

505 careers

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510 general help

510 general help

525 office help

525 office help

**WORK CLOSER TO HOME**

Take this opportunity to expand your career with a progressive, successful IT placement firm located in Markham.

ITplacements.com supplies contract and full-time staff in the IT and executive marketplace. Are you ethical? Do you build long-term relationships with Employers and Candidates? Are you self-motivated, willing to tackle the challenges, and able to complete tasks?

Please apply if you would like to enjoy the rewards of the following career positions at ITplacements.com:

**ACCOUNT MANAGERS (A)**

You know how to systematically and successfully attract and manage corporate and Government accounts. You understand and communicate diverse IT staffing requirements for full-time and contract personnel.

**ACCOUNT MANAGERS (B)**

You have the following assets: access to a large network of executives in the IT industry; an excellent understanding of IT-related - Business Development, Sales, Marketing, and Executive positions; and the ability to build rapport at the Executive levels.

**RECRUITERS**

Do you have an excellent personal network of IT professionals and/or IT Sales and Marketing personnel and/or IT Executives? Can you initiate and complete the placement of best-fit candidates? You can achieve results. You may have a proven track record in the industry.

**RESEARCHERS**

You are able to find the perfect candidates using online recruitment technology, user groups, news groups, etc. You can prove your expertise.

Our compensation package is very competitive and we want you now!!!

Please email or fax your resume indicating the position you are applying for:  
Email: vincef@itplacements.com Fax: 905-513-9995



**WAREHOUSE POSITION**

Rosco Canada, a distributor of Products for the Entertainment Industry, is looking for a full time Warehouse Person. We need a team-player with initiative and the desire to work hard in a friendly environment. The candidate should be fluent in English with a quick learning ability and a problem-solving attitude. Duties will include shipping, receiving, certain inventory control and assembly as well as general warehouse duties. Some heavy lifting is required and shipping/warehouse experience an asset. Training will be provided.

Please call Angela at 905-475-1400 or fax resume to: Angela Cumbers 905-475-3351

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Markham prepress company has the following employment positions available.

**ACCOUNTS RECEIVABLE CLERK**

- Strong computer skills (Windows 98, MS Office & Simply Accounting)
- Able to work in a team environment or individually
- Strong organizational skill

**RECEPTIONIST**

- Strong communication and customer service skills
- Must speak and write fluently in English
- Hardworking, responsible, energetic individual

Please fax resume to General Manager at 905-513-7541



**It's no secret...**  
...If you're buying, selling, looking, offering services or career opportunities, Classified works for you!  
**It may be Classified, but it's no secret... it works!**

MARKHAM ECONOMIST & SUN Stouffville Tribune  
1-800-743-3353

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**COLLECTION OFFICER**

Required for 1 year maternity leave. Previous collections experience a must. (Some legal and small claims court experience). Strong command of the English language, Word and Excel needed.

Fax: 905-475-1664 Attn: Amy or email: amyk@chum.ca

**MARKHAM - REAL ESTATE**  
Active office requires:  
**ADMINISTRATIVE ASSISTANT/DEAL SECRETARY**

Proficient in Lone Wolf software. Send resume with salary expectations to:

Box 1  
c/o The Markham Economist & Sun  
9 Heritage Road  
Markham, ON L3P 1M3

**FULL TIME REAL ESTATE SECRETARY**

Experience in Flex Software preferred. Legal experience an asset. Please fax resume to:

905-640-7369

Construction office has immediate opening for Experienced Accounts Payable/ Payroll Clerk.

Candidates with working experience with GEAC/ JONAS Computer Software including knowledge of Payroll, Job Costing and Home Builders required. Forward resume stating salary expectations in confidence.

15037 Yonge Street, Aurora, ON L4G 1M3 or fax : (905)713-0736

**BOOKKEEPER**

Part-time 1-1 1/2 days per week. Must be trained bookkeeper with computer "Simply Accounting" including year end, payroll. Fax resume to: 905-642-2660

**CAD OPERATOR**

Interior Design Firm, Richmond Hill. Motivated self starter. Minimum 2 yrs. office experience. Auto Cad 2000 experience with working drawings. Email resumes to: pam@totalplanning.com

530 sales help & agents

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**PERMA PAVING STONE CO.**  
**INSIDE SALES POSITION**

Woodbine & Hwy 7 area

Manufacture of concrete products has immediate opening for bright person with good phone manners & communication skills. Computer use and basic math skills required.

Fax resume to; 905-612-8699

**FULL TIME IT SALES POSITION**

Salary + Commission

Details: www.canwave.com/hr  
Call 905-475-7273 ext. 404

ConAgra Grocery Products Canada is a leading manufacturer and marketer of packaged goods products, convenience and snack foods produced under the Chef Boyardee, Hunts, Orville Redenbacher, Healthy Choice, VH Sauces, PAM and Puritan labels. We are currently seeking to fill the following key position in our corporate office in Markham:

**CUSTOMER SERVICE REPRESENTATIVE**

The main responsibilities of this position include the receiving and processing of orders, order entry, billing and coordinating warehouse shipments. Additional responsibilities include responding to customer inquiries, liaison with Sales Staff and maintaining customer and product master files.

We offer a competitive salary, comprehensive benefit package and opportunity for growth.

If you are a highly motivated individual who can apply your previous work and possess the following qualifications:

- have successfully completed a post-secondary degree
- possesses strong analytical skills
- has excellent communication skills
- is computer literate & possesses advanced MS Office skills

Please forward your resume in "Confidence" to:

**Human Resources Specialist**  
Con Agra Grocery Products Limited  
Fax: 905-356-2383  
strangem@lhfc.ca

We thank all candidates for applying, however, only those under consideration will be contacted.

**Managers & Manager Trainees**

Growing car rental co. now hiring ambitious, creative, career minded individuals willing to work hard. Exp. preferred. Will train. Valid drivers license. Please mail or drop off resume in person to Seven Star Plaza, 5261 Hwy #7, Markham, ON L3P 1B8 905-471-7721

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**RECEPTIONIST REQUIRED**

Immediate opening for Receptionist to handle busy switchboard. Strong communication, typing and organizational skills required. We are an Electrical/ Mechanical Contractor, previous experience or knowledge in this area is an asset. Reply in confidence:

**ADMINISTRATOR**  
15037 Yonge St., Aurora L4G 1M3  
or Fax: (905)713-0736

**ACCOUNTING/SECRETARIAL**

Part time hours, year round position for basic accounting, payroll, reception work. Fluent in English & computer experience favoured. Suit mature person seeking flexible hours with transportation.

Call (905)471-1010  
Ask for Ilene

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P/T Positions required in our fast paced Markham office include:

**HUMAN RESOURCES ADMINISTRATIVE ASSISTANT**

- Qualifications and Responsibilities:
- Human Resources Certificate an asset
  - Strong computer skills MS Word, Excel, Publisher
  - Detail oriented with good organizational skills

**SCHEDULING COORDINATOR**

- Qualifications and Responsibilities:
- Scheduling experience an asset
  - Highly organized & self motivated
  - Client service focused & strong interpersonal skills

The successful candidates will have the opportunity to participate in our new and exciting Bonus & Profit Sharing programs.

Join the team where you come first!  
Call Call: 905-305-9551  
Fax: 905-477-1956  
Email: gglordani@interhop.net

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**Bookkeeper/Secretary**

Experience with AccRac, Simply Accounting a must. Windows 98 and Corel Word Perfect an asset. Part-time 3-4 days/week. Flexible hours. Must work well independently including all office duties. Fluent English a must. Location: Main St., Markham. Fax resume to Tony, Aurora (905)471-0176 (evenings) or Email to skylark@idirect.com

**F/T VETERINARY RECEPTIONIST**

for Wellington Vet Clinic in Markham. Experience an asset but not required.

Please Fax resume with salary expectations to: 905-294-7387

**DATA ENTRY/ACCT. ADMIN.**

Markham Co. requires self-starter with good computer and organizational skills. Reliable transportation and flexibility required. Strong spoken & written English a must. Fax resume to: 905-470-4115

532 retail sales help

532 retail sales help

530 sales help & agents

530 sales help & agents

514 salon & spa help

**ACURA SALES PROFESSIONAL**

Required immediately for high end import dealer. The successful candidate must have previous auto sales experience.

- ✓We offer: ✓Salary & top commission plan
  - ✓Bonus plan & on going incentives
  - ✓Health benefits ✓On going training program
  - ✓Large inventory ✓New & used to sell from
- Apply in confidence to David Horvath  
Tel: 905-841-1400 Fax: 905-841-8650  
STERNE ACURA  
13795 Yonge St., Aurora

532 retail sales help

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**Mario's no frills NOW HIRING**

**CASHIERS & GROCERY CLERKS**  
Part & Full time, days & evenings  
Apply in person to:  
9255 Woodbine Ave. Markham  
(Corner of Woodbine Ave. & 16th)

535 hospital, medical, dental

535 hospital, medical, dental

**FULL/PART TIME DENTAL RECEPTIONIST**

for busy and progressive dental practice. ABELDENT knowledge and experience a must. Dental assisting an asset. Fax resume: (905)852-0284

**HAIRDRESSER**

1-5 years experience.

Apply in person with resume  
**HAIRWAYS**  
2 Hawkrigde Ave. Markham

515 skilled & technical help

**LAWN SPRINKLER**

With an expanding company FOREMAN SERVICE TECHNICIAN INSTALLERS Experience preferred. Drivers license. Dufferin & Steeles Area. Training provided.  
**Mr. Waters**  
416-665-0052

