTENANCE TECHNICIAN**

We are a leading Wood/Roof Truss Manufacturer looking for a maintenance person with three to five years experience to join our team. Essential to this position are good interpersonal skills, experience in installing, repairing, and troubleshooting mechanical equipment, emphasis on safety, housekeeping, and teamwork, and knowledge and experience in preventative maintenance. Additional assets would be experience in welding, cutting, pipe fitting, and assembling. Time management, flexible hours to work around the operation schedule, and significant overtime are necessary features of this position.

Please fax or mail resume (no telephone calls, please)

Alpa Pre-Engineered Floor & Roof Systems Inc.  
5532 Slaters Road, Gormley, ON L0H 1G0  
Fax: (905) 713-6617

Only candidates selected for interview will be contacted.

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**PLM 1:1 inc.** located in Markham, Ontario is a leading supplier to the direct marketing industry. As a result of continued growth we have the following positions available.

**Receptionist/ Office Assistant** - Duties will include switchboard and general office duties. This is an excellent entry level position. Good communication and interpersonal skills and a desire to progress are required.

**Data Entry** - You possess accurate keystroke ability with average plus speed. Afternoon shift and at home data entry setup available. Some data entry experience preferable.

**Data Programmer** - entry level data programmer. Recent college graduate with knowledge in PC based tools, Foxpro, Access, and Microsoft Windows. Ability to work independently. Each of these positions offer excellent career opportunities. Interested parties should fax their resume to 905-305-9195

Construction company located in Markham required

**P/T Individual for office.**  
Preferred applicant must be familiar with Simply Accounting.  
Fax resume to: (905)471-6193

**CONCORD LAW FIRM**  
has an immediate opening for a **LAW CLERK** with experience in commercial/residential real estate and corporate financing. Please fax resume with salary expectations and references to: A. Zlatanovic at 905-760-2900

**EXECUTIVE ASSISTANT ADMINISTRATIVE ASSISTANT RECEPTION/SWITCHBOARD DATA ENTRY/OFFICE CLERK**



Specialized Administrative Staffing  
Tel: (905) 771-8272  
Fax: (905) 709-3664  
For more information visit our website at www.officeteam.com

**ACCOUNTS RECEIVABLE CLERK**

Mature person required for medium size Mfg. Co.  
**GOOD BENEFITS**  
• Job Costing • Collections • Invoicing  
• ACCPAC knowledge an asset  
Fax resume to: (416)297-5964

**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

**HIRING**

**Administrative Assistant/ Receptionist**

Busy Markham office requires a well organized detail oriented individual

Microsoft Word/Excel and Excellent Communications Skills are required.

Please fax resume to:  
905-513-1319

**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

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**FULL TIME/ PART-TIME CLERICAL/ RECEPTION ASSISTANT**

Organized, computer oriented enthusiastic person required for a fast paced office. Excellent telephone manners and communications skills for a multi-line switchboard. Must be able to manage a multitude of clerical and administrative functions. Duties include: Reception relief, manage and control of product library, work with manufacturers to update product information and other duties as required. Hours: Monday to Friday 9:30 am to 3:00 pm. Remuneration negotiable.

**CUSTOMER SERVICE REPRESENTATIVE**  
Contract furniture dealership in Markham seeking experienced Customer Service Representative. Assets include exceptional organizational, communication, computer and project management skills. Salary will be commensurate with experience.

Reply to Box # 4639.

C/o The Markham Economist & Sun  
9 Heritage Road, Markham, L3P 1M3

When replying, please specify which position you are applying for