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An entry level position is available in a direct marketing company located in Markham. As a member of the Client Services production team you will be dealing with other internal production teams and clients to ensure that our client's direct mail programs are done accurately and on time. Professionalism, excellent communication, interpersonal and organizational skills are required. A customer service or production coordination background is an asset.

Please mail, fax or email your resume to:

**Human Resources,
Lason Canada Company,
80 Gough Road,
Markham, ON, L3R 6E8
Fax: (905) 940-2107
email: clientservices@lason.ca
No phone calls or agencies please**

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HEPCOE Credit Union Limited, one of Canada's largest and most progressive credit unions, has been providing high quality products and services to our personal and commercial members for over 55 years. With assets under administration exceeding \$1 billion, we are a community focused, co-operative financial institution, driven to enhance each member's ability to achieve economic well being and security.

HEPCOE employees are effective, positive team players who demonstrate initiative and thrive on being empowered. Excellent interpersonal communication skills are a must to develop and nurture long-term relationships with our members. A strong sales and service orientation will form a solid base for our comprehensive and regular training.

Our compensation, benefits and working environment are second to none. We currently have an opportunity available at our **Brimley Branch**. In the near future, this branch will be re-locating to the Markham area.

Financial Services Consultant (Full-Time)

This key position is accountable for providing strong service quality and managing successful member relations. You can demonstrate outstanding service quality, which results in successful implementation of new business development and customer retention strategies. You can show how your efforts contribute to a growth in client base, portfolios and services.

You will have your mutual funds license and can demonstrate how you have successfully applied it. Preferably, you have a CFP designation or are well along in that course of study. A background in lending is essential.

Experience in personal account management is evident and you can effectively manage both sides of the balance sheet in support of member/client goals. This is your opportunity to apply your skills in a growing entrepreneurial environment. Go for it!

If you have what it takes to be part of an innovative and dynamic organization, please forward your resume, by January 12, 2001, to: **HEPCOE Credit Union Limited, Human Resources Department, 777 Bay Street, 26th Floor, Toronto, Ontario M5G 2C8; Fax: (416) 597-5081; E-mail: hr@hepcoe.com**

Visit our Web site at www.hepcoe.com

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

HEPCOE Credit Union
We're in it together

TORONTO CONSTRUCTION ASSOCIATION

The Toronto Construction Association is currently accepting resumes for a Plans Room Clerk. The successful candidate will be responsible for the day-to-day operations of a large plans room at the Richmond Hill head office. The work requires strong organizational & communication skills; computer knowledge (Windows 95, Office 2000, Internet Explorer); Ability to work independently & also within a team environment; Adaptability - able to handle a number of duties simultaneously. A working knowledge of the construction industry is an asset, but no plans room experience is required.

Resumes can be faxed to Lisa at 416-499-8752 or emailed to: lmanchester@tcnetworks.com

NO PHONE CALLS PLEASE

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Newmarket Human Resource Centre 953-4039	Richmond Hill COSTI 884-5235	Richmond Hill YMCA 780-9622	Vaughan COSTI 856-7728

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