

505 careers

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525 office help

525 office help

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535 hospital, medical, dental

AMICA
Mature Lifestyles

AMICA MATURE LIFESTYLES INC., a TSE listed public company headquartered in Vancouver is widely recognized as Canada's most innovative company offering premiere accommodation and services to seniors.

We offer exceptional career opportunities for the following position at our new community of Amica at Swan Lake in Markham, Ontario, opening in March 2001.

WELLNESS & VITALITY DIRECTOR: Reporting to the General Manager, the Wellness & Vitality Director is responsible for developing, implementing, and maintaining a program that includes activities promoting senior's well-being and quality of life. You will also be responsible for developing and administering a volunteer program, developing and forecasting budgets for the Wellness & Vitality Programs, participating as a member of the management team, and directing any part-time Wellness & Vitality staff. You must possess a university degree or college diploma in recreation or equivalent education, a Class F Licence, and a minimum of two years experience working with older adults.

MAINTENANCE PERSON: Reporting to the General Manager, the Maintenance Person is responsible for the repairs and maintenance of all equipment in the building, will be on-call for emergency purposes; responsible for implementing a preventative maintenance program; ordering, with approval, of all related maintenance supplies; ground maintenance. You will have a minimum Grade 12 education, possess basic knowledge of electrical, plumbing, and carpentry repairs, possess a knowledge of heating and air-conditioning systems, and possess a knowledge of building codes and safety standards.

RECEPTIONIST: Reporting to the General Manager, the Receptionist is responsible for providing receptionist and secretarial services to Swan Lake's Management Team, greets residents and visitors, directs all calls, maintains resident services and responds to resident inquiries. You will have a minimum of two years experience as a receptionist preferably in a hospitality or retirement residence setting. Your computer skills will include Microsoft Office Software Package, Word 6, Excel, and Power Point. You must have good organizational and planning skills, excellent communication and interpersonal skills. We require part-time receptionists also for evenings and weekends.

Please forward resume to the attention of Paul Mitchell, by fax to 905-201-6059, or by email to pmitchell@amica.ca by January 24th, 2001.

We thank all applicants, but only those selected for interviews will be contacted.

OFFICE MANAGER
Scarborough (Steeles & McCowan) company requires office administrator/purchaser. Staff training, strong organizational skills, good communicator.
FAX Resume to: (416)332-8394 or e-Mail to: icandoit@perotech.com

SALES ASSISTANT
Part-time position includes client contact, data collection, database management and telemarketing.
Call: (905)415-1015

RECEPTIONIST
8:30am-5:00pm. Good telephone and communication skills, in a fast paced environment. Knowledge of the Meridian Phone System and Microsoft Office computer skills. Reliable. Good compensation with company benefits.
Call (905)470-0080

**EXECUTIVE ASSISTANT
ADMINISTRATIVE ASSISTANT
RECEPTION/SWITCHBOARD
DATA ENTRY/OFFICE CLERK**

OFFICETEAM
Specialized Administrative Staffing

Tel: (905) 771-8272
Fax: (905) 709-3664
For more information visit our website at www.officeteam.com

ACCIDENT BENEFIT ROAD ADJUSTER

Underwriters Adjustment Bureau, Canada's leader in the handling of all classes of insurance claims, currently has an opening in our Ontario Accident Benefits Office, which is relocating to Markham in April, 2001.

The ideal candidate will possess a minimum of 3 yrs. experience in handling Accident Benefit Claims, along with strong organizational skills and the ability to work independently.

An AIIC designation and road experience, would be considered a definite asset.

Please forward your resume with salary expectations to:

Carole Kane-Moore
Manager, Human Resources
E-Mail: ckane@iao.ca
Fax: (416)601-1220

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



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

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ADMINISTRATIVE ASSISTANT
(Full Time Position)

Well-established Markham sales organization is looking to add to their team. The ideal candidate will have previous experience with the development and execution of marketing, sales and administrative programs. Other requirements include strong organizational, verbal, written and computer skills. Please forward your resume to Alpha Controls and Instrumentation.

(fax): 905 477-4219;
(email): alphales@alphacontrols.com

PART TIME REAL ESTATE SECRETARY

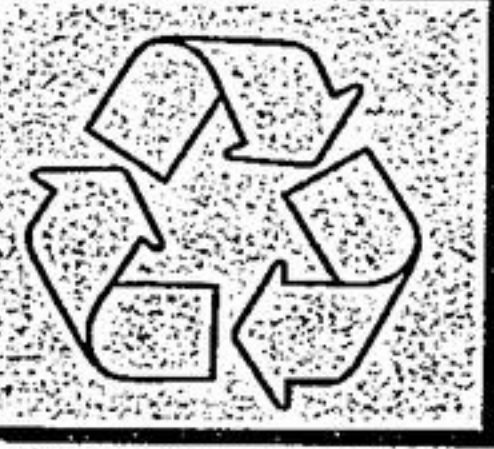
Busy Real Estate office needs dependable Real Estate Secretary. Proficiency in computers, good people skills. Previous real estate exp. preferred.

Please fax resume to: 905-940-4199

525 office help

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RECEPTIONIST/OFFICE ASSISTANT

A busy manufacturing company in Markham requires a receptionist/office assistant for our office located in the Steeles/Woodbine area.

Responsibilities include reception, clerical and administrative support. This position requires an enthusiastic individual with the ability to work in a fast-paced environment.

Candidates should have working knowledge of MS Word and Excel Software, and must possess excellent written and verbal English communication skills. Hours 7:30-4:30.

Please fax resume with salary expectations to: (905)475-7479

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

- 1 yr+ credit/collections experience.
- 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

Canadian Premier Life Insurance Company

Exciting career opportunity for hardworking, enthusiastic individuals seeking to be part of a dynamic team of associates. Competitive benefits and salary package offered.

Unilingual & Bilingual Customer Service Representatives

Able to provide accurate and prompt response to telephone and written customer inquiries using automated system. PC knowledge, and strong oral and comprehensive written communication required. Customer service experience preferred. Bilingual positions require fluency in English and French. Able to work 11a.m. to 7p.m., Monday to Friday.

Administration Support Assistant

Provides clerical support to the Administration area with switchboard relief. High school graduate or equivalent work experience. Previous office experience an asset. Good oral communication and organizational skills required. Basic keyboarding and PC application skills needed. Comfortable working in a fast-paced environment. Able to work 9 a.m. to 5 p.m., Monday to Friday.

Unilingual & Bilingual Claims Examiners

2 to 3 years of insurance related, claims experience. Responsibilities include reviewing, investigating and processing Life, AD&D, and health claims. Medical terminology, investigations, strong written and verbal communications, excellent interpersonal skills, and PC knowledge are required. Bilingual positions require fluency in English and French. Able to work 9 a.m. to 5 p.m., Monday to Friday.

Please mail or fax resumes to:
Human Resources Department
Canadian Premier Life Insurance Company
80 Tiverton Court, 5th Floor
Markham, Ontario, L3R 0G4
Fax: (905)948-2131
Equal Opportunity Employer

RECEPTIONIST

Full time. General office duties. Fluent in English. Excel knowledge.

Fax resume: (905)940-4010

RECEPTIONIST / CUSTOMER SERVICE ASSISTANT

- Excellent phone presence and communication skills
- Organized and fast paced
- Knowledge of Word & Excel
- Customer service & data entry experience an asset
- Great opportunity to grow with the company

Fax resume with expected salary to Human Resources : (416) 298-4849

BOOKKEEPER

We are a national fitness company seeking a full time bookkeeper for our Accounting Department.

Responsibilities include:

- Completing data input in ACCPAC (dos) and data analysis
- AR, A/P, & bank reconciliation
- GST, PST returns

Ideal candidates should be experienced with ACCPAC (dos) and possess a minimum of two years of bookkeeping experience.

We offer our employees career development, rewards for achievements and attractive compensation structure.

Resumes may be forwarded in confidence to:
The Fitness Corporation of Canada
20 Steelcase Road, Unit 13
Markham, ON L3R 1B2
Fax: 905-940-4614

INTERMEDIATE PAYROLL ASSISTANT

Computer payroll experience. Ceridian knowledge desirable. Excellent communication skills. Markham/Thornhill area.

Fax resume to: 905-946-1116

OFFICE/SALES COORDINATOR

Growing Safety Training company needs person to coordinate office and sales functions. Strong organizational and communication skills. Familiarity with Word, Excel, Powerpoint, Act, Simply Accounting and internet required.

Fax or email: 905-642-8578 or fuelsafe@interlog.com

DATA ENTRY/ACCOUNT ADMINISTRATION

Markham company requires experienced individual for our Data Entry Dept. Strong computer skills, organization and time management skills a must. Reliable transportation & flexibility required.

Please fax resume to: 905-470-4115

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. experience an asset. Fax resume to: (905) 477-0505

530 sales help & agents

530 sales help & agents

\$500. HIRING & REFERRAL BONUS
(Ask for details)

Aggressive telephone marketing company located in Richmond Hill. NOW HIRING JUNIOR/SENIOR SALES REPS, full/part time available. Excellent experience & career opportunity. Sales training provided. Earn up to \$16/hr. P/T. Students welcome with goal oriented attitudes.

Leslie/16th Call Rick @ 905-882-1163

JOIN THE SHANAHAN SALES TEAM!

We're looking for self-motivated, energetic people who wish to earn an above average income. We offer a competitive remuneration package, benefits and a demo program.

If you're interested, please fax resume to: Randy Winstone or Tony Caletta



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Davis Drive, Newmarket
905-853-5000/416-798-4858
Fax: 905-853-3004