

505 careers

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515 skilled & technical help

525 office help

525 office help

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ConAgra Grocery Products Limited 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:

ACCOUNTING SUPERVISOR

This position reports directly to the Controller, providing technical direction to our clerical accounting staff. Specific responsibilities will include the maintenance of a computerized General Ledger and financial reporting system; direction and/or preparation of sub-ledger reconciliations; monthly financial statement and account analysis; maintenance of fixed asset, depreciation, insurance and tax registers; month-end closing journal entries and the completion of financial statistical returns.

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

The successful candidate should possess the following qualifications:

- a post-secondary degree in accounting
- enrollment in a recognized professional accounting program
- senior level accounting experience
- strong analytical and communication skills
- advanced Microsoft Office computer skills

Please forward your resume in confidence to:

Human Resources Specialist
Fax: 905-356-2383
strangesm@ihfc.ca

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

ROOFERS

Sub-contractor with pride of workmanship for shingles and flats re-roofing
Call: 416-781-6466

RECEPTIONIST REQUIRED

For a 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

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PERMANENT PART-TIME PERSON FRIDAY

- Variety of duties, including data entry.
 - Stouffville office, relaxed atmosphere.
 - Cheerful, energetic personality, detail oriented.
- Fax resume: 905-642-2416

BOOKKEEPER

Experienced bookkeeper required by Markham-based consulting company. Duties include A/R, A/P, online PAP and Credit, day-to-day use of MYOB Flexible, 20-30 hours per week and a friendly Environment.

Fax resume to (905) 470-0871

or email to billing@nobelmed.com

DO YOU WANT TO WORK CLOSER TO HOME?
Bilingual (French/English)
Customer Service Representatives
Needed for the Aurora Area.
Structured 24/7 Inbound Call Centre, must be able to multi task, be a team player, have windows operating system.
Don't miss this exciting opportunity!
Call **MANPOWER** immediately
905-715-7714 or 800-567-6443
Fax resume to 905-715-7725 or email michael.parsons@na.manpower.com

MANPOWER

LEGAL SECRETARY EXECUTIVE ASSISTANT
With min. 3-6 yrs. corp/commercial experience with law firm or in-house counsel, required for dynamic sports/entertainment company in Aurora. Excellent working environment, salary and benefits. Please fax resume to:
Magna Entertainment Corp
(905)726-7173

Home Office at 16th & Bayview
University student or recent U grad. Must have exceptional English writing skills. Ability to do Web Design & research. HTML and script writing experience would be an asset. 20-30 hrs/week ends and some evenings.
Please email: oadventure@home.com

Jr. Administrative Assistant Duties: order entry, filing, product pricing, and other clerical tasks. Proficiency in all MS Office applications, strong interpersonal and communication skills. Previous clerical exp. a must.
Sales Coordinator - One Year Contract: Supporting a team of sales professionals, you have proficiency in MS Office applications, a positive attitude, and strong interpersonal and communication skills. Exp. in Meridian phone system an asset.
Fax resume (905) 470-9213
E-mail: tderohanian@minolta.ca
No phone calls or agencies please

EXECUTIVE SECRETARY
Woodbine/Steeles area. Requirements: Dictaphone, computer skills, Power point, Excel, Word. Successful candidate must be able to adapt to changing priorities. Basic math and letter writing skills are essential.
Fax resume to: 905-475-8361

OFFICE MANAGER Full-time Position

Mantur-Atkinson and Associates

BLACKIEK LEARNING CENTER

Responsible for the day-to-day operations of a one-person office in a fast-paced, professional environment.

Qualifications:

- Excellent communication and interpersonal skills, with a keen attention to client services.
- Ability to interact appropriately with children of all ages.
- Demonstrated ability to prioritize work according to changing demands, coupled with flexibility and the aptitude to multi-task in a fast paced environment.
- Ability to apply tact and diplomacy in a highly confidential work environment.
- Ability to take a proactive approach to improving office efficiencies.
- Solid problem solving skills, and the ability to work with minimal supervision.
- Sound working knowledge of MS Office applications. Knowledge of Health Screen would be an asset.
- Minimum education - Secondary School Diploma
- 1-2 years experience in an office environment

To formally apply, please fax your resume and cover letter to 905-475-8017, by July 18, 2001

Experienced LEGAL SECRETARY
Steeles & Weston
Fax resume (905) 264-6679

ADMIN/ DISPATCHER required for local aggregate company. Must have Excel, Word Perfect and be willing to work long hours.
Fax resume to: 905-640-1196

OFFICE ADMINISTRATOR/RECEPTIONIST
Full Time in Markham. Computer skills required. Starting immediately.
Fax resume: (905)294-3719

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

Placing a Classified ad?
1-800-743-3353
Mon-Fri 8 am-6 pm

515 skilled & technical help

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Alpa Roof Trusses Inc. Maple Ontario seeks
Civil Technologists to apply your engineering knowledge in the design, engineering and manufacture of engineered wood products. Applicants who demonstrate strong structural design vision, accuracy and attention to detail and ability to read blueprints, will be given preference. **Forward resume by fax to: Mr. Green:**
Fax: 905-832-0286

CUSTOMER SERVICE POSITIONS AVAILABLE
For 24hr. call centre in Richmond Hill to cover various shifts. Must be flexible and bondable.
French an asset
Fax: Ontario One Call (905)709-1711
email: kathyw@on.aibn.com

CUSTOMER SERVICE
Stouffville Manufacturer has an opportunity for a friendly individual with customer service/order desk experience and strong communication skills. Environment is fast-paced and requires someone with high energy. Computer experience necessary.
Fax resume (905)642-0450, Attention Susan

Receptionist
You will be responsible for the reception duties along with general office duties. Your personal presentation is of utmost importance and the ability to greet people with a smile in your voice is a big asset. Naturally you are fluent in English and grammar. Your background will include at least two years of relevant experience.
Ref. RE200
Please send resume by email to resumes@bfsent.com or by fax to 905-884-8292 quoting the reference number.

Pronto Automotive in Markham is now accepting applications for Exhaust Technicians and Licensed Mechanics. Emissions test and repair an asset.
Call 905-294-9476
or fax resumes to: 905-294-3383

Part-time position, bookkeeping, some secretarial and administrative duties, must have computer experience, some work from home. Stouff/Goodwood resident, preferred. Must possess good organizational skills. References.
Please fax resume to
Townline Storage, 905-642-3674, ph. 905-642-9998

OFFICE ADMINISTRATOR
Gormley construction firm requires a full-time office administrator for A/P, A/R, tendering and general accounting. QuickBooks, ADP, proficiency together with WP, Quatro, and Excel. 9-5 salaried position, starting at \$33K.
Fax resume to: 905-713-0952

EXPERIENCED CARPENTER, DRYWALLER & PAINTER
• Part-time/Full-time
• Competitive pay to qualified candidates.
• Job variety
Must have own vehicle, tools & insurance.
Contact Sue at (905)830-6822

We're Hiring in Customer Service!
Join our team in a busy, growing company in northeast Scarborough. We are looking for someone who is organized, with a positive attitude and excellent communication skills. Order desk experience and customer service skills essential. Bilingualism an asset. Don't apply unless you are dedicated, outgoing, and willing to learn.
Please fax your resume & salary expectations to: 416-297-0109

VILLAGE NISSAN
has the following positions available

FULL TIME RECEPTIONIST
Monday - Friday

PART TIME RECEPTIONIST
2 evenings per week & alternate Saturdays

Please fax resume to 905-940-6636
Village Nissan,
4600 Hwy #7, Markham

530 sales help & agents

530 sales help & agents

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 or Gabriel
Tel: 905-841-1400 Fax: 905-841-8650
STERNE ACURA
15795 Yonge St., Aurora

Sexauer Limited Sales Training Position
Plumbing and Maintenance parts. Car required. Call (905)649-1959

535 hospital, medical, dental

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

ATTENTION: HELP WANTED
We are looking for key people to expand our Financial Services business in this area. Exp. not necessary. We will train. For an interview, call Sera at 416-497-7077

RNs, RPNs HCAs and PSWs
Needed immediately for all shifts. Good rates.
Call 5-STAR HEALTH CARE
905-472-3345