

515 skilled & technical help

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

EXTRUDEX ALUMINUM

INDUSTRIAL MECHANICS (Millwrights)

Exciting opportunity exists for Industrial Mechanics for a new Aluminum Extruding operation at Hwy#7 and Weston Road. You should have hydraulics, pneumatic controls, and welding experience. You should have manufacturing maintenance experience and be able to work alone or within a group. If you are an energetic, hands on repair type wanting to increase your skills and be part of a growing manufacturing facility, we would like to hear about your skills, abilities and enthusiasm. Good working conditions. Great benefits and pay.

Send your resume and salary expectations to:
Extrudex Aluminum,
Mr. Gerry Briggs, Human Resource Manager,
45 Fenmar Drive,
Weston, ON M9L 1M2
Fax: 416-745-0925
E-mail: gerryb@extrudex.com

525 office help

525 office help

525 office help

We are currently looking for three dynamic and experienced individuals who thrive in a fast paced and flexible environment for the following positions:

General Accounting Position

Your primary responsibility will be for the full accounts payable cycle in a multicurrency environment utilizing Great Plains Dynamics with a supporting role in the accounts receivable and general accounting areas. You will have a college diploma in accounting with ten years of relevant experience. Reference GA321

Order Entry Position

You will be responsible for order entry, invoicing, export documentation and general office duties. Your background will include at least five years of relevant experience. Reference OE111

Receptionist

You will be responsible for the reception duties along with general office duties. Your personal presentation is of utmost importance and the ability to greet people with a smile in your voice is a big asset. Naturally you are fluent in English and grammar. Your background will include at least two years of relevant experience. Reference RE222

Please send your resume by email to resumes@bfsent.com or by fax to 905-884-8292 quoting the applied for the position reference number.

BFS is a public company located in Richmond Hill, Ontario
BFS ENTERTAINMENT & MULTIMEDIA LIMITED

A Sales Agency in the office supply industry has an immediate opening for:

PART TIME RECEPTIONIST/CLERK

Duties include typing, answering phones, preparation of sales statements, and general office duties. Must have knowledge of Microsoft Word and Excel; experience with preparation of flyers using Microsoft Photo Editor an asset. Candidate must have a pleasant telephone manner and a willingness to assist where needed is essential.

Please fax resumes to the attention of Carole at:
(905)475-5176 or
e-mail carole@multimark.on.ca

ACCOUNTS PAYABLE CLERK

Experienced. Strong analytical skills with attention to detail. Excellent communication skills, both written and verbal. Knowledge of Oracle an asset. Competitive salary and benefits package. Located in Woodbine/ Steeles area. Fax resume to: 905-475-8361

SECRETARY

For busy Rehab Clinic, Markham area.

- Experienced in:
- Customer Relations
 - MYOB & Bookkeeping
 - Dealing with Insurance Companies
- Fax resume to: (905)943-9272

525 office help

RECEPTIONIST/ OFFICE ASSISTANT

For a small sales and service office in the Woodbine/ 14th area.

The successful candidate must have a good working knowledge of MS Office 97 or 2000 (Word and Excel), be capable of performing without constant supervision, and have excellent interpersonal communication skills with office staff and customers alike.

Duties include, but are not limited to; telephone answering, all aspects of shipping and receiving, clerical work, inventory control and assisting office personnel as required. French speaking will be an asset.

Attractive compensation and benefits are offered to the highly motivated individual.

Please fax your resume to:
905-475-2242, e-mail to:
vipln.kakkar@bently.com

or submit to
Bently Nevada Canada Company
180 Riviera Drive
Markham, Ontario, L3R 5M1
Previous applicants need not apply

Fax us your ad
1- (905) 853-1765



Microsoft Office Software Specialist

ACNielsen Company of Canada requires an MS Office Software Specialist for its busy Communication Resources Department located in Markham. Duties will involve producing PowerPoint presentations including tables and graphs, and formatting Excel spreadsheets, word processing proposals, mailing lists, manuals, brochures, etc.

Ideal candidates will have advanced knowledge of Word, Excel, and PowerPoint coupled with a superior command of the English language, both spoken and written. Previous experience with desktop publishing software such as PageMaker, CorelDRAW, or QuarkXPress would be an asset.

To be part of our dynamic team, please forward your resume and salary expectations, in confidence, to: ACNielsen Company of Canada, Attn: Human Resources, 160 McNabb Street, Markham, Ontario L3R 4B8. Fax: (905) 475-8357.

Visit our Web site at: www.acnielsen.ca

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

No telephone calls, please.



An international retailer of fashion accessories has an immediate opening for the following positions in our Markham office

ACCOUNTS PAYABLE

Requirements:

- Grade 12 education
- Two years A/P experience
- Good verbal and written communications skills.
- Intermediate Excel skills
- Basic general accounting knowledge
- Good organizational skills
- Experience in Solomon an asset, but not a requirement.

INVENTORY CLERK

3-6 MONTH TEMP. ASSIGNMENT
COULD LEAD TO PERMANENT POSITION

Requirements:

- Accurate data entry skills
- Experience in a Windows environment
- Good communication skills
- Willingness to assist in other areas.

Fax: (905) 479-2546

E-mail: hiorocque@tierack.ca

All resumes are appreciated, but only those being considered will be contacted. No telephone calls please.

As the leader in temporary administrative staffing, OfficeTeam can offer a wide array of opportunities. Following is a partial list of temporary and temp-to-hire positions available:

Executive Secretary
Administrative Assistant
Office Clerk
Receptionist
Data Entry Clerk

OFFICETEAM

Administrative Staffing

Call to inquire about our excellent benefits program.

Tel: (905) 771-8272

Fax: (905) 709-3664

100 York Blvd., Suite 105
Richmond Hill, ON L4B 1J8

For more information visit our website at
www.officeteam.com

535 hospital, medical, dental

MEDICAL SECRETARY

Required full time. Need experienced, well motivated person for position in Thornhill. Fax resume to: 416-964-9241

RN'S RPN'S & PSW'S Required now



for all shifts
NHI Personnel
(416)368-9871
Downtown
(416)754-0700
Scarborough
Nursing Students Considered

535 hospital, medical, dental

535 hospital, medical, dental

Registered Nurses

casual, part-time & full-time positions available in all areas

Opportunities abound for you at York Central Hospital. We offer a diverse clinical environment with progressive specialty units alongside a multitude of employee benefits, which include a staff relations committee, a progressive education reimbursement program, an extensive orientation program, mentorship programs, an on-site childcare facility, and full and part-time benefits programs after only one month of employment!

We'd love to hear from you, please contact us for more information: Human Resource Services, York Central Hospital, 10 Trench Street, Richmond Hill, ON L4C 4Z3 Tel: (905) 883-2250 Fax: (905) 883-2273 e-mail: resumes@yorkcentral.on.ca



york central hospital

www.yorkcentral.on.ca

CLINICAL RESEARCH COORDINATOR

Reg. Nurse with clinical research experience preferred. Contract part-time position includes patient screening, recruitment and enrollment in clinical trials. Successful candidate must have excellent organization, communication and interpersonal skills. Fax resume to:

(416) 667-8627

540 hotel restaurant

KITCHEN HELP

full time or part time, nights or days.

Please call
Nick
(905)638-1010.

530 sales help & agents

530 sales help & agents

NORMERICA

Beautiful POST & BEAM Homes DIRECT TO BUILDER SALES PROGRAM

NORMERICA, Ontario's leading Designer and Manufacturer of Post & Beam Home Packages, is hiring QUALIFIED SALES PROFESSIONALS to serve the custom home building industry.

The task involves identifying, developing and servicing custom home builder accounts.

The ideal candidate has a working knowledge of the entire home building process and solid experience in sales involving the custom home building industry.

FAX your resume to
the General Manager at: (905) 841-9061
or E-MAIL: info@normerica.com or
MAIL: 150 Ram Forest Road, Gormley L0H 1G0

www.normerica.com