

# job & career

## four

January 2001 • York Region

Presented by  
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The Era Banner • The Liberal • The Markham Economist & Sun • The Stouffville Tribune • The King Tribune • The Stouffville Sun

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### guest speakers:

- Judy Lindenbach**  
Vice President Greater Toronto Area  
SPHERION WORKFORCE ARCHITECTS  
topic: Taking Control of the Interview Process & Your Future  
times: 10:00 am and 2:00 pm  
location: Salon F
- Donna Messer**  
CONNECTUS COMMUNICATIONS CANADA  
Author of "Effective Networking Strategies"  
topic: Network to Get Work  
time: 1:00 pm  
location: Salon F
- Peter Boswick**  
Regional Sales Manager  
SPHERION WORKFORCE ARCHITECTS  
topic: Resume Preparation  
- A Key to Optimizing your Career Opportunities  
times: 11:00 am and 3:00 pm  
location: Salon F

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Thursday, January 18th, 2001

9:30 am - 4:30 pm

SHERATON PARKWAY HOTEL • RICHMOND HILL

(N/E corner of Hwy. 7 & Leslie)

Organized by: The Era Banner • The Liberal • The Markham Economist & Sun • The Stouffville Tribune • The King Tribune • The Stouffville Sun

### ACCOUNTANT \$35-45K

Rapidly growing company in Markham requires a qualified accountant to handle all aspects of accounting cycle. You will be the senior accountant performing AR, AP, IC, GL, preliminary financial statements, GST/PST/QST returns and other gov't remittances, payroll and benefits administration.

Must have 2+ yrs. experience in all aspects of accounting cycle. Must have strong Excel skills. Experience with AccPac Plus highly desirable. Must be trustworthy, detail oriented, organized, independent and enthusiastic. Must have strong command of English language. French desirable but not required.

Room for promotion; therefore minimum education required is 3rd or 4th level CGA and/or college or university accounting diploma/degree. Applicants with many years experience also invited to apply.

Fax resumes to (905)946-1715



Canada's Leading Golf Retailer is in search of a

### MERCHANDISE COORDINATOR

- to perform the following tasks:
- Act as a "communication link" between Vendors, Store Associates, Managers and Buyers.
  - Enter orders into database, as well as update vendor information.
  - Create Merchandise Update Reports for stores regarding new product.
  - Knowledge of Windows, Word and Excel are essential. Must have proficient computer skills.
  - Knowledge of Retail Pro an asset but not necessary.
  - Team-player and able to work well under pressure.
  - Customer focused and able to multi-task.

We are looking for a bright, upbeat individual with a university/college background. Please send your resume to one of the following:

Email: careers@golftown.com  
Fax: (905)763-9257

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

### ASSISTANT INVESTMENT MANAGER

A small office environment in a Financial Company in the Markham area requires an individual with previous customer service and Financial Industry experience or equivalent education. Excellent verbal communication in English a must. Knowledge of Microsoft Excel and Word is also an asset. Fax resume to: 905-940-3417

Please Recycle



### REAL ESTATE OFFICE MANAGER

Established multi branch franchise real estate office looking for dynamic, professional Real Estate Broker/ Sales Person to manage and recruit profitable busy office in Toronto. Please fax resume in CONFIDENCE: 905-471-3853

### Toronto Montessori Schools

is inviting applications for an experienced Montessori Teacher to team teach a class of children 3 - 6 years. This is maternity leave contract position from February 19th to June 30th, 2001. Requirements: Bachelor's Degree and MACTE, Recognized Montessori Teaching Diploma. Please fax resume to Mrs. Carolyn Reid 905-886-6516. Only those applicants to be interviewed will be contacted.

### ACCOUNTING OPPORTUNITY

North American Computer Telephony (CT) Distribution Company located in Markham is seeking an experienced Senior Bookkeeper to become a key member of our team, reporting to the CFO. You will have a minimum of 5 years' experience and have been responsible for all accounting functions: A/R management, Credit and Collections, A/P, Account Reconciliation, Canadian Payroll, and Financial Statement preparation. You have lots of energy and initiative and can be relied upon. You will need excellent written and verbal communication skills, and computer skills (Microsoft Word/ Excel). Experience with Business Vision Delta an asset; Planning to convert to Business Vision 32. Please fax resume to: (905)415-4552. Attention: Human Resources.

### Interviewers

Job Location: Markham, Unionville, Stouffville.

Terms: Willing to work days, evenings, Saturdays and Sundays - approximately 10 - 20 days per month.

Qualifications: Strong interpersonal, communication and organizational skills. Must be Canadian resident, 18+, be able to pass an aptitude test and work with minimum supervision within restricted time frames. Aptitude working with a computer laptop and ability to learn survey concepts and procedures. Good command of the English language required, knowledge of other languages an asset.

Other Requirements: Valid driver's licence with appropriate insurance and own vehicle. Private space in home and use of private phone line. Must pass enhanced reliability check.

Duties: Conduct surveys through door to door and telephone interviewing on laptop computer and/or paper.

Hourly Wage: \$10.48 + vacation allowance. Kilometre and meal allowance when applicable.

Please e-mail resumes and references, by Jan 22, 2001 to: catherine.puopolo@statcan.ca. Only those candidates selected for an interview will be contacted.



Metroland Printing, Publishing and Distributing Ltd. is a progressive company who prides itself on its highly regarded customer service. Along with the printing of many mainstream publications we distribute millions of flyers annually and publish more than 60 community newspapers in central and southern Ontario.

### Our Corporate Sales division in North Toronto has an immediate opening for a SALES & MARKETING ASSISTANT/INSIDE SALES REPRESENTATIVE

This is an entry-level position at Metroland's Corporate Sales office working in the Recruitment/Classified Sales Department. In this dual role you will be an energetic self-starter who likes to keep busy. You will be called upon to assist our Recruitment Advertising Account Supervisor with a busy account list. This requires top-notch telephone and communication skills. Your duties will also include assisting with customer inquiries and coordinating all advertising and computerized bookings. As well you will be responsible for filing, the preparation of sales presentations, faxing and tearsheeting.

In your Inside Sales role you will have a small Classified account list with an opportunity for future growth. If you wish to apply for this opportunity you will have outstanding interpersonal and time management skills and a professional communication style (written and verbal). A great attention to detail along with a sense of urgency is a must. You will possess good computer skills including a working knowledge of Windows 95, Excel, Powerpoint and Outlook. A classified advertising background would be a definite asset. This is a salary plus commission position with advancement opportunity for the right individual.

Please fax or e-mail your resume along with income expectations by Wednesday January 17th to: Kathi Wood, Recruitment Advertising Account Supervisor, Metroland Newspaper Group, Fax - 416-493-0623 or e-mail - kwood@metroland.com

We do appreciate the interest of all applicants, however, only those selected for an interview will be contacted.



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- Wait Staff?
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- Bussers?



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