

505 careers 505 careers 505 careers 505 careers 505 careers 505 careers 525 office help 525 office help 525 office help

**\* CONTROL \* IMPACT \* FUN \***

## RAND McNALLY CONTROLLER

Reporting to the General Manager, Canada, this position assumes responsibility for a number of tasks & duties, including:

- Preparation and analysis of financial statements, forecasts and business plans; plan and execute month end procedures; related reports, tax reporting
- Supervision of Customer Service, A/R, A/P and a Staff Accountant
- Develop annual business plan; review results; recommend strategies
- Payroll, Group Benefits administration
- IS/IT functions
- Office and facilities management; manage fixed assets & inventory valuation
- Banking and cash management

You must likely possess a CA, CGA, CMA or CPA designation, be computer literate (Excel and Word) and flourish in a small business environment where you have the ability to act independently, make an impact, multi-task and enjoy the easy commute into Markham.

Compensation could range from \$65 - \$75K (experience based)

Please fax resumes to: 905-477-7408 by August 23, 2001.

## PharmaCommunications Direct Marketing

### PROJECT COORDINATOR (4-MONTH CONTRACT POSITION)

PharmaCommunications Direct Marketing is currently conducting a search for an experienced Project Coordinator for its Production Facility located in the Highway 404 & Highway 7 area of Markham. Although this position involves a 4-month contract, it may lead to permanent employment within the organization in a related capacity.

The position involves the coordination of a wide variety of client projects including direct mail, fax broadcast, sample distribution, and telemarketing services. Responsibilities include client and regulatory contacts, preparation of customer proofs, coordination of outside suppliers, internal production scheduling, and project delivery.

The ideal applicant will have a thorough knowledge of project administration, strong organizational skills, solid computer skills, and some knowledge of the pharmaceutical environment. Bilingualism would be a definite asset. Most importantly, this position requires an individual with an unwavering commitment to delivering excellence in customer service.

PharmaCommunications Direct Marketing is one of Canada's leading pharmaceutical marketing services companies. Through its offices in Markham and Montreal, and its Markham production facility, PharmaCommunications provides Canada's pharmaceutical industry with a variety of specialized marketing services.

If you thrive in a fast-paced, entrepreneurial environment, and are seeking an opportunity with significant growth potential, please fax or e-mail your resume in complete confidence to:

**PharmaCommunications Direct Marketing**  
E-mail: info@pharmagram.com  
Fax: (905) 471-6810

*While we thank all applicants for their interest, only candidates being invited to an interview will be contacted. PharmaCommunications Direct Marketing is an equal opportunity employer.*

## THE BOCHNER EYE INSTITUTE

has recently opened a new education centre in the Markham/Unionville community. We are looking for a F/T administrative assistant with outstanding customer service and communication skills. Must have good computer skills, and a commitment to customer care. Prior ophthalmic and/or medical experience would be an asset.

Please fax resume in confidence to 905-470-2216

Senior positions are available in a direct marketing company located in Markham. As a member of the Client Services production team, you will be dealing with other internal production teams and clients to ensure that our client's direct mail programs are done accurately and on time.

You should possess:

- 3-5 years of direct marketing production experience
- Excellent communication, interpersonal and organizational skills
- MS Office (Excel, Word)

Please mail or fax your resume to:  
Manager, Client Services  
Lason Canada  
80 Gough Road,  
Markham, ON, L3R 6E8  
Fax: (905) 940-2107  
email: clientservices@lason.ca

## LEGAL ASSISTANT/ RECEPTION

Markham law firm is looking for a mature, energetic person to join our legal team. Minimum 3 years Real estate Law experience. Conveyancer, Teraview, PC Law.

Fax resume to: 905-477-3978

## CUSTOMER SERVICE REP FULL-TIME

Great telephone & accurate data entry. A strong command of the English language required. Thornhill

Call: 905-731-7132 or fax 905-731-8222

## FAST TRACK YOUR CAREER

Great opportunity for a cheerful, high energy, very outgoing person, with outstanding communication skills to assist Doctor in providing superior health care. Great hours. Excellent training provided. If you are a recent university grad or other ambitious individual, this is for you!

Apply in person  
**West Chiropractic Clinic**  
4747 Hwy. #7 East, Unionville

## HOUSEKEEPING & LAUNDRY DEPARTMENTS

On-call positions available:  
•DIETARY AID  
Temporary/Casual position

Submit resume to:  
Aurora Resthaven  
32 Mill Street,  
Aurora, L4G 2P9  
or fax to: 905-727-6299

## WANT TO WORK IN A HOME/ OFFICE ATMOSPHERE?

Mature, congenial individual to work flexible part-time hours days, evenings, and some weekends. R.E. experience preferred, but not necessary. Willing to train for a permanent Receptionist position.

Fax resume to: 905-947-8070

## COUNTER HELP

Experienced. For Lunch Hour. Woodbine & Hwy. 7

Fax resume to: 416-385-2716 or call: 416-450-8088

## Body Beautiful Salon & Spa

is now accepting applications for **HAIR STYLISTS.**

Call: (905) 727-2332 (Marika) or fax 705-721-0855

## DICTA-TYPIST

required for busy independent adjusting firm in Markham. Must have 70 wpm and experience with MS Office. Insurance experience is preferred.

Please facsimile your resume to: Vanier Insurance Adjusters Ltd., (905) 946-0171

## GENERAL INSURANCE BROKERAGE Requires CSR's. (R.I.B.O)

Full time position. Benefits. Thornhill

Fax resume to: 905-889-3435

For temporary positions in:  
PAYROLL SPECIALIST  
STAFF ACCOUNTANT  
COLLECTIONS SPECIALIST  
ACCOUNTS PAYABLE  
ACCOUNTS RECEIVABLE  
BOOKKEEPER

## accountemps

You must be available to work past September  
Tel: (905) 709-8009 Fax: (905) 709-3664  
Email: markham@accountemps.com  
For more information visit our website at www.accountemps.com

## WAIT STAFF BARTENDER

Full and part time positions. Must be experienced. Apply with resume in person

**EARL OF WHITCHURCH**  
6204 Main Street, Stouffville or call (905) 640-8300

## \$20 - \$25 / HR

Nat'l company with lots of work for **Remodellers, Carpenters, Plumbers & Handyman (m/f).**

Flexible hrs, immediate pay, be independent. Need tools, vehicle and must be bondable. Call Mr. Woods, Monday 10-2, 905-884-7678

## 2 FULL-TIME ADMIN ASSISTANTS

Busy property management office requires 2 full time administrative assistants. One customer service position and one preferably with accounting experience. Must have general office experience, and be familiar with Microsoft Office.

Resumes, with salary expectations, faxed ONLY to (905) 940-1015

Markham office has the following employment positions available:

## Data Entry and Collections Receptionist

- Good English Communication
- Strong organizational skills
- Strong Communication and Customer service skills
- Working knowledge of MS office

Please fax resume to Peter G. At: 905-513-7541

## RECEPTIONIST/ TYPIST

Busy real estate office. Full time permanent, must have R.E. exp., Quick MS Word min. 35 wpm. Opportunity to learn & grow, positive attitude, multi-task ability, team work & communication expert, customer service specialist.

Fax resume to: Karen 905-470-7770

## FULL TIME ECE'S

required for daycare \$10/hr. Full benefits. Call Cindy (905) 471-2925

For temporary positions in:  
CUSTOMER SERVICE  
MARKETING/ADMINISTRATOR  
SALES/ADMINISTRATOR  
BILINGUAL (FRENCH) RECEPTION

## OFFICETEAM

You must be available to work past September  
Tel: 905-771-8272 Fax: 905-709-3664  
Email: markham@officeteam.com  
For more information visit our website at www.officeteam.com

Due to rapid growth, GANZ currently requires:

## New Accounts Assistant

Our successful candidate will possess excellent communication and organizational skills along with the ability to maintain and process high volumes of paperwork. Responsibilities will include: credit investigations, analyzing and approving credit limits, processing orders by cheque and credit cards, and communication with sales representatives and customers.

## Administrative Assistant

We are looking for a well organized, customer service oriented assistant for our Personal Care Product Development team. Our ideal candidate will have excellent communication skills and a thorough knowledge of Word and Excel. Post secondary education is preferred.

Please forward your resume to: Human Resources Department, Ganz, 1 Pearce Road, Woodbridge, ON L4L 3T2; Fax: (905) 856-4647; e-mail: hrcanada@ganz.com

## GANZ

## ADMINISTRATIVE ASSISTANT

The successful candidate will provide administrative support to an executive director and perform general office duties.

Formal secretarial training required as well as 3-4 years work experience. Excellent oral and written skills and demonstrated proficiency in Microsoft Word, Access, and Excel are essential. Previous experience with a non-profit association would be an asset as well as the desire to work in a team environment. The office is accessible from the 404 and 401.

A covering letter to include salary expectations for this full-time position, must accompany all resumes submitted. Please apply to 201 Consumers Road, Suite 302, Toronto, ON M2J 4G8.

## WOODBINE CHRYSLER

In Markham Has two positions available:

- FULL-TIME CLEAN-UP/ DETAILER**
- PART-TIME RECEPTIONIST** Evenings and Saturdays.

Please fax resume Attn: Sandy Longman Fax: 905-415-2001

## THANK YOU FOR CHECKING

Please look over your ad the first day it appears making sure it reads as you requested as The Economist cannot be responsible for more than one insertion.

## CUSTOMER SERVICE REP

Markham

Small technology company needs an experienced CSR to handle requests, assistance, and information from clients. Excellent MS Office skills, good command of English and a knowledge of French an asset. Fun environment. Excellent salary, bonus.

Fax 416-222-9452 or email: staff@arc.home.com

Markham giftware company seeking

## CUSTOMER SERVICE REPRESENTATIVE

Must have excellent communication and strong computer (Word, Excel) skills. Previous invoicing and experience with EDI required.

Fax resume by August 24th to: (905) 479-4723

514 salon & spa help 514 salon & spa help 525 office help 525 office help 525 office help 525 office help

515 skilled & technical help 515 skilled & technical help

525 office help 525 office help

525 office help 525 office help

525 office help

535 hospital, medical, dental

540 hotel restaurant

545 teaching opportunities