

525 office help

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ACCOUNTS RECEIVABLE
Part-time flexible. Warden/Steeles publishing office. Requires an independent worker experienced in Microsoft Office, with some collections experience.
Fax resume Attn: Gloria
905-475-9246

H.R. ADMINISTRATOR
Required to generate and process new hires and annual reviews, process payroll, liaise between associates and senior associates, check references and other admin duties as required. CHRM or working towards cert. and good MS skills required. 1 year HR experience and 1st level CPA an asset.
Fax resume to: 905-513-4714 or e-mail: dhr@delphisolutions.com

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

DICTA TYPIST/ DATA ENTRY
person with computer experience required for national company. Flexible hours, 50-60 wpm. \$10.00 per hour. Fluency in English a must. Grade 12 minimum. Victoria Park/Steeles area.
Fax resume to:
Manager (905) 948-9464

ADMINISTRATIVE ASSISTANT
Required for a fee-only personal financial planning firm in Markham. Experience in financial industry and personal taxation preferred. Applicants must have good communication skills and be familiar with MS Office (Word and Excel). Salary commensurate with experience. Please fax resume and salary expectations to:
Liz Galloway at (905)471-3623

A leader in X-ray, film processor and film daylight systems service. Electro-Medical Equipment Company is expanding its service department. Applicants should have formal education or related work experience in electronics, mechanics and electrical. As the position requires travel to Hospitals and private Clinics in Southern Ontario, a recent driver abstract must be provided.
Fax resume to: 905-764-8663 or mail to: 130 West Beaver Creek, Bldg. A, Unit 5, Richmond Hill, ON L4B 1L2

Adecco
GREAT OPPORTUNITIES
CLOSE TO HOME
PART TIME & TEMPORARY
We are presently recruiting Administrative Assistants, accounting clerks, receptionists & customer service representatives both bilingual (French/English) and English only. If you like the flexibility of choosing your work schedule, CALL TODAY!!! Excellent communication and strong MS office skills a must.
Marika Wilson 905-474-9555
or Fax resume to 905-474-1860
Email: marika.wilson@adecco.com

WALKER CREDIT
requires.
Customer Service Representatives
As a key player in the administrative team you must have the following:
✓ Be self motivated, energetic with good communication skills (both verbal and written)
✓ excellent organizational skills able to handle a wide variety of daily tasks
✓ Previous banking and or leasing experience
✓ Attention to detail, ability to adapt to change and handle large volumes with accuracy and efficiency
Please fax your resume to: 905-943-4430
Attn: Administration Manager or via E-mail to: jolyn@walkercredit.com
We wish to thank all applicants, and only selected individuals will be contacted for an interview.

BAILEY
Competitive wages! Opportunity for growth! Excellent benefits! Great working environment!
A progressive Construction Based Manufacturer located in Concord is celebrating it's 50th year in business and has immediate openings for the following positions:
Customer Service Representative
This position requires a customer-focused, self-starter who enjoys a busy working environment. Candidate must possess current computer skills, Sales/ Customer Service experience and a construction background would be an asset.
Join a WINNING TEAM!
fax your resume to 905-738-1723 or e-mail to hr@bmp-group.com

ING DIRECT
FULL & PART TIME
DIRECT ASSOCIATES
If you're energetic, outgoing and have a passion for customer service, the ING Direct Call Centre offers excellent salaries, innovative bonus and incentive programs. As a Direct Associate you will respond to inbound calls in a professional manner, promote the value of services offered by ING Direct and assist clients with transactional banking queries.
We are looking for individuals who have:
Excellent customer service, sales and communications skills.
1-3 years of work experience, preferably in retail or customer service.
Flexibility to work shifts, Monday to Sunday until 1:30 am is required.
Please forward your resume to:
ING Direct,
humanresources@ingdirect.ca
111 Gordon Baker Road, North York, ON, M2H 3R1
Fax: 416-758-5292
ING Direct thanks all applicants; however, only those candidates under consideration will be contacted.
No phone calls please, ING Direct is committed to employment equity.
Please visit our website @ www.ingdirect.ca

Regional Nursing Services
Available Immediately
We have a Supervisory job share position. Must have Administrative experience, RN with current Registration/B.S.N.N. computer literacy and own car essential.
Also
Positions for experienced full time staffing Coordinators.
Fax resume to:
905-737-6126
or phone
905-737-0700
Send to:
Regional Nursing Services
21 Bedford Park Ave.
Richmond Hill, ON
L4C 2N9

REAL ESTATE RECEPTIONIST
Real Estate office in Unionville requires part time receptionist to work weekends & evenings. Must be flexible, have excellent computer & people skills. Real estate experience preferred.
Please fax resume and references to:
905-947-8070
No telephone calls!

Maple based trucking company requires
DATA ENTRY CLERK
for large volume. Flexible hours.
Fax your resume to:
905-713-6736 or e-mail:
lscott@istar.ca

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

SECRETARY/ RECEPTIONIST
Full time office help for small medical equipment manufacturer located at Hwy 48/ 16th Ave. Must know Word, have good typing skills and excellent phone manners. Willing to assist with all aspects of running a business. Start immediately. Send resume stating salary expectation to:
Fax: 905-472-6549

PART-TIME GENERAL OFFICE HELP
Required for a fee-only personal financial planning firm in Markham. Duties to include filing, switchboard relief, photocopying, mailing lists and typing. Hours to be negotiated. Please fax resume and salary expectations to:
Liz Galloway at (905)471-3623

SECRETARY
Required for busy Real Estate office. We are looking for a mature independent secretary to handle our busy multi-phone and paging system. Good typing skills and a knowledge of Word are required. Real Estate experience preferred but not essential.
Hours would be some evenings, alternate weekends and some day time hours if required.
Please fax resume to:
(905)477-6839

F/T DATA ENTRY
* Markham Distribution Co.
* ACCPAC Order Entry
* General office duties
* Junior position
Fax or email resume to
Ilona Wallace
(905)948-8045 or email:
farleyco@istar.ca

The Town of Markham has an opening for a:
COUNCILLOR'S ASSISTANT
Long Term Contract position
(17.5 hours per week)
Energetic individual required to assist with various administrative duties. Excellent computer, communication, interpersonal and organizational skills are essential as is the ability to multi-task and deal effectively with constituents. A sense of discretion in handling confidential matters is mandatory. Candidates must be able to work flexible hours.
\$19.38 per hour, pro-rated benefits.
Please fax a resume and cover letter to (905)479-7774 or e-mail to hrinfo@city.markham.on.ca by March 5, 2001 quoting File #01-14 AE. No telephone calls please.

OFFICE ASSISTANT/RECEPTIONIST
Duties include: Answering 9 incoming lines, data entry, filing, daily bank deposits & assist other departments as required. Must have word processing and spreadsheet experience. Pleasant telephone manner, excellent communication skills and be able to work in a fast paced environment. Hours: Monday to Friday 8-5
Salary: \$26k plus benefits
Fax resume to Wendy: 416-743-7196
Ontario Belting & Power Transmission
371 Hanlan Road, Woodbridge

For temporary positions in:
AUDIT CLERK
STAFF ACCOUNTANTS
COLLECTIONS SPECIALIST
ACCOUNTS PAYABLE
ACCOUNTS RECEIVABLE
accountemps
Specialized Financial Staffing
Tel: (905) 709-8009
Fax: (905) 709-3664
For more information visit our website at www.accountemps.com

BILINGUAL INSIDE SALES REP
Markham Telecommunications/Telephone Distributor seeking French/English Bilingual Professional with 1-2 years selling experience in Retail or Telemarketing environment. Must be motivated to sell, well organized and have an aptitude and passion for learning technology. Compensation package rewards high achievers.
If interested, please fax resume to:
(905)415-4552 or email to:
lparry@cygcom.com

HUTCHINSON FARM SUPPLY
Stouffville
SALES PERSON
to sell John Deere Lawn Tractors and commercial equipment. Full time. Benefits. Experience preferred.
PARTS PERSON
Full time. Experience preferred.
Fax resume to: 905-640-2994

ACURA SALES PROFESSIONAL
required for high end import dealer. Offering the all new MDX Sport Utility & 1.7EL. Salary, commission, car allowance and benefits. Must have auto sales experience.
Apply in confidence to: David Horvath
Tel: 905-841-1400 Fax: 905-841-8650
STERNE ACURA
15795 Yonge St. Aurora

Kwik Kopy PRINTING
INSIDE SALES/TELEMARKETER
Representative required by Kwik Kopy Printing, a leading franchise organization that provides customers with design, copying and printing services.
The successful candidate will work with franchise owners to identify sales opportunities, qualify sales leads and provide customer support. Effective listening and communication skills, a professional telephone manner and familiarity with contact management, the internet and keyboarding skills.
Send your resume in confidence to:
Kwik Kopy Printing Canada Corp.
Fax: (905)780-0575
email: kkpcc@kwikcopy.ca

530 sales help & agents

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529 inside sales help

529 inside sales help

530 sales help & agents

530 sales help & agents

535 hospital medical, dental

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