

505 careers

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515 skilled &amp; technical help

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525 office help

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Fast paced, north end Alarm Co. has 2 openings:

- **TECHNICAL SUPPORT POSITION**
  - **COORDINATOR OF INSTALLATIONS**
- between clients & sub-agents  
Both positions require customer service & computer skills. Must be able to multi-task.

Fax 905-738-0443  
Attention: Chris

**Markham**

**GENERAL MECHANIC**  
Required immediately for large, busy auto centre.

- Full time & benefits
- Continental shifts

Call or fax Mike or Tracey  
Call: (905)471-1491  
Fax (905)294-6998

A major supplier to the mining, chemical and food industries is now seeking an experienced full-time receptionist. This position requires Microsoft Word & Excel experience and you must be fluent in English. Markham location.  
Fax resume to: 905-415-8891 (Uma or Deb)  
Mail to: Thermo Sentron Canada 81 McPherson St. Markham, Ontario L3R 3L3

509 drivers

509 drivers

**SCHOOL BUS/CHARTER DRIVERS**  
Required in the York Region area. Train now for summer camps and September routes. For info, and driving training please call Edutran at (905)853-5555

**LICENSED GAS FITTER & GENERAL LABOURER**  
required immediately to work on residential gas equipment. Must have own vehicle.  
Call Linda  
(905)472-6515

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**RECEPTIONIST REQUIRED**  
For busy Markham manufacturer. Self-starter, detail oriented, excellent interpersonal skills. Knowledge of Meridian phone system, Microsoft, Word, Excel, and basic accounting skills.  
Fax resume to:  
**905-470-1789**

### Lending/ Credit Positions

Walker Credit Canada Limited is a rapidly growing Canadian financial services firm located in Markham. The company specializes in asset financing for sole proprietors, partnerships, small/ medium/ emerging corporations. Due to continued growth in our business we are currently looking for qualified individuals for the following positions reporting to the Vice-President Credit:

#### Small Ticket Credit

The successful applicant will have a solid understanding of consumer credit or auto finance or small ticket leasing. The position entails handling a high volume of applications for credit, adjudicating on requests, handling enquiries by telephone, analysis of business and credit bureau information, prompt and effective decision making and care and attention to detail.

#### Large Ticket Credit

This position requires a solid understanding of financial statements, consolidations, business law, credit granting and administration, collateral documentation, credit bureau reporting, collections and lending to Canadian business. Preference will be given to individuals with some relevant post-secondary education and/or professional designations. Prior experience in lending to small and medium sized businesses in a bank or business leasing setting is desirable.

We are looking for bright, motivated, team players who can fit into our unique culture and deliver excellent customer service to our key constituents. This is a high-speed, high-energy environment where the right person with the right outlook and making the desired contribution can be substantially rewarded. Well developed written and verbal business communication skills are essential.

Resumes with a covering letter stating which position is being applied for should be sent by fax to (905)943-4430, or email [ian@walkercredit.com](mailto:ian@walkercredit.com)

We thank all applicants but only those to be interviewed will be contacted.



514 salon &amp; spa help

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**Ashgrove Spa**  
is now accepting applications for:  
**ESTHETICIAN & ELECTROLOGIST**  
Call: 905-201-0343 Marika  
or fax: 905-201-8271  
email: [markia@ashgrovespa.com](mailto:markia@ashgrovespa.com)

**ENTRY LEVEL ACCOUNTING/ CLERICAL POSITION**  
Full time. New Car Posting Clerk required immediately. Training provided. Markville Ford Lincoln (905)474-1350 ask for Brian

**Bookkeeper**-knowledge of Quick-books or equivalent a must. Experience in aggregate & trucking industries an asset. Good telephone manner, self motivated & organized. Approx. 30 hrs./week - some flexibility, wages negotiable. Rural Aurora location - own transportation a must.  
Fax resume to: 905-888-5005  
or mail to: P.O. Box 194, Gormley, Ont., L0H 1G0

**HAIRSTYLIST and ASSISTANT**  
Needed for busy salon in Stouffville. Call Marc or John at 905-642-0336

**RECEPTIONIST**  
Needed for Spa. Must be reliable, professional and have excellent people skills. Drop off resume at Svengali Spa, 39 Main Street, Markham. 905-471-6268

**BOOKKEEPER/ OFFICE MANAGER**  
Full-time position, retail operation. Business Vision, Excel, Word experience required. Competitive salary commensurate with qualifications.  
Fax resume to: (905)669-7416

**FULL TIME POSITION**  
CA firm requires multi-tasked individual. Duties: filing, reception, word processing, mail, photocopying, faxing and much more. Experience: computer, Word, Excel, accounting softwares. Fax resume to:  
**Ms. Makowsky (905)669-7416**

**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!

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**Alpa Roof Trusses Inc. Maple**  
seeks full time **PRODUCTION ASSISTANT** to prepare manufacturing paperwork. Applicants who demonstrate accuracy, attention to detail and mathematical aptitude will be given preference.  
Forward resume by fax to:  
Mr. Green at 905-832-0286

**Consulting engineering firm in Markham requires:**  
**PART-TIME OFFICE HELP**  
Approx. 3 days/ week, 4 hours per day. For typing, filing, etc. Knowledge of WordPerfect an asset.  
Please fax resume attn: June:  
(905)294-2077

**CUSTOMER SERVICE POSITION**  
Markham company seeks full time customer service person. Must have a good command of the English language. French is an asset. Please call for an appointment.  
Call 905-479-3677  
Or fax to 905-479-2516

**Leader in Providing Supplies to Industry (Concord) Seeks SENIOR A/R AND COLLECTION ADMINISTRATOR**

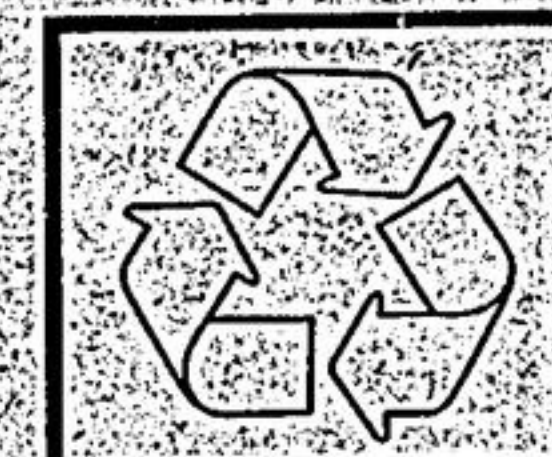
You have an ability to balance customer service and retention efforts with collection requirements. You deal effectively and communicate well with all manner of people. You have a perspective for the 'larger picture', are diligent in your efforts, work with a high degree of integrity and are one to suggest process improvements.

Our client is a long standing supplier of products to industry. They are highly customer focused and emphasize employee development and satisfaction. You will reflect these values in your role.

Minimum 3 years experience in Accounts Receivable /Collections administration. Proficient with computers and MS Office software. Competitive salary and benefits. Kindly fax resume to: 905-272-4371 or email to: [cplatt@capresourcesintl.com](mailto:cplatt@capresourcesintl.com) by June 6th, 2001

We thank all applicants for their interest and will contact you if a meeting is required.

**CCTV & ALARM INSTALLATION COORDINATOR REQUIRED**  
Ideal for Service Technician seeking advancement. Knowledge of CCTV, Card Access and Security Systems essential. Salary and compensation based on experience.  
Please apply in confidence to:  
Mr. Steve Pollard, President  
VidSecure Inc. Markham  
(905)477-8329, ext. 235



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**Firstat**  
Nursing Services

Join the team where you come first!  
Come join a rapidly growing health care company, in an industry of the future.

**OFFICE ADMINISTRATOR**  
Full-time position required for our fast paced Markham office.

**Qualifications and Responsibilities include:**

- Payroll and Invoicing functions and financial record keeping for large client/employee group
- Ability to manage accounts receivables
- General office administrative and support duties
- Strong computer and office technology skills
- Multi-tasked, detail oriented and highly organized
- Client service focused and self motivated

Competitive Salary and Opportunity to participate in our Profit Sharing Program  
Please phone: 905-305-9551  
Fax resume: 905-477-1956  
Only those selected for interview will be contacted. Thank you.

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

**Manufacturing Quality Control Manager**  
**Responsibilities Include:**

- Implementation of all aspects of the Quality Control activities within a CNC Lathe/ Mill Manufacturing facility.
- Implementation of ISO 9000
- Staff Training in regards to Quality Control procedures
- Working with Suppliers and Customer Base on all quality aspects
- Maintain Tool Room
- 1st off inspection

**Knowledge of the following:**  
ISO 9000, Ability to read drawings, Windows 95, Measuring Equipment

**CNC Lathe Programmer Operator**  
**CNC Mill Programmer Operator**

- Write programs & able to do complete set ups
- Fanuc programming, Minimum 5 years experience

All applicants must be able to speak, read & write fluent English. Located at York/ Durham 30 and Bloomington Rd. Stouffville. Please Fax Resume to: (905)642-1279

**kaval**  
WIRELESS TECHNOLOGIES  
Kaval Wireless Technologies Inc.  
Receptionist

Do you thrive in a fast-paced environment? Are you professional, polished and experienced? Do you have excellent communication and interpersonal skills? If you have answered "yes", you may be the right person for Kaval. We are seeking an experienced Receptionist to handle all reception functions and assist with a variety of office administrative duties. Applicants should be proficient in Word and Outlook, complemented by solid organizational skills. A professional demeanor is key.

For more information, please visit our website: [www.kaval.com](http://www.kaval.com). Letters of application along with a copy of your resume and salary expectations should be forwarded to [opportunities@kaval.com](mailto:opportunities@kaval.com) by Monday, May 28, 2001.  
We thank all applicants in advance, as only those selected for an interview will be contacted. Kaval is an equal opportunity employer.

Promote your company's **INTERNET PRESENCE** in the Classifieds. Be sure to include your **WEB ADDRESS**