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BEYOND THE PRINTED WORD



Pearson Education Canada, Canada's leading educational publisher, is seeking a hard-working, dedicated individual with excellent teamwork skills to join its Finance and Accounting Department.

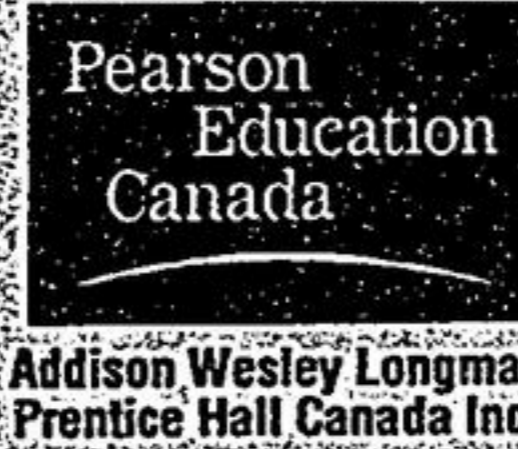
Manager, Reporting and General Accounting

NEWMARKET OPPORTUNITY

A detail-oriented, energetic, organized professional, you will be responsible for overseeing the financial statements prepared for all reporting requirements, co-ordinating annual audits and reviews, ensuring compliance of corporate policies and GAAP, managing the company's cash flow, and improving processes to increase productivity. As you will be providing technical support and leadership to staff, you must be an effective communicator who thrives in a fast-paced, diverse environment, with the ability to constantly reassess priorities. In addition to a professional accounting designation, you have 15 years of supervisory accounting and finance experience, and are proficient in MS Office, Advanced Word, Excel, Access and PowerPoint. Knowledge of SAP (FI/CO) will be considered an asset.

To apply for this full-time position, please send your resume, by March 2, 2001, to: Allison Morrison, Human Resources Consultant, Pearson Education Canada, 195 Harry Walker Parkway North, Newmarket, Ontario, L3Y 7B4. Fax: 905-853-7865. E-mail: Allison.Morrison@pearsoned.com

We would like to thank all applicants. Only those under consideration will be contacted.



Addison Wesley Longman Prentice Hall Canada Inc.

Versatel

PRINTING & GRAPHIC DESIGN

PRINT SALES EXECUTIVES

Does your organization support you with a dynamic team dedicated to your customers' success?

Is your organization big enough to support your customers' needs?

Can you continue to grow your business without sacrificing delivery dates or quality?

If you can't answer each of these questions with a resounding "yes!" you should be talking to us.

Versatel is:

- Financially sound (we've been around since 1971)
- Associated with one of North America's fastest growing printers offering 9 production facilities with a variety of equipment.
- Staffed with a dedicated inside sales support team.
- Able to offer a superior compensation program.
- **LOOKING FOR YOU!**

If you've outgrown your company's capabilities, call Ruby Thomas at 416-449-6805, fax your resume to 416-449-2584 or send an email to rthomas@versatelcorp.com

ACCOUNTING GENERALIST

At least 5 years general accounting experience, preferably in an engineering or professional services background. Self-starter, able to multi-task. Ability to handle and meet deadlines. Excellent people skills. Technical capability with Excel and Word. Enrolment in a recognized accounting program is a definite asset.

Duties will include

- > handling time and expense based invoicing through billing dockets
- > collection and receivables management in a large-client basis
- > handling work-in-process, including project profit analysis and projection
- > general ledger functions including journal entries, account reconciliation, and analysis
- > preparation of schedules, review of financial information/expenses

Please fax resume to: 905-940-4778. Visit our Website, www.colteng.com

Large Property Management Company has a position available for an ADMINISTRATIVE ASSISTANT

Strong organizational skills and the ability to work independently a must. Commercial real estate or legal background a must.

Kindly fax or mail resumes to CentreCorp, 2851 John Street, Suite #1, Markham, ON L3R 5R7. Attn: Jackie Rabjohn fax: (905)477-7390

Previous applicants need not apply.

Levi Strauss & Co. is a name you can always count on. Over the past 147 years, we've built a portfolio of the world's most powerful clothing brands, as well as a dynamic and exciting corporate culture. Sound like a good fit? Explore the following opportunity.

FACILITY SUPPORT COORDINATOR

LOCATION: Richmond Hill, Ontario

As a key member of the Corporate Services Team, you would provide general facility maintenance to the Richmond Hill head office location. Other responsibilities include shipping and receiving functions, furniture installation, providing audio/visual meeting support, adhering to facility policies and providing superior customer service to the Richmond Hill employee population base.

To meet these challenges, you must have the following skill set:

- Strong organizational skills and flexibility to handle a wide range of functions and timetable.
- Understanding of facility mechanical systems and ability to monitor and adjust settings and general facility maintenance.
- Strong verbal and written communication skills.
- Good understanding of shipping/receiving practices.
- Ability to lift heavy objects as required.
- Basic understanding to manage audio equipment.
- General computer skills in MS Office.

You will also possess a minimum grade 12 education. Post Secondary education in facility maintenance an asset.

Levi Strauss provides a challenging environment with a competitive salary and comprehensive supplementary benefits program.

If you are interested in this position - please forward your resume by March 1st, 2001 in confidence to:

Dorothy Gust, Human Resources
Levi Strauss & Co. (Canada) Inc.
1725 16th Avenue
Richmond Hill, ON L4B 4C6
Fax: (905) 763-4401
Email: JobsCanada@Levi.com
Please quote Job #002-01
No Phone Calls Please



Accountant/Bookkeeper

We are a growing and dynamic computerized Richmond Hill chartered accounting firm. You are a motivated, business-minded professional with strong client service skills.

- Experience required:
- Bookkeeping to draft financials
 - Payroll/benefits
 - Personal tax
 - Proven Computer Skills

Full-time position. Salary level commensurate with experience and skills. Required immediately. Location: 404 & 16th Avenue Richmond Hill. Email: paul.stainton@sympatico.ca Fax: 905-709-7426

FINANCIAL SERVICES CAREER OPPORTUNITY

One of north America's largest financial services companies is rapidly expanding in this area. Excellent training provided. For interview, call Bill Stephenson at (416)390-9891

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FOLDER/BINDERY OPERATORS

PLM 1:1 inc. is a leading supplier of direct mail offering data, laser, inkjet, bindery & lettershop services. We have an immediate opening for a folder operator. This is an excellent career opportunity. Prior experience is preferred. Interested parties, fax your resume to (905)305-9195. No phone calls please. Only selected candidates will be contacted.

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FAST TRACK YOUR CAREER

Great opportunity for a cheerful, high energy, very outgoing person, with outstanding communication skills to assist Doctor in providing superior health care. Great hours. Excellent training provided. If you are a recent university grad or other ambitious individual, this is for you!

Apply in person
West Chiropractic Clinic
4747 Hwy. #7 East, Unionville

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Customer Service - Order Desk

Markham exporter of Health Care Products is currently seeking a CSR. As a team player you will use your superior customer service philosophy to assist customers with their inquiries and to help resolve problems.

The ideal candidate will possess experience working in C.S. Above average communication skills are essential, capable to handle a variety of tasks of a small business. Computer literate. Office with no smoking policy. \$12.50/hr. Please fax your resume to Wellness Innovations - 905-477-5329

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GREENBELT VOLKSWAGEN SALES ASSOCIATES WANTED

Highly motivated, self-starter, experience an asset, positive attitude and commitment to hard work. Excellent pay structure/benefits.

RECEPTIONIST/GREETER

Friendly, energetic person with excellent communication skills, good command of English and a pleasant telephone manner. Please fax resume: 905-477-7530

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Program Coordinator and Receptionist

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Program Coordinator position

Both positions are entry level. To be successful, applicants must exhibit:

- excellent communication skills and a pleasant telephone manner in English (French as well, is a definite asset.)
- organized work habits and the ability to perform within a fast-paced environment.
- computer literacy - experience with Macintosh preferred.
- Full benefit package provided. Salary commensurate with skills and experience.

Program Coordinator position involves managing of on-going promotional programs working with both clients and customers. Receptionist position involves telephone/receptionist duties plus handling incoming mail, courier deliveries and assisting the program manager as required. Fax resume to 905-642-9191, or email career@pipher.com

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Insurance Broker

Markham requires RIBO Personal Lines CSR. Salary and benefits according to experience. Please fax resume to 905-479-7911, Attn: Paul at Dermody Insurance Brokers

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SUPERIOR OFFICE HELP REQUIRED

Growing promotional products company located in Markham, requires a full time office assistant. Candidates MUST have the following skills:

- Complete fluency in English.
- Computer proficiency in WordPerfect and Excel.
- Superior organizational and follow up abilities.
- Capability of working with minimal supervision.
- Non-smokers only.

Please fax resume with salary expectations to 905-477-8380 or e-mail to dale@corplogo.com. No agencies or phone calls.