

505 careers

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525 office help

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WORKING TOGETHER for HEALTH

Solvay Pharma Inc., one of Canada's fastest growing pharmaceutical companies, is the Canadian division of Solvay, an international chemical and pharmaceutical group based in Brussels, Belgium. Solvay is active in four sectors: chemicals, plastics, processing and pharmaceuticals, has operations in 46 countries and employs over 34,000 people. With new product launches and expanding therapeutic areas planned, we currently have an excellent opportunity available:

Senior Administrative Coordinator (One-year Contract)

In this role, you will provide senior secretarial and administrative services, including composing and preparing professional and sometimes complex correspondence and forms, and developing and maintaining filing systems. You will also coordinate travel and hotel arrangements, take meeting minutes, maintain information regarding departmental budgets and expenses, and liaise with internal and external customers and suppliers.

This position calls for a team player with several years of senior-level experience and the ability to work with minimal supervision. Your high degree of professionalism is reflected in your discretion, tact and initiative, and is complemented by sound leadership, organizational and negotiating skills. Excellent oral and written communication abilities are mandatory, as are advanced MS Word, Excel and PowerPoint skills and a keyboarding speed of 60+ wpm.

The successful candidate will enjoy a competitive remuneration package and a supportive team atmosphere in a fast-paced, growth-oriented environment. Interested applicants should forward their resume and cover letter, quoting AD #TH700 on the cover page or in the subject line, by April 17, 2002, to:

Fax: (905) 944-2481 • E-mail: hr.canada@solvay.com

For more information about Solvay, please visit our Web site at www.solvaypharma.ca



SOLVAY PHARMA

Please note that only those applicants under consideration will be contacted.

515 skilled & technical help

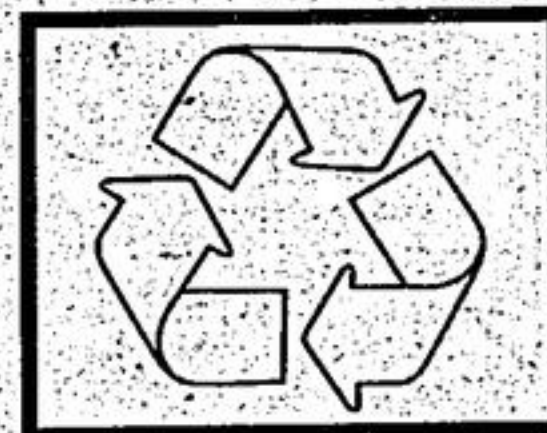
515 skilled & technical help

Nowpac Inc.

A Packing & Distribution company is looking for a **Machine Technician**

The ideal candidate should have experience in all aspects of shrink-wrap process, troubleshooting and maintaining printer, heat sealers and other production equipment. The candidate must be a quick learner. Own tools/vehicle an asset. Position is available in the McCowan & Steeles area.

Please fax your resume to:
Ino Sanches at (416) 321-2491
or e-mail to
isanchez@nowpac.com



525 office help

RECEPTIONIST/ CUSTOMER SERVICE

Required for Markham manufacturer. Microsoft Office experience required. A/R and A/P background is beneficial. Excellent telephone skills a prerequisite.

Fax resume to: (905)294-5097

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

ASSISTANT TO A REAL ESTATE SALES REPRESENTATIVE

Required a licensed Real Estate Assistant to work in the Markham area.

Must be well organized and demonstrate a professional image. The ability to handle a large volume of Real Estate duties will be required.

You would be required to work four days a week and be on call evenings and most weekends.

Remuneration will be based on qualifications and experience and will be paid on a commission basis.

Apply to **Box 17, c/o Markham Economist & Sun, 9 Heritage Road, Markham, ON L3P 1M3** with a current resume.

Rapid-Interactive Disability Management, requires a

CUSTOMER SERVICE REPRESENTATIVE

Full time days/no travel. Familiarity with Microsoft Office and good telephone communication skills essential. Previous insurance claims, understanding of medical terminology or related experience preferred, but will train.

Fax resume to: 416-496-9993
or email: ready@rapid-med-plus.com
Office conveniently located at Vic Park & Steeles E.



ACCOUNTS PAYABLE/ JUNIOR ACCOUNTANT

Would you like to work close to home and in a casual environment?

Walker Equipment Limited is located in Markham and we are looking for a person to handle accounts payable as well as assist the controller with some junior accounting responsibilities.

Telephone back-up is also needed; therefore, strong command of the English language & excellent telephone manner is required.

Fax your resume to Tom @ (905)294-1702
or email to toms@walkerequipment.com



DMTI Spatial Inc. is Canada's premier publisher of precision built street map and routing data (CanMap®) and innovative geocoding software (GeoPinpoint™). In addition, we publish a full range of positionally accurate geo-spatial data products including transportation and telecommunication data, census data and boundaries, postal geography, topographic maps, marketing databases and U.S. data.

RECEPTIONIST

We are seeking a Receptionist for our head office in Markham, Ontario, (Hwy 404 & #7). The successful candidate will have excellent communication and interpersonal skills, one year of Reception and administrative experience and be proficient in MS Office applications: Word, Excel, Outlook, as well as experience with a multi-line switchboard. Experience in the high tech industry is an asset.

Please send your resume via email or fax to:

Email: jobs@dmτισpatial.com. Fax: 905-948-9404

We thank all applicants, however,
only those selected for an interview will be contacted.
No agencies or telephone calls please.
DMTI Spatial Inc. is an equal opportunity employer.

Please visit our website at: www.dmtispatial.com
for detailed company information.

CASEVIEW EXPERT

We are a Markham public accounting firm with an opening on our Team for an energetic, multi-tasking individual with a quick mind and outgoing personality. If you are a Caseview star, we would like to meet you.

We pay signing bonuses!

Please email your resume to
wendy.petty@williamsandpartners.com.

530 sales help & agents

530 sales help & agents

EXPERIENCED SALES REPRESENTATIVE

We require an experienced sales representative to market our line of polyurethane chemical to the Industrial and Commercial markets. This self-motivated sales professional will work mostly in the GTA and surrounding area. We offer a competitive salary as well as automotive and travelling expenses. Please forward your resume to:

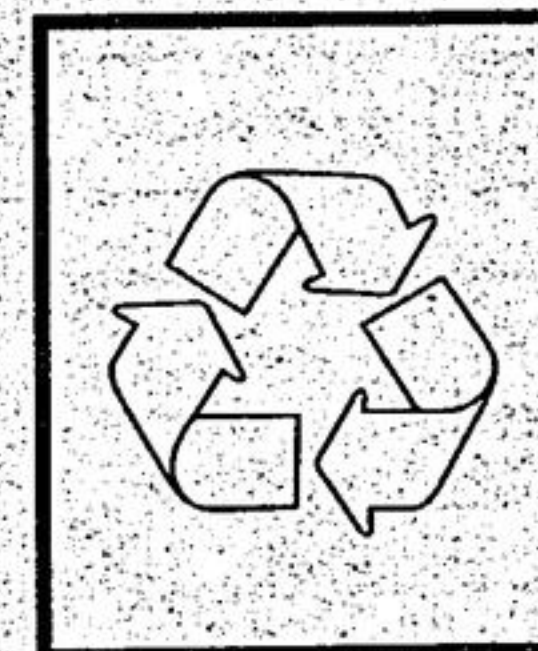
CORNELL CHEMICALS LTD.
NEWMARKET, ONT.
Fax 905-853-2961

Email: dcornell@cornellchemicals.com

Only those applicants requiring an interview will be contacted.

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

530 sales help & agents



525 office help

MILLER THOMSON LLP Legal Secretary

Miller Thomson LLP, a prominent national law firm with offices in Toronto, Vancouver, Calgary, Edmonton, Markham, Waterloo Region, Whitehorse and Washington D.C., is seeking a Legal Secretary in our Markham office.

The successful candidate will have a minimum of two to three years experience as a legal secretary and a legal secretarial Community College Diploma or equivalent.

The position requires someone with strong secretarial, organizational and technical skills, as well as strong communication skills.

If interested, please forward your resume in confidence to:

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

535 hospital, medical, dental

535 hospital, medical, dental

PART TIME RECEPTIONIST

Dental experience preferred.
Approx. 10-15 hours/week.

Permanent part time.

Drop off resume to

Dr. Fred Weizenberg
5293 Hwy. #7, Ste. 208, Markham.

540 hotel restaurant

540 hotel restaurant

Col. Mustard Pub and Deli requires:

COOK
Experienced only
DISHWASHER
Call Frank
(905)294-4925

510 general help

510 general help

NOW HIRING

www.PleaseApply.com
Your Community Job Board

SPEAK ENGLISH???

Then teach and travel!
Great jobs for high school, college and university grads. Excellent salaries teaching English in over 80 countries. Travel the world and get paid. No teaching experience required. **FREE INFO SESSION** Wednesday, April 10th at 7:00 p.m. at the Monte Carlo Hotel, 8900 Woodbine Ave.
Call: 1-800-344-6579
www.teachandtravel.com

Now Hiring
More Than 40 People in Markham!

REGISTER TODAY & WORK TOMORROW

We are currently hiring in the Markham & Aurora areas for short & long-term assignments. We have day, afternoon & evening shifts available for the following positions:

Certified Forklift Operators \$12-\$13
Pickers/Packers (day & afternoon shifts) \$8-\$9
General Labours (lifting up to 30 lbs.) \$8-\$9
General Assembly & Machine Operators \$8-\$9
Automotive/Manufacturing Packager/Assembler \$10-\$10.25 (day & afternoon shifts available M/F)

You must be reliable, possess good communication skills, have safety shoes and be available immediately!!

AURORA - LONG-TERM - ASSEMBLY \$9/hour
Three shifts available

Must have reliable transportation
Excellent communication, math skills & safety boots
Automotive assembly would be an asset

These positions could lead to a **PERMANENT JOB!**
Contact Diana or Alison today at: (905) 477-7070
Or fax your resume to: (905) 477-7096

spherion.

www.spherion.ca

ENTRY LEVEL/ JUNIOR OFFICE POSITION

Full-time. For busy after sales service team of home and condominium builder. Duties to include answering telephone inquiries and booking of appointments with home owners, coordinating appointments with trades, as well as filing, faxing, preparation of mail. Must have excellent communication and organizational skills, a pleasant telephone manner and must work well with others. Must have own car.

Please fax your resume along with salary expectations to:
Sandy at (905)477-4692

Computer Payroll Company

in Stouffville needs a responsible p/t person to assist in payroll processing. Please fax resume to: (905)830-4496, email: jbolster@dmmgroup.com

535 hospital, medical, dental

DICTATYPIST

Medical Transcription

MedQuist Inc.

Technology driven.

People Powered!

MedQuist Inc., North America's

leading innovator in the medical

transcription field, is powered

by 10,000 quality dictatypists /

transcriptionists employed

across North America.

Currently, MedQuist is seeking

highly motivated individuals in

Canada to join their professional

team. MedQuist is committed

to being the most technologically

advanced and employee

friendly company in their industry

and offers outstanding benefits

such as:

• FT or PT positions • Work at Home Option • Productivity Enhancing Software • 24 hour Technical Support • Flexible Scheduling • Quarterly Bonuses

To qualify you must possess 2+ years of recent acute care medical transcription experience.

For immediate consideration, fax your resume (toll free) to 1-877-252-8202 or email to pchapman@medquist.com Visit our website at www.medquist.com