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515 skilled & technical help

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TIRED OF COMMUTING?

Strategic Information Technology is a successful, Canadian owned company located in Stouffville, Ontario. We provide 'state of the art' software products and solutions to the finance industry. Come and help us meet the challenge of becoming Canada's leading financial services software supplier. The positions are:

Programmer**Product Specialist - Loans and Mortgages**

Description: You will be supporting and developing enhancements for a Loan and Mortgage Administration System. You will be working closely with our Customer Service Representatives to solve problems and provide solutions for a wide variety of clients.

Qualifications:

- working knowledge (3+ years) or better of the Progress programming language
- comfortable in UNIX and Windows environment
- familiar with loan and mortgage administration

Programmer**Product Specialist - Gateway Communications**

Description: You will be supporting and developing enhancements for a gateway Interface System. Some of the interfaces that you will be involved with are Web, IVR, ATM, and custom messaging. You will be working closely with our Customer Service Representatives to solve problems and provide solutions for a wide variety of clients.

Qualifications:

- working knowledge (2+ years) of the Progress programming language
- comfortable in UNIX and Windows environment
- working knowledge or better of the C programming language
- comfortable with TCP, XML, data packet reading, and background processes
- attention to detail and maturity in the software industry is a must for this position

**Documentation/Programming
Microsoft Word Specialist**

Description: You will support and maintain our in-house document processing application utilizing Microsoft Word. In addition you will maintain and update S.I.T. in-house application documentation.

Qualifications:

- working knowledge of Microsoft Office
- working knowledge of Mail Merge, Field Codes in Microsoft office
- experience in application documentation would be an asset

If you are interested in joining a closely knit, dynamic company and seeing your efforts having a direct effect please call 905-640-0808 and ask for Bruce or send your resume to brucep@stratinfotech.com

Supervisor, Revenue & Expenditure Control

You have 5 years of financial management and accounting experience, including 3 years of supervision. You manage Accounts Payable/Receivable, develop policies and procedures and maintain GST/PST reporting systems. You have a degree or diploma in Business, Commerce or Economics, an accounting designation and HR-management training. Knowledge of federal and provincial statutes and proficiency in MS Office and ERP systems are key. **Quoting competition #1938**, please submit a resume by **January 11, 2002**. We thank all applicants, however only those selected for an interview will be contacted.

The Regional Municipality of York
Human Resource Services
Department
17250 Yonge Street
Newmarket, ON L3Y 6Z1
Fax: 905-895-4232
E-mail: yrkhr@region.york.on.ca

**MILLER THOMSON LLP
Collections Supervisor, One-Year Contract**

Miller Thomson LLP, a prominent national law firm with offices in Toronto, Vancouver, Calgary, Edmonton, Markham, Whitehorse and Washington D.C., is seeking a Collections Supervisor in our Markham office for a one-year contract.

As a member of the accounting team, the primary responsibilities of this position will be to contact clients regarding outstanding accounts, liaise with lawyers regarding clients with outstanding accounts receivable, issue monthly Account Statements, maintain the collections database, monitor the firm's billing and collection policies, coordinate and attend Credit Committee meetings, and report on the results of collection efforts.

The successful candidate must have the ability to work in a fast paced environment and manage multiple priorities. Previous experience working in a collection environment is required. This position necessitates strong communication and analytical skills. Proficiency in Excel is required. Experience working in a law firm would be an asset.

If interested, please forward your resume in confidence to:

Robyn Campol
Human Resources Manager
20 Queen Street West, Suite 2500
Toronto, Ontario M5H 3S1
Fax No.: 416-595-8695

**ADVERTISING
SALES REPRESENTATIVE**

The Markham Economist & Sun/Stouffville Tribune newspapers require an Advertising Sales Representative to work out of our office located in Markham.

Previous direct client sales experience a prerequisite, preferably with a magazine, newspaper or the print media industry. The successful candidate will have a determination to succeed in a competitive market.

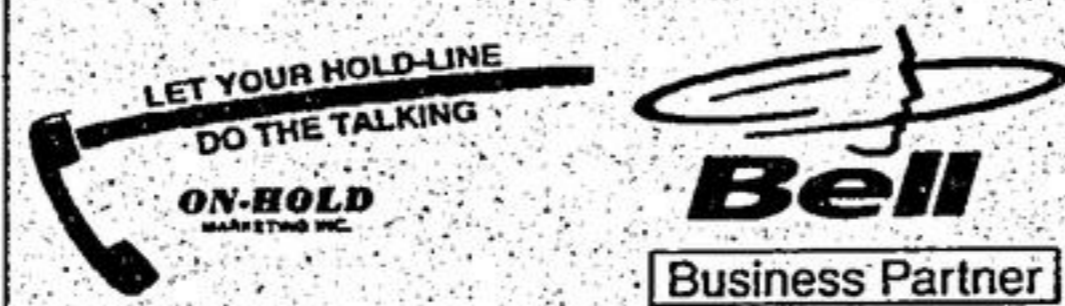
You are well organized, an independent worker, have a strong service ethic and the ability to create and deliver convincing marketing presentations to prospective advertisers and to meet deadlines under pressure.

As an Advertising Sales Representative you will not only be representing the Markham Economist & Sun/Stouffville Tribune newspapers, but also Metroland Printing & Publishing Ltd., a leading company in community newspapers.

If you are interested in pursuing this career opportunity, please send your resume, in confidence, to:

Stephen Mathieu
Advertising Manager
The Markham Economist & Sun
Stouffville Tribune Newspapers
9 Heritage Road
Markham, Ontario L3P 1M3

We thank in advance all applicants for their interest in this position. Only those candidates being considered for interviews will be contacted.



TECHNICAL ASSISTANT
Studio work, troubleshooting, customer service, courier prep. Pre-requisite: computer literate, organized, excellent English. Salary commensurate with ability. F/T Mon-Fri.
Call 905-479-1159 ext. 223 after 6pm

TELEMARKETING REPRESENTATIVE
Excellent English speaking skills. Up-beat, energetic personality. Business to Business. F/T Mon-Fri - \$10/hr.
Call 905-479-1159 ext 230 after 6pm
Located at Hwy#7 & 404 in Markham

514 salon & spa help

514 salon & spa help

**HOTZ
THE SPA AT
EMBASSY SUITES**
Our new exclusive Spa at the Embassy Suites Hotel & Conference Centre is seeking service oriented professionals to exceed the expectations of our guests. Selected candidates will receive competitive salary, benefits, and ongoing industry training.

**Aestheticians
Registered Massage Therapists
Spa Concierge
Spa Attendants**

Please apply to:
Embassy Suites Hotel
8500 Warden Ave.,
Markham, ON L6G 1A5
Fax: 905-415-7623
Email: cleung@leisureworld.ca
(For other positions, call our job hotline at 905-470-8500 ext. 2632)

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LICENCED SHEET METAL INSTALLER
With Gas Fitter #1 or #2
Experienced HVAC commercial and industrial. Some residential.
Fax resume after 5pm to
(905)640-5874

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Rapidly Growing Richmond Hill Company requires:

- Licensed Millwrights
- Licensed Tool & Die Makers
- 2nd & 3rd Year Tool & Die Apprentices
- 2nd & 3rd Year Millwright Apprentices
- Fabricators

Fax resume to: (905)780-5703

**METAL WORKERS
Imperial Smelting & Refining Co.
of Canada Ltd.**

We are growing quickly as a specialty metal manufacturer and require machine operators and trainees for several positions in our production area. Located in the Steeles/404 area in Markham, we offer stable employment, job variety, growth potential, competitive wages and benefits.

Specific opportunities exist NOW for operators in the following sectors:

- **Sweep Processor** - Must be organized and able to work independently. Experience preferred, but will train.
- **Metal Working /Machine Trainees** - Operators for cold rolling plate and strip, wire drawing and annealing.

If you like to work in a busy and diverse manufacturing environment, are reliable, punctual, bondable and fluent in English, we may have the job for you. We will train candidates who have the right skills and experience.

Please fax your resume to:
905-475-0703
or phone 905-475-6197

525 office help

525 office help

**BILINGUAL FR/ENG.
CUSTOMER SERVICE REP.**
Required for Markham distributor. Positive phone manner - accuracy a must.
Fax resume to 905-470-7787

Stationary Engineer

Growing food company in 400/#7 area requires a full-time 4th Class Stationary Engineer.

If you appreciate the challenge of working in a fast paced manufacturing environment, have excellent trouble shooting skills and can work both independently as well as on teams please apply.

Shift work will be required.

Please fax your resume attention:
Plant Engineer at 416-744-4369

525 office help

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Executive Assistant-Part-time

Processing donations, receipts, book-keeping, spread sheets, minute taking and event coordination.

Markhaven Foundation
Fax (905)472-9776

F/T SECRETARY

Req'd. Stouffville area.
Benefits, casual atmosphere.
\$400 per week salary.
Please fax resume to:
(905)640-7352

Markham Law Firm requires:**LEGAL SECRETARY**

for a 3 month full-time position starting immediately with at least 5 years' experience in real estate, estates, corporate and/or family law. Proficiency in Wordperfect, Divorcemate & PC Law. Please forward resume by fax to: (905)479-9793

JR. RECEPTIONIST

Fluent in English with multi-line phone experience. Able to multi-task and take the initiative. Computer literate with proficiency in MS Office and Email.

Email resume to:
info@silentgliss.ca

The UAB Group™, Canadian leaders in insurance services, currently has the following opportunity based out of our Markham office:

RECEPTIONIST

The successful candidate will promote a positive image of the company by operating the switchboard and by receiving visitors in an efficient and professional manner. Applicants must have excellent people skills and phone manner. Switchboard experience considered a definite asset.

Please forward your resume, in confidence, to:

Brian Maltman
V.P., Human Resources
Fax: (905) 474-0719
E-Mail: bmaltman@uab.ca

530 sales help & agents

530 sales help & agents

**INSIDE BUSINESS
DEVELOPMENT TELEMARKETER**

Representative required by Kwik Kopy Printing Canada Corporation, a leading franchise organization that provides customers with design, copying and printing services.

The successful candidate will work with our franchise owners to identify sales opportunities, qualify sales leads, set-up appointments and provide customer support. Effective listening and communication skills, a professional telephone manner and familiarity with contact management software, the internet and keyboarding skills.

Send your resume in confidence to:
Kwik Kopy Printing Canada Corp.
Fax: (905)780-0575
email: kkpcc@kwikkopy.ca