

511 retail opportunities

511 retail opportunities

Markham

WANTED IMMEDIATELY
PART TIME

- FILL CREW- 6am-10am
- RECEIVING- Sat., Sun.
- HARDWARE-Nights & weekends
- AUTO SERVICE ADVISOR-Nights & weekends

Complete application to:
8675 McCowan Road, Markham

512 summer employment

512 summer employment

College/ University STUDENTS

\$16.05 per hour/appt.

- Scholarships available
- No exp. required/ will train.

Call Mon. - Fri. 9-6, Sat. 10-3.
(905) 415-9299
www.workforstudents.com/on

515 skilled & technical help.

515 skilled & technical help.

TRANSPORTATION ENGINEERING TECHNICIAN

Cansult Ltd. has an opportunity in our Markham office for a Transportation Engineering Technician with 2-4 years of experience. Interested individuals must be self motivated, have proven computer skills in AutoCAD 2000 and preferably Autodesk's Civil Design package to complement our growing practice.

Fax resumes with cover letter to:
J. Hardie (905)470-2060
or email to: jhardie@cansult.com

Manufacturer for the automotive and office products industries has the following opening:

PUNCH PRESS OPERATOR

Punch Press Operator with at least 3 years experience on presses over 300 tons, progressive dies and coil feeders. Must be able to work a 2 shift rotation.

Please forward resumes to
Jane Maclellan, H.R. Manager
R. Reininger & Son Limited
1240 Twinney Drive
Newmarket, ON L3Y 5N1
e-mail: janem@reinger.com
Fax: 905-898-6020
No Agencies Please

525 office help

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ACCOUNTING CLERK/ RECEPTIONIST

For Concord Head Office location - Keele and Rutherford. Applicants must have 2-3 years accounting related experience. Excellent computer skills, and very pleasant telephone manner a must. Ability to work with and support multi-disciplines, such as accounting, sales/ marketing, engineering administration and executive administration an asset.

Please fax resume to: 905-879-0703, Att: Sophia Yeung, Accounting Support Group Manager.

525 office help WANTED

Mature person required from April 30 - November 15 for office located in Steeles and Woodbine. Applicant must be willing to work independently. Responsibilities include scheduling appointments for service persons, communicate effectively with customers via the telephone, maintain customer records and have computer knowledge.

Please fax resume to: (905)470-3121.
Only applicants being considered will be contacted.

525 office help

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Pioneer

CUSTOMER SUPPORT/ ORDER DESK

A major distributor of home audio, car audio and video products has an opportunity for an enthusiastic team player in the Customer Support/ Order Desk Department.

THE requirements of the position are as follows:

- Bilingual French/ English is mandatory
- Responsible, self-motivated, possess excellent interpersonal skills.
- Must feel comfortable in a fast-paced multi-tasked environment.
- Previous experience on AS/400 an asset but not mandatory.

WE offer a competitive salary along with excellent benefits. Please fax your resume along with salary requirements to:

Manager - Administration
PIONEER ELECTRONICS OF CANADA, INC.
300 Allstate Parkway
Markham, ON L3R 0P2
Or
FAX: (905)946-7427
(No phone calls please)

(Only those candidates selected for an interview will be contacted.)

525 office help ADMINISTRATIVE ASSISTANT

We are looking for a committed, enthusiastic, professional to enhance our team. You will possess:

- Minimum 3 years office experience
- Proficient in Microsoft Outlook, Word and Excel
- Superior organizational and record keeping skills
- Able to support, co-ordinate & communicate professionally
- Ability to work independently with general guidance
- With training, ability to rotate through On-Call schedule
- Experience in Home Respiratory a definite asset

Please fax resumes to Elizabeth Delville at:
(905)513-6172

Greater Toronto Area (GTA) Savings & Credit Union is looking for a qualified individual to provide member service at our Stouffville location.

Full-Time Member Service Representative

Responsibilities include processing transactions such as opening memberships, cross-selling products and services and operating a cash drawer.

Credit Union or banking experience an asset. Excellent interpersonal skills/ PC skills required.

Please apply in writing to:
Greater Toronto Area (GTA)
Savings & Credit Union
6245 Main St. Stouffville, ON L4A 8A1
Fax # 905-640-7713

We thank all candidates and will be contacting those we wish to interview.

MERCHANTCARD ACCEPTANCE

Merchant Card Acceptance Corp. is Canada's leading credit / debit card sales agency. We are the exclusive representatives of merchant services for two of Canada's leading financial institutions. We have a need to fill the following positions:

IN-SIDE SALES REPRESENTATIVE
BILINGUAL IN-SIDE SALES REPRESENTATIVE

Your mandate is to sell VISA, MasterCard, American Express, and Interac acceptance to our rural clients working out of our Markham office. Here is your chance to join an energetic and growing organization!

If you are an exceptional communicator with a strong focus on delivering great customer service, some retail sales or service experience, and have a high level of enthusiasm, then we would like to hear from you. We offer a competitive base salary and bonus that rewards your accomplishments, and the training required to help you move your career to the next level. Please reply in confidence to:

3075 14th Ave. Unit 6, Markham, ON, L3R 0G9
or fax 905-305-8809
WWW.MERCHANTSALES.COM

OFFICE PERSON

required for busy, growing company located in Markham. Pleasant phone manner, excellent communication skills, and knowledge of computers an asset.

Please fax your resume in confidence to: (905)887-1129

PEOPLE DO READ SMALL ADS.

TO PLACE YOUR AD CALL at 1-800-743-3353

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FCI, part of the Framatome Group, is a global company present in 83 countries and employing over 20,000 people. With sales over 2.1 billion dollars and more than 60 production facilities, FCI is the second largest connector company in the world. Due to rapid growth at our Markham facility, we currently have the following position available:

RECEPTIONIST/SECRETARY

The successful candidate will possess a minimum of 2 years related experience. This position is responsible for all reception duties and to work with the Controller to prepare spreadsheets and other secretarial duties. Proficiency in PC based applications such as MS Office is a must. You must also have a pleasant and professional telephone manner and be familiar with the Norstar or Meridian phone systems. This position is also responsible for all mail and courier duties.

To pursue this opportunity, please forward your resume to:

Human Resources Department
FCI Canada Inc.
245 Renfrew Drive
Markham, Ontario
L3R 6G3
Fax: 905-940-4878
E-mail: gdipaolo@fciconnect.com

We would like to thank all applicants, however, only those selected for an interview will be contacted.

ADMIN. ASSISTANT

A busy financial planning office in Newmarket requires the following:

- Professional & very organized
- Excellent computer/phone skills
- Excels under pressure and can multi-task
- Detail oriented and good follow-up skills
- Great attitude & flexibility
- College or university degree

Fax resume with salary expectation to 905-830-6753

CLERK/ SECRETARIAL

Construction company looking for f/t person for our acctg. dept. Must have Microsoft Word/ Excel, data entry, typing, good command of English.

Send resume and references to:
Fax : 416-292-1124
3445 Kennedy Road,
Scarborough, M1V 4Y3

Receptionist/Clerk

Required by a well established, rapidly growing Canadian company located in Richmond Hill. Full-time, entry-level position. Must have a pleasant telephone manner, proficient in Microsoft Word and Excel and have two years general office experience. Excellent benefits package. Starting salary \$27K. Please send your resume to:

AMICO CORPORATION
Fax: (905)764-0643
email: cdeak@amico.com

SERVICE ADMINISTRATOR

Working knowledge of audio systems, good time management and communication skills. Computer experience. Positive attitude necessary; some heavy lifting involved.

Call (905)305-8438, ext 223

CUSTOMER SERVICE/ RECEPTIONIST

Required for a fast paced Markham Service office. You must meet the following requirements: Customer service background. Excellent interpersonal skills & professional telephone manner. Strong communication & computer skills. Ability to multi task. Pleasant, patient, eager to learn and a team player.

Please apply in writing with salary expectations via e-mail: careers@cleanmark.com

532 retail sales help

Local health and fitness store looking for

P/T Retail Help

Experience an asset.
Call Mike at: (905)475-5366
or fax resume to: 905-475-2702

Please Recycle



525 office help

WANTED: Local small business requires a part time, freelance **BOOKKEEPER**, experienced with QuickBooks Pro, 2001 version. Flexible hours. Will respond to all resumes submitted to: 5694-4 Highway 7 East, #116, Markham, Ont. L3P 1B4

Fitness club seeking reliable **FRONT DESK RECEPTION STAFF**

For Saturday and Sunday position.
Fax resumes to Francine at: (905)475-7151

530 sales help & agents

530 sales help & agents

ATTENTION SALES REPS

High paced marketing call centre looking for full and part time sales/customer service associates who are energetic and articulate to fill available positions.

Call Jamie at (905)709-1642

INSIDE SALES/ CUSTOMER SERVICE REPS.

PC Parts Now, a leading Canadian Distributor of printer parts, requires a customer service rep and an inside sales rep for our Markham location. The ideal candidates would require strong communication skills, both written and verbal, interpersonal skills and some computer experience.

Fax your resume to: 905-752-0999

532 retail sales help

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ATTN: UNIVERSITY STUDENTS! Immediate openings for 2 positions **RETAIL/ SERVICE/ SPA DELIVERY**

Apply in person to:
SEAWAY POOLS
25 Heritage Rd, Markham,
(905)294-8030

540 hotel restaurant

540 hotel restaurant

DUTCHESS OF MARKHAM WAIT & BAR STAFF

required
Minimum 2 years experience.
Apply at 53 Main St. N. Markham or mail resume.