

505 careers

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525 office help

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**STONG  
BLACKBURN  
MACHON BOHM**  
Barristers and Solicitors  
(Serving York Region Since 1975)

**Requires an experienced  
LEGAL BOOKKEEPER**

We are looking for a well-organized, responsible person, willing to take initiative and capable of handling all bookkeeping needs of a busy legal practice.

Familiarity with all aspects of PC Law is essential.

We offer an excellent working environment and competitive salary and benefits.

Please send resumes:  
Attention: Marilyn Oxley  
Fax: 905-884-5445  
e-mail: [moxley@sbmblaw.com](mailto:moxley@sbmblaw.com)

515 skilled &amp; technical help

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**MAINTENANCE  
MECHANIC**

For Hydraulic shop. Will train. Must have own tools and clean driving record. Excellent wages, good benefits.  
Fax resumes to: 905-475-2210  
or call 905-475-3128

**METAL WORKERS**

Imperial Smelting & Refining Co.  
of Canada Ltd.

We are growing quickly as a specialty metal manufacturer and require Machine Operators and Trainees for several positions in our production area. Located in the Steeles/404 area in Markham, we offer stable employment, job variety, growth potential, competitive wages and benefits.

Specific opportunities exist NOW for operators in the following sectors:

- Metal Working/Machine Trainees Operators for wire drawing, rolling and machining.
- Melter - Experience preferred in gas or induction metal melting, heat treatment or other high temperature operations.

If you like to work in a busy and diverse manufacturing environment, are reliable, punctual, bondable and fluent in English, we may have the job for you. We will train candidates who have the right skills and experience.

Please fax your resume to:  
905-475-0703 or phone 905-475-6197

**Alu'Die Extrusion Dies**

Newmarket  
Shipper/Receiver  
Surface (Blanchard)  
Grinder Operator  
Fax resume: 905-898-0199  
email: [bill@aludie.com](mailto:bill@aludie.com)

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**PART-TIME ADMIN**

Two positions available 3 days week  
1. Accounting, Business Vision, AP, AR, Bank Recs, etc.  
2. General Office - MS Word, variety of duties, Markham location  
Fax resume to:  
905-477-6146

**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

**AR/AP CLERK**

Permanent Part-time position.  
9 a.m. - 3 p.m. Markham area.  
Must have excellent telephone and computer skills. Good command of the English language. Suitable for mature individual.  
Please fax resume to:  
905-940-4953

**ADMIN ASSISTANT  
FULL-TIME**

Busy real estate and property management office require a full time administrative assistant.

Must have general office experience and be familiar with Microsoft Office. Knowledge of ACCPAC/SIMPLY ACCOUNTING would be an asset.

Resumes, with salary expectations, faxed ONLY to (905)940-6009

**Financial Assistant, A/P  
Woodbine & Steeles**

Our client, the Juvenile Diabetes Foundation has an immediate opening for an individual with at least one year experience in A/P. Minimum level 2 CGA is a requirement. Must have great customer service skills and a demonstrated commitment to accounting. Good benefits including tuition. Salary to \$33K. Please send resume to:

**Human Edge Consulting**  
Fax: 905-709-7413

E-mail: [humanedge@msn.com](mailto:humanedge@msn.com)

**CUSTOMER SUPPORT**

Computer repair company seeks energetic Customer Support Rep. Requirements include excellent communication skills, strong customer orientation and familiarity with PC technology. Please fax resume to:  
905-882-8206

**INVENTORY CONTROL  
POSITION**

Contract Position - Maternity Leave.  
Stouffville Manufacturer has an opportunity for an individual with an inventory control background, including AccPac and Excel experience. Environment is fast-paced and requires someone with high energy who is enthusiastic and hard working. Misys experience an asset.

Fax resume (905)642-0450,  
Attention: Jerrine

**INSURANCE**

General Insurance Office.  
Requires:

**RIBO Licenced CSR**  
With experience.

Position in personal lines dept.  
Salary + benefits  
Fax resume to: (905) 415-8648

**For temporary positions in:**

ACCOUNTING SPECIALIST WITH  
PEOPLESFT SKILLS  
COLLECTIONS SPECIALIST  
ACCOUNTS PAYABLE  
ACCOUNTS RECEIVABLE

**accountemps**  
Specialized Administrative Staffing

Tel: (905) 709-8009  
Fax: (905) 709-3664  
For more information visit our website at  
[www.accountemps.com](http://www.accountemps.com)

Busy advertising office requires  
**PART-TIME ASSISTANT** to  
Operonas Manager. Candidate  
should possess strong  
organizational skills, be articulate,  
dedicated and a fast learner.  
*Serious applicants need only apply.*  
Fax resume to: the attention of  
Susan Kazan 905-887-2221

A progressive company, located in  
Markham, requires an  
**INTERMEDIATE ACCOUNTING  
CLERK**

to perform the following functions:  
accounts payable, accounts receivable,  
invoicing, account reconciliation  
and bank deposits. Previous accounting  
experience is required as well as  
excellent computer skills. Knowledge  
of Excel & good communication skills.  
Please fax resume to 905-305-0358  
attn: Human Resources

**CUSTOMER SERVICE/  
ADMINISTRATIVE ASSISTANT**

An Aurora based distributor of  
medical supplies has an immediate  
opening for an order entry/  
customer service person.

**Qualifications:** Must have good  
written and spoken fluency in  
both English and French. A pleasant  
telephone manner and excellent  
interpersonal skills are a  
must, as well as experience in a  
computerized environment. Previous  
experience in customer service  
is a definite asset. If you are flexible  
and self motivated, and would  
enjoy working in a fast paced,  
small office environment, please  
send your resume to:

Box 15, c/o The Era-Banner,  
580 Steven Court,  
Newmarket, ON L3Y 4X1

**For temporary positions in:**

**BILINGUAL CUSTOMER SERVICE  
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](http://www.officeteam.com)

Fast-paced, dynamic company relocating  
to Steeles and Victoria Park is looking  
for bright, enthusiastic people to fill the  
following positions:

**MARKETING ASSISTANT**

Must be sales orientated and able to  
meet deadlines; proficient in Microsoft  
Office a must; knowledge of graphics  
programs and digital photography an  
asset. Please fax resume to Arline Bank  
416-391-2234

**CUSTOMER SERVICE  
REPRESENTATIVE**

Must be self-motivated individual with  
excellent people skills and a good  
command of the English language; French  
an asset. Knowledge of Microsoft Office,  
a must.

Duties include customer inquiries, assisting  
Customer Service Manager with  
correspondence and other functions, as  
well as, filing out export custom papers  
and back-up to receptionist. Please fax  
resume to Mary-Ellen Mutrie 416-391-  
2234

**ADMINISTRATIVE  
ASSISTANT - JUNIOR**

Must be well-organized, motivated individual  
with great communication skills  
to provide administrative support in this  
busy clerical position. Ability to multi-  
task and meet deadlines while working  
independently or part of a team; Micro-  
soft Office (Excel) an asset.  
Responsibilities include: filing, organizing  
information, photocopying, faxing  
and maintaining a high-traffic show-  
room. Apply by fax 416-391-2234, attention  
Purchasing Department.

**No Shifts - Days Only  
No Weekends - \$12 To Start  
Good Money Incentives**

**Customer Assistants Job Code: CA/23**

Customer Assistants Required In Markham PC Assembly Plant.  
Training Provided.

Above Average Communication Skills -  
verbal and written required.

3D Microcomputers

150A Bullock Drive, Markham

Please fax cover letter and resume to Vanessa at:  
905-472-6633 or Call (905)472-8822, ext. 211

**Procuron**  
www.procuron.com

Procuron is a unique new e-procurement company  
providing world-class strategic sourcing and e-commerce  
expertise to benefit the Canadian business community.

**Bilingual Corporate Receptionist**

As our front desk coordinator you will bring 3 or more years  
of professional reception experience answering a multi-line  
phone system, along with proficiency in MS Word and Excel  
to provide backup administrative support. You have an  
excellent telephone manner, positive attitude great  
communication skills in English and French and are very  
client oriented.

In return for your experience we offer a comprehensive  
compensation and benefits package, and a great working  
environment. If you are interested in this opportunity please  
contact us and quote position A-02.

Procuron Recruiting Centre

e-mail: [careers@procuron.com](mailto:careers@procuron.com)

120 Commerce Valley Drive East

Thornhill, ON L3T 7R3

Fax: 905-707-4057

We are an Equal Opportunity Employer

**LONGMAN'S**

**MARKHAM DODGE  
CHRYSLER**

requires Part-time  
**PAYROLL/BOOKKEEPER**

- ADP computerized payroll
- Experience a must
- Wed., Thurs., Fri. ~ 1-5pm

Please fax resume to  
Sandy Longman  
(905)415-2001

515 skilled &amp; technical help

**EXPERIENCED  
SCREEN  
PRINTER  
Markham  
area**

Call:  
(905)415-1927

525 office help

**ADMIN.  
ASSISTANT**

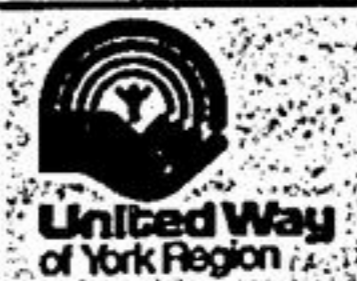
(Receptionist &  
Front Desk)  
- fluent in English,  
pleasant telephone manner  
Fax resume to  
905-943-7725

**BOOKKEEPER**

We require a book-  
keeper with strong  
background. Some  
travelling to clients.  
Must have car. Must  
know MYOB, MS Of-  
fice. Knowledge of  
tax programs and  
New Views an asset.  
Fax 905-474-3200

**BOOKKEEPER/  
SECRETARY**

Self-starter ex-  
perienced in all  
aspects of book-  
keeping. Strong  
computer skills.  
Call: 905-513-7665  
Or fax resume:  
(905)513-7609



United Way  
of York Region

**ACCOUNTING  
ASSISTANT**

required for fast-paced office where accuracy,  
positive team work and superior customer  
relations are critical. Responsibilities include  
accounts payable, payroll, preparation of  
financial statements and bank reconciliation.  
Candidates must be detail-oriented, CGA/CMA  
level 2, with two years of general accounting  
experience. Proficiency in ACCPAC, MS  
Office, Excel and Word is required. Salary is  
\$30,000 to \$35,000 per annum.

Please send resume:  
[gkalligosfyr@uwyr.on.ca](mailto:gkalligosfyr@uwyr.on.ca)  
or fax 905-474-0051

United Way of York Region is an equal  
opportunity employer.