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Microfilm Equipment Services Limited

MES LTD. - a leading full-service dealer and value-added-reseller of a diversified mix of document management products and services including scanning, micrographic and enterprise-wide imaging technologies has immediate openings for outstanding, highly-motivated


SALES PROFESSIONALS

Only "High Achievers" need apply! If you are committed to excellence in marketing innovative documents imaging solutions and to supporting a diverse existing client base, we want to hear from you. You preferably have an undergraduate degree in business or technical discipline and a proven record of performance in sales. Product and sales training will be part of our orientation process.

MES Ltd. takes pride in its 30 Year Record of Customer Service excellence and technical innovation. A competitive compensation package including performance-based incentives, offers superb remuneration to the results-oriented professional.

Please forward a detailed resume in confidence to:

Vice-President
200 Amber Street
Markham, Ontario
L3R 3J8
Fax (416)494-4079
NO AGENCIES PLEASE



SENIOR COLLECTIONS OFFICER

Join a Commercial Asset-based Lender in Markham, as its Senior Collections Officer.

You will have had at least 5 years of commercial and consumer collection experience, and you are familiar with collection practices in all jurisdictions in Canada.

This is a hands-on position that requires a progressive approach to collections and portfolio administration. Reporting to the Chief Financial Officer, you will be responsible for ensuring that several large portfolios are maintained within strict performance requirements and for communicating resulting trends to other departments.

You will be able to coordinate the repossession and effective remarketing of assets for defaulted obligations. Familiarity with Excel and Word are essential as well as the ability to quickly learn industry-specific software.

A competitive salary and benefits package is being offered.

Please send your resume by E-mail to susanne@walkercredit.com or by fax to (905)943-4430

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.

EXPERIENCED CARPENTER

- Part-time/ Full-time
- Competitive pay to qualified candidate
- Job variety

Must have own vehicle, tools & insurance.


Contact Sue at (905)830-6822

PORTRAIT STUDIO AT THE BAY

Requires Sales People wanting to earn \$100+ per day commission. In-store, P/T, F/T Will train. Call 1-800-330-1276

535 hospital, medical, dental

P/T Cook with cooks papers P/T Dietary Aide with experience. For Unionville Home Society (Long term care facility) Fax resume to: Jen Trafford 905-477-6080



NEWMARKET

FACILITY SERVICES SALES REPRESENTATIVE

We know the right sales people are out there and what exactly are we looking for? Individuals who are extremely competitive by nature, highly motivated, career oriented and possess a strong work ethic. We employ an excellent service team who's responsibilities include maintaining our existing accounts, therefore your duties would be to constantly generate new business with a very short closing cycle. You must have a minimum of 2 years sales and cold calling experience, with a proven sales record for generating new business. Industrial sales background is an asset. Compensation: \$50,000 - \$70,000+ car, gas, maintenance allowance, excellent benefits and profit sharing.

SALES ASSOCIATE

Highly motivated, fresh thinking individuals who wish to excel both personally and professionally within a growing company. 1-2 years sales experience along with cold calling is a must. Compensation: \$33,000+ car, gas, maintenance allowance, excellent benefits and profit sharing.

SERVICE REPRESENTATIVE

I'm looking for more than just a driver. You must possess a valid driver's license with a clean abstract, some sales experience, excellent customer service and communication skills, and be physically fit, capable of lifting 50-70 lbs. on a repetitive basis. Compensation: \$35,000 - \$70,000+ excellent benefits and profit sharing.

Please apply in person or forward your resume to:

Pat Jennings, Human Resources
255 Harry Walker Parkway South
Newmarket, ON L3Y 7B3
Fax: (905)868-8090
Email: jenningsp@cintasmail.com

Raywal Limited, a manufacturer of fine kitchen cabinets is looking to fill the following position immediately.

COLLECTIONS CLERK

Must have 2+ years collections experience preferably in the construction industry. Must have strong accounting knowledge, accounts payable and receivable experience, an understanding on how to read and trouble shoot problems with invoices, must have a pleasant phone manner and ability to work in a team environment.

Interested candidates please respond with a resume or application Quoting file #EB307. Fax 416-733-7629 or jobs@raywal.com

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525 office help

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WANTED

For a progressive precast concrete plant located in the Newmarket area (Davis Drive and Woodbine Avenue) require immediately the following:

CONCRETE QUALITY CONTROL TECHNICIANS

The ideal candidates should possess:

- Good attitude to learn and grow within the company.
- Ability to work well in a team environment and should be detailed-oriented and a problem solver.
- Understanding of drawings and blue prints.
- General knowledge of concrete technology and quality control, including sampling procedures and mixing process.

In-house training will be provided.

HARDWARE INSTALLERS:

The ideal candidates should possess:

- Reasonable understanding of drawings and blueprints.
- Good attitude to learn and grow within the company.
- Ability to work well in a team environment.

In-house training will be provided.

General labour - full time & part time

Fax your resume to: (905)853-1139 or contact (905)853-7153

For temporary positions in:

BILINGUAL CUSTOMER SERVICE
EXECUTIVE ASSISTANT
ADMINISTRATIVE ASSISTANT
RECEPTION/SWITCHBOARD
DATA ENTRY/OFFICE CLERK

OFFICE TEAM

Specialized Administrative Staffing

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

RECEPTIONIST



Good telephone manner, general office duties, filing, experienced with Word & Excel.

Call Chris Burton (905)477-0252 ext 231.

Order Entry Position

We are currently looking for an individual who will be responsible for order entry, customer service, invoicing, and general office duties. Your background will include at least three years of experience. Reference OE222

Please send resumes to: BFS Entertainment & Multimedia Ltd., Richmond Hill by email to resumes@bfsent.com or by fax to 905-884-8292

The Canadian Red Cross Society, Region of York Branch is currently seeking two enthusiastic individuals for the positions of:

COMMUNITY SERVICES COORDINATOR

An individual in these challenging roles will develop and/or coordinate all aspects of specific services/initiatives within defined communities and will assist in initiating the realignment of existing programs to serve the vulnerable, including the maintenance of community and media contacts to facilitate the success of these programs.

The successful candidate combines strong communication, planning and leadership skills with the ability to work in an environment that includes staff and volunteers. Two to three years of community college and between one and three years job related experience or an equivalent combination of education and experience are required.

These are two full time positions. Candidates interested in the above positions are invited to forward their resume by 9 March, 2001 to:

Acting Branch Manager,
Canadian Red Cross,
Region of York Branch,
16700 Bayview Avenue, #214,
Newmarket, Ontario L3X 1W1

All candidates are thanked for their interest; however, only those selected for an interview will be contacted.
An equal opportunity employer.

525 office help

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GENERAL OFFICE HELP FULL TIME

Busy real estate/construction/property management office in Markham requires full time administrative help. Must have pleasant telephone manner and be familiar with Word/Perfect. Bookkeeping knowledge would be an asset. Resumes, with salary expectation, faxed to: (905)479-2934

ACCOUNTING/SECRETARIAL

Part-time/full-time position for basic accounting, payroll, reception work. Fluent in English & computer experience favoured. Flexible hours and should have own transportation.

Call (905)471-1010
Ask for Ilene

RECEPTIONIST/GENERAL OFFICE HELP

Knowledge of Word and Excel necessary. Gormley area.

Fax resume to 905-888-5271

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Serta Mattress Co. requires

- MATERIAL/PRODUCTION SCHEDULER
- SEWING MACHINE MECHANIC

Exp. in mfg environment, required immediately. P/T. Fax resume to 905-760-8432 or call Mark at 905-761-1343 ext. 239

We have a new Look

You may find that some of your usual ads now appear under different classifications. In order to keep our classifieds consistent throughout our Metroland Community Newspapers and our websites, some classification numbers have been changed. We hope this new look will serve your needs better.

THE ERA BANNER
THE LIBERAL
ECONOMIST & SUN
Stouffville Tribune

Markham based marketing company requires two people:

Program Coordinator and Receptionist

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