

515 skilled & technical help

515 skilled & technical help

515 skilled & technical help

515 skilled & technical help

515 skilled & technical help

515 skilled & technical help

515 skilled & technical help

525 office help

525 office help

The Regional Municipality of York in one of Canada's fastest growing regions. To support our growth, we seek a dedicated professional to join our team in the following role.

Operator III - Water

Assisting the Chief Operators, you will help maintain and operate the water-distribution systems and associated pumping stations in the York Water System. This will see you perform daily checks on operation and equipment, maintain relevant data logs, perform in-plant tests, and perform maintenance and cleaning.

Your post-secondary education in water works-related technical subjects is coupled with Ontario MOE Water Distribution III certification, and experience in mechanical/electrical equipment and pump-maintenance procedures. The ability to understand technical manuals and engineering drawings, maintain legible records and respond to emergency situations is essential, as is a basic understanding of system hydraulics, and mathematical calculations to determine chemical dosages and flow rates.

Please forward your resume, quoting Competition #000532, by October 13, 2000, to the address below. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

The Regional Municipality of York
Human Resource Services Department
17250 Yonge Street
Newmarket, ON L3Y 6Z1
Fax: (905) 895-4232
E-mail: yrkhr@region.york.on.ca



ITW PASLODE, a Canadian Division of a diversified multi-national Fortune 200 Corporation is a leading manufacturer & supplier of specialty fasteners and tools to the construction and industrial sectors. We currently seek a self-motivated team player for our Tools Service Department.

TOOL REPAIR/ PARTS

Your main responsibilities will include the repair and service of customer tool products, and to prepare customer orders by picking tool parts and preparing for shipment.

The successful candidate will possess some technical exposure through secondary or post-secondary education and preferably one-year hands-on experience in an industrial environment. The ability to communicate well and multi-task will ensure success in this position.

Join an industry leader that offers career growth and a competitive salary and benefit package. Forward your resume to: **Human Resources, ITW Construction Products, Fax: 416-750-9601 or e-mail: bhenry@itwconstruction.com**

TRAVEL CONSULTANTS
We're growing again and are in need of full and part time consultants with the following qualifications:

- Sabre and Microsoft proficiency
- Excellent customer service skills
- Ability to work some evenings & weekends

Please fax your resume in confidence to:
Morris Crozier
Carlson Wagonlit Travel
Woodside Square Mall
416-298-8182

We thank all applicants, however, only those selected for an interview will be contacted.

D'ANDREA • CRUPI
Barristers & Solicitors

- RECEPTIONIST -

We require a full time Receptionist with excellent people, telephone and Microsoft Word skills. Legal secretarial skills an asset, but not required. Fax resume with salary expectations to: 905-707-7690 (Attn: Maria)

DON VALLEY NORTH TOYOTA GROUP

CLASS "A" TECHNICIAN

We are currently accepting applications for a Class "A" Technician. If you would like to work for a progressive company that is committed to providing quality products and services, we would like to hear from you. Preference will be given to applicants with previous Toyota experience.

Interested candidates, please call:

Ms. Leblond or at (905) 475-0722, ext. 255
or fax resume to: (905) 479-9753

email: hr@dvnlit.com

We thank all applicants for their interest, however only those under consideration will be contacted.

3420 Steeles Ave. East, Markham, ON L3R 1G9

JNR. CARPENTER/HELPER

Full-time permanent position.
Apply by fax only to: 905-887-0077
Attention: Rob MacDonald

Large transportation company in the Markham area has openings for:

DISPATCHER & PARTS CLERK

Competitive salary & comprehensive benefits.

Interested applicants send resume to: Box 4644, c/o The Economist & Sun, 9 Heritage Rd. Markham ON L3P 1M3

ACCOUNTANT/ BOOKKEEPER

Required for busy and long establish vehicle leasing company located at Woodbine & 16th Ave. in Markham. Must be experienced in account reconciliation, statement preparation, cash reports, data input, etc. Vehicle leasing experience preferred.

Please fax resume & salary expectations to: Landmark Vehicle Leasing 905-477-5902

Customer Service/ Data Entry

Position available in Beaver Creek firm WORD, EXCEL and ACCESS exp. req'd. Bookkeeping exp. an asset but not required. Good comm. skills. Fluent in English.

Please fax resume to: 905-882-0510 or email: reclus@interlog.com stating salary expectations. Only qualified candidates will be contacted for interview.

SECRETARY

The Canadian Cancer Society has an opening for a self-starter in our Markham/Whitchurch-Stouffville Unit office. You will provide professional secretarial and clerical support for daily operations including working on various fundraising events and volunteer programs. Effectively managing concurrent multiple tasks including typing correspondence and reports, processing income tax receipts and bank deposits, maintaining inventory of materials and reception, are key functions to this role. You have a positive attitude and exceptional customer service skills. You are proficient in MS Office (Word/Excel) and are comfortable working with database software. You must be a non-smoker and respect confidentiality. Some evening and weekend hours may be required.

If you meet the above qualifications, please send your resume in confidence, stating salary expectations, by October 16, 2000, to: Unit Manager, Canadian Cancer Society, 227 Main St. North, Markham, Ontario, L3P 1Y6. Fax: (905) 294-3631. We thank all applicants for their interest and advise that only those selected for an interview will be contacted. No phone calls, please.



Project Estimator

Dynamic, rapidly growing Markham based Design manufacturer of Pneumatic Conveying Equipment and Systems requires an experienced estimator. Working with both Sales and Engineering Departments, the successful candidate will be responsible for producing proposals and quotations for complete turn key Plant Automation Systems for the plastics industry.

We require a hands-on, driven, computer knowledgeable individual who can work independently and possesses a minimum of 3 years previous experience in estimating. Auto Cad experience, a definite asset.

Please fax your resume in confidence along with your salary expectations to the President. Fax: 416-213-5577. No phone calls please.

525 office help

Established life & group insurance brokerage in Thornhill requires a full time

SECRETARY

5 years office experience preferably in the insurance industry. Proficiency in Word & Excel a must. Fax or email resume stating salary expectations 416-764-6418 email: norbar@look.ca

MATURE RECEPTIONIST

For Swan Lake Presentation Centre
Part-time weekdays or weekends
Fax resume to: (905)294-4005

CREDIT REPRESENTATIVE (Contract)

Correspondence with and phone calls to customers to determine the status of payments.

Responsibilities:

- Evaluate credit requests.
- Liaise with customers to resolve issues delaying payment.
- Maintain customer accounts.

Required

- 18 mons. - 3 yrs. credit/ collections exp.
- Excellent analytical/ problem solving skills.
- Experience in computerized environment.
- Excellent composure under pressure.

Fax: (905)513-4714
Email: dhr@delphisolutions.com
WE ARE AN EQUAL OPPORTUNITY EMPLOYER. No phone calls please. Only qualified candidates will be contacted

FULL-TIME ADMINISTRATIVE ASSISTANT

Administrative Assistant required for retail/commercial property management company located in Scarborough. Must be well organized, a self starter, have excellent written/ oral communication skills, proficient in MS Office and have an aptitude for basic accounting. Previous property management experience an asset but not required.

Fax Cover letter and Resume to (416) 431-5210 on or before October 13th, 2000 Only candidates selected for an interview will be contacted.

RECEPTIONIST/ ADMINISTRATIVE ASSISTANT

Full-time. Experienced, friendly with good computer skills a must in this high paced environment.

Please fax resume to: 905-477-9268

BILINGUAL RECEPTIONIST/ORDER ENTRY

Well established Private Label Cosmetics company requires a motivated, energetic self-starter to answer the phones, enter orders and assist sales staff. Previous reception experience a must, and proficient knowledge of computers an asset. Fax resume to: 905-477-0094

532 retail sales help

SALES ASSOCIATES

Enthusiastic sales person needed for retail store. Permanent part-time or full-time will include Saturdays. For appointment, call David, (905)640-4646

532 retail sales help

535 hospital, medical, dental

DENTAL ASSISTANT

Markham office. Full time. Fax resume: 905-472-3288

Fax us your ad

1- (905) 853-1765

525 office help

525 office help

Busy vehicle leasing company located at Woodbine & 16th Avenue in Markham requires

FULL TIME RECEPTIONIST/ OFFICE ASSISTANT
Must have pleasant telephone manner, good command of English language, and be experienced in Windows 95, Excel & Word.
Fax resume & salary expectations to: **Landmark Vehicle Leasing 905-477-5902**

Please Recycle

