

505 careers 505 careers 505 careers 505 careers 505 careers 525 office help 525 office help 525 office help 525 office help

Town of Richmond Hill www.town.richmond-hill.on.ca



Project Coordinator

Reporting to the Manager, Stormwater and Subdivisions, you will assume responsibility for processing development applications, including draft plans of subdivision, site plans and severance applications. You will coordinate timely preparation of subdivision and development agreements, review engineering design briefs and detailed construction drawings, and accurately process related documentation. In addition, through consultation with developers, contractors and consulting engineers, you will assist with the coordination and installation of municipal services within new plans of subdivision. Related field investigations and site meetings will be necessary.

Your three-year diploma in Civil Engineering, and registration as a Certified Engineering Technologist (CET) are complemented by at least five years of experience in land-development, municipal engineering, and land servicing. A team player with sound judgement, decision-making and communication skills, you effectively use discretion in building good client relations. In addition, you must hold a valid driver's licence and provide a vehicle for use on site inspections (mileage compensated). Salary: \$49,336 - \$57,848 (under review).

Please submit resume with cover letter, quoting File #MLN-00-102, by Jan. 19, 2001, to: Town of Richmond Hill, Human Resources, P.O. Box 300, 225 East Beaver Creek Road, Richmond Hill, Ontario, L4C 4Y5. Fax: (905) 771-5435. E-mail: jobs@town.richmond-hill.on.ca

The Town of Richmond Hill, Canada's fastest growing large municipality, located in the heart of the Greater Toronto Area, seeks a motivated individual to join the Engineering and Public Works Department team responsible for the management and coordination of development applications.

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

Assistant Controller Position
CGA/CMA designation or close to completion an asset. Individual has 3+ yrs experience in payroll. Prefer experience with MYOB, strong Excel skills, excellent communication skills with good attention to detail.

**Administration/
Data Entry Position**
Answer phones, filing, excel and MS skills, strong accounting/bookkeeping a must. Fax resume to: (905)477-7270 stating position applying for.

FundEX INVESTMENTS INC.

FundEX Investments Inc., a Markham based mutual fund dealership is looking to fill a number of positions within its Head Office.

ASSOCIATE SERVICE DIRECTOR
The Associate Service Director would be responsible for providing a high level of customer service to financial planner and completing daily balancing of trades and commissions.
The ideal candidate would have completed the IFIC course (or an equivalent) and have at least 2 years of experience in the industry.

Please submit resumes to:
A. Trudel
FundEX Investments Inc.
345 Renfrew Dr., Suite 201
Markham, ON
L3R 9S9
Email: atrudel@fundex.com
Or fax to: 905-305-1698

**Auto Dealer
BOOKKEEPER**
with payroll experience required.
(ADP an asset)
Fax resume to 905-471-7682
Attn: Mrs. De Sadeleer

WALKER CREDIT

a Markham-based company, looking for **Credit Analysts**

The Credit Analysts will be responsible for assessing credit requests in an asset-based lending environment. Effective credit review must support profitable & collectable transactions.

The successful candidates for this opportunity must have a minimum of a University degree (BBA or BComm preferred) or business-related College diploma & have written & verbal fluency in English. This entry-level position requires excellent organizational skills & a high attention to detail. Solid computer & analytical skills, combined with the ability to problem-solve, multi-task & handle pressure are definite assets. The company will offer industry specific training to the successful candidates.

Resumes may be faxed to (905)943-9366 or sent via E-mail to susanne@walkercredit.com. We thank all applicants, but wish to advise that only those selected for an interview will be contacted.

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Publishers of Community & Business Newspapers, Periodicals, and Specialty Products. Full Service Printing and Print Production on Sheet and Web Presses of Newspapers, Magazines, Annual Reports, Flyers and Stationery.

**Requires an
IMAGESETTING OPERATOR**

Necessary skills:

- Working knowledge with Quark Xpress, Illustrator and Photoshop programs etc.
- Proven ability to adhere to strict deadlines
- Must be able to work on overlapping projects
- Maintain 4-colour film imagesetter and processor.
- Ensure quality output of all film.
- Produce film proofs and maintain film proofing equipment.

Experience:

- At least 2-3 years experience in the graphics field
- Knowledge of Imposition would be considered an asset.

Apply in writing to:
YORK REGION PRINTING
K. Cannon
Prepress Manager
1183 Ringwell Drive, Newmarket, ON L3Y 7V1

We thank all applicants in advance but only those selected for an interview will be contacted.

**EXPERIENCED
TYPIST**
With home fax & own computer (Microsoft Office) Flexibility needed. \$10./hr. Call Alison (905)940-1841 ext. 328

F/T ACCOUNTS PAYABLE CLERK
Must have 2-3 years related exper. & thorough knowledge of MS Excel & Word. ACCPAC for Windows an asset. Preferably enrolled in CMA/CGA program. Qualified candidates should fax resume to Human Resources at 905-477-8053.

**WORD PROCESSING OPERATOR/
ADMINISTRATIVE ASSISTANT**

Immediate position available for office located in the area of Highway 404 and #7 Highway, Markham.

The ideal candidate must be proficient in MS Word '97 and have excellent English language and verbal communication skills. Word processing duties comprise preparation of reports, proposals, spreadsheets and correspondence to corporate standards.

Qualified applicants should apply in confidence to:
Box 195, c/o Liberal
9350 Yonge St, P.O. Box 390
Richmond Hill, ON L4C 4Y6

Allied International Credit Corp.
One of Canada's 50 best-managed companies is growing again!

We are currently seeking:


- Collection Associates
- Telesales

- Excellent working environment
- Educational and motivating career training
- Rewarding compensation package
- Benefit, fitness and incentive programs

If you have motivation and want to be part of a winning team, attend our Career Information Session

We are hosting a Career Fair Monday January 8th at 6:45pm. FOR MORE INFORMATION, CALL OUR CAREER FAIR HOTLINE @ 905-944-4763

If you are unable to attend please fax your resume to 905-470-8155



Landscape Ontario award winning design/build company requires:
Landscape Designer/ Architect

Please fax resume to:
Bouwmeister Landscaping Ltd.
Attn: Gary
(905)640-7179.

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**GENERAL OFFICE HELP
PART-TIME**

General office help. Busy company requires neat, organized pleasant person with fluent English and some computer experience. Five days (12:30-4:30 p.m.) weekly. Will train.

Please call Markham (905)294-5737 for interview or fax resume to: (905)294-7587.

**RECEPTIONIST/
ADMIN ASSISTANT
FULL-TIME**

Busy real estate and property management office require a full time receptionist/ administrative assistant.

Must have reception and general office experience, and be familiar with Microsoft Office.

Resumes, with salary expectations, faxed **ONLY** to: (905)940-6009

**INTERMEDIATE
PAYROLL ASSISTANT**

Computer payroll experience. Ceridian knowledge desirable. Excellent communication skills. Markham/Thornhill area.
Fax resume to: 905-946-1116

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An aggressive multifaceted national automotive repair organization is seeking candidates for its Markham location for the following positions:

Class E or S Mechanics

Candidates should be energetic, customer service-oriented and have their own tools.

We offer an attractive salary and benefits package, career satisfaction and a pleasant and safe work environment.

Please fax your resume, or apply in person, to:
Mr. John Hopkins
Fax: (905) 294-6747



WANTED

- CARPENTERS
- CARPENTER HELPERS
- LABOURERS

Call Daytime (905)427-0390
Evenings/wknds (905)985-3724

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OFFICE HELP

Full time, 9-5. Must be fluent in English. MS Word & Accpac preferred. Duties include answering phones, typing, data entry & general office duties. Steeles/Victoria Pk. \$23K+
Fax resume to: 416-490-0884 or email: concept401@aol.com

**Large Property Management
Company has 2 positions
available:**

**LEGAL SECRETARY
REAL ESTATE SECRETARY**

Strong organizational skills and the ability to work independently a must. Kindly fax or mail resumes to:
CentreCorp, 2851 John Street, Suite #1, Markham, ON L3R 5R7,
Attn: Human Resources
fax: (905)477-7390

OFFICE ASSISTANT/ RECEPTIONIST

Duties include: Answering 9 incoming lines, data entry, filing, daily bank deposits, other office duties as required. Must have word processing and spreadsheet experience. Pleasant telephone manner, excellent communication skills and be able to work in a fast paced environment. Salary: \$25k plus benefits. Weston Road and Steeles area.
Fax resume: 416-743-7196

**RECEPTIONIST /
SECRETARY**

Required for Markham's largest Business Centre. Job share, **part time position. FLEXIBILITY AND AVAILABILITY** a must. Min. 45 wpm, Excel and Word. Excellent command of English, oral/written. Permanent contract \$14/hr.
Fax 905-946-8971

RECEPTIONIST/SECRETARY

F/T req'd for busy R.E. office. Strong command of English and excellent telephone manner a must. Typing skills and knowledge of WP/Excel and Internet a necessity. R.E. exper. an asset. Fax resume to: (905) 477-0505

JR. ACCOUNTANT

Mature person required for this small, but growing Canadian Company. Be part of our worldwide educational computer software team.
Get full details on our web site www.bytesoflearning.com
Click on **COMPANY/JOB OPENINGS**.
E-mail resumes to:
carmenramon@bytesoflearning.com