

york region CAREERS

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This 12 week certificate program offers specialized training to prepare you for the front-line role in the field of animal health. Learn basic technical knowledge of animal care, practices & protocols of a veterinary clinic.

Call for further information and be ready for February 12th start.



Uxbridge Campus
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CORPORATE TRAVEL CONSULTANT

We are expanding our business and require an experienced Corporate Travel Agent. We are an American Express Representative Office. The new position will commence the end of February/01.

Job requirements are:

- Highly experienced in corporate travel
- Sabre trained
- Full time Monday - Friday
- Ability to work independently in a fast paced environment
- Bondable
- Fluent in English

We offer a competitive salary and benefits package.

Interested parties can fax or E-mail their resume to:

Brenda Toombs

@ Travelogue Travel Ltd.

Fax: 905-853-7611

Email: btoombs@neptune.on.ca



MACHINE SHOP & GENERAL HELP

Required by Markham area Tool company for both day and afternoon shifts. Several positions open and duties may include: operation of sandblasting machine, saw blade bender equipment, quality control, packing, warehouse, picking and other general duties. Competitive salary and company benefits.

Please fax resume to:

Ms. Eremita

FS Tool Corporation

(905)475-0347

For temporary positions in:

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ADMIN. ASSISTANT / RECEPTIONIST

For a Markham based company. Good people skills, cheerful disposition and a strong command of the English language a must. Typing, data entry and general office duties. Solid knowledge of MS Word and Excel required.

Please fax resume to Amy Kwan:

905-475-1664 or email to:

amyk@chum.ca

CREDIT COLLECTION TRAINEES

Must have good communication skills, polite phone manner and be computer literate with knowledge of Windows.

For interview call Joy:

(416)297-7077 ext. 294

ACADEMY OF LEARNING

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For More Information Call Brenda at:

905-882-4004

Canada

SUPERVISORY POSITION

Experience in soffit and fascia installation. Full-time, benefits and vehicle

Fax name and number to:

905-640-1591



DECOMA
RIMPLY

Rimply, a division of Decoma, is a heritage member of the Magna International Inc. Group of Companies. We are actively recruiting for the position of:

ACCOUNTS RECEIVABLE

Responsibilities include: Processing all regular and pay-as-built shipments to Accounts Receivable, regular follow up with customer on outstanding invoices, investigate and correct errors or discrepancies, apply all cash receipts automatically/ manually and reconcile, communicate with A/R Supervisor/ Intermediate Accountant & program management on pricing issues, payment of retro issues and payment discrepancies, and analyzing customer charge backs & ensuring RMA's are available.

The successful candidate will have a University Degree/ College Diploma in Business/ Finance or equivalent, be currently pursuing their CGA/CMA designation, have a minimum of 2 years experience in a computerized accounting environment, and possess excellent investigative, analytical and communication skills. Candidates will also be expected to be computer literate in Excel, Word, Powerpoint and Network.

To apply, please submit your resume to:

Rimply
402 Mulock Drive
Newmarket, Ontario
L3Y 4X7

Attention: Human Resource Department

or pbounds@rimply.com

No phone calls please.



525 office help

ACCOUNTANT/ BOOKKEEPER

Required for busy and long established vehicle leasing company located at Woodbine & 16th Ave. in Markham. Must be experienced in account reconciliation, statement preparation, cash reports, data input, etc. Vehicle leasing experience preferred.

Please fax resume & salary expectations to:
Landmark Vehicle Leasing
905-477-5902

510 general help

ADULT NEWSPAPER CARRIERS

Req'd. for Markham, Aurora, & Oak Ridges for home delivery, 6 days/ week.
Mon - Sat,
2 a.m. - 6 a.m.
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905-898-7014

CAFETERIA

Pizza Maker
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SERVERS
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• Days
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(416)464-1184

Counter Person

For dry cleaning plant. Experienced or will train. Please call John at (905)472-3507 or Apply at 6040 Hwy #7.

Local retail health food store is looking for P/T GROCERY AND CASHIER HELP

Call Mike at: (905)475-5366

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JIFFY LUBE™

#1 in North America for convenient automotive lubrication and maintenance services Jiffy Lube gets set to open in Canada and requires:

- MANAGERS & ASSISTANT MANAGERS
- F/T AND P/T AUTOMOTIVE (LUBE) TECHNICIANS
- F/T AND P/T CUSTOMER SERVICE WRITERS, COURTESY TECHNICIANS & GREETERS.

Jiffy Lube, a division of the Pennzoil-Quaker State Company, requires key personnel to support Canadian expansion plans. Presently, Jiffy Lube operates over 2,300 locations in the U.S. and we have immediate positions for: Burlington, Oakville, Mississauga, Unionville, Markham, Richmond Hill, Brampton & Newmarket. Female/male experience preferred, but we will train the right person.

Fax resume indicating experience, work history, educational background and expected hourly rate to attention:
Human Resources Dept. - Jiffy Lube
Pennzoil-Quaker State Canada Company
Fax: 905-827-1827

Carson & Weeks Insurance Brokers - CUSTOMER SERVICE REPRESENTATIVE

Long established customer service oriented Main Street Markham insurance broker requires experienced R.I.B.O. licenced personal lines sales & service broker. Reply in confidence to Greg Weeks at:
Tel: (905)294-0722
Fax: (905)294-1106
Email: greg@carsonandweeks.com

510 general help

FULL-TIME HELP for horse farm. Good wages. please call 905-640-1696 or 416-524-8175

525 office help

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Scarborough Firm Requires **Part-time Bookkeeper**. Knowledge of Simply Accounting and Excel an asset. Applicants should fax their resume to: (416)724-5501

TO PLACE YOUR AD CALL
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