

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

*AIC*

Allied International Credit Corp. is a progressive international collection agency that specializes in assisting our clients with their accounts receivable assets. We are expanding and have immediate openings for Call Centre Representatives to assist in the recovery of outstanding debts. We are currently located in Markham, Ontario. Our office will be relocating to Aurora, Ontario within one year.

Allied International Credit Corp. is committed to an equitable workplace and a diverse workforce.

We are seeking candidates for the following positions:

**Collection Officers  
Trace Officers**

**Requirements:**

- Strong written and communication skills
- Good typing skills
- Ability to work independently as well as a team environment
- Professional phone manner
- Ability to multi-task in a fast-paced environment
- Working flexible hours, hours of operation are Monday to Saturday

Previous experience is not required.

**Benefits:**

- Full paid training in AIC University
- Employee Share Option Plan (ESOP)
- Educational Assistance
- Comprehensive benefit plan
- Safe and friendly environment
- Monthly, quarterly and annual bonuses
- Workout facilities and free personal training

If you are interested in joining our dynamic team please fax your resume and covering letter to **905-470-8155** or email it to **hr@aiccorp.com**.

Please visit our website at **www.aiccorp.com**.

*We thank all candidates for their interest, however only those under consideration will be contacted. No phone calls please.*

Fantastic opportunity for a

**BILINGUAL (French and English)  
Customer Service Representative!!!**

Our client, one of the largest banking and financial services organizations in the world, is looking to hire new additions to their Customer Service Team!

The primary focus of this role will be to respond to incoming customer inquiries via telephone and email, and manage the ordering process from beginning to end. Excellent training and advancement opportunities available.

The ideal candidate is courteous, professional, and customer service oriented. 2+ years-previous related experience required, in addition to intermediate knowledge of Microsoft Word and Excel. Bilingualism (FRENCH/ENGLISH) is a must!

**Interested candidates please contact  
Shannon A. Terpstra  
by fax (416) 967-0051  
or email  
Shannon.Terpstra@kellyservices.com**

**KELLY  
PERMANENT  
RECRUITMENT**

Markham Law Office  
requires  
**LEGAL  
SECRETARY**  
for occasional  
part-time  
vacation relief.  
Call (905)294-9955  
or fax resume to:  
(905)294-4004

532 retail sales  
help

Full time or part  
time position  
available immedi-  
ately at upscale  
European  
**MEN'S WEAR  
BOUTIQUE**  
In Unionville.  
Fax resume to:  
**(905)477-0753**

540 hotel  
restaurant

525 office help    525 office help    515 skilled & technical help

**LEGAL ASSISTANT**  
Part-time, 2 days weekly. General practice. Minimum 5 years exp. Woodbine & Steeles. Fax resume to: **905-479-1488**

**EXPERIENCED  
ATHLETIC  
SCREEN  
PRINTER**  
Markham  
area  
Call:  
**(905)415-1927**

525 office help    525 office help

**LEGAL ASSISTANT**  
Family law firm in Markham (Warden/ 14th). Must have a Legal Assistant Diploma, Junior or Intermediate position. Divorcemate knowledge an asset. Fax resume to: **(905)415-0785**

**THE RIGHT OPPORTUNITY,  
RIGHT NOW!**

**OFFICETEAM**

We offer temporary assignments with excellent pay & benefits. We are currently in need of **RECEPTIONISTS** Minimum one year of experience on a Meridian switchboard is required. Basic knowledge of Microsoft Word and Excel is also necessary. **SENIOR ADMINISTRATIVE ASSISTANTS** Minimum four years experience reporting directly to senior level management. Advanced knowledge of Microsoft Word, Excel, and Powerpoint is required. **EXECUTIVE ASSISTANTS** **BILINGUAL** **CUSTOMER SERVICE REPRESENTATIVE** Please forward your resume to: **markham@officeteam.com** or call **905-771-8272** for more information

535 hospital, medical, dental    535 hospital, medical, dental    535 hospital, medical, dental

*Specialty Care*  
BLOOMINGTON COVE  
Requires a full time  
**Recreation Therapist**

For our new Long Term Care Facility in Stouffville Requires a Bachelor Degree in Recreation Therapy or related field. Also require  
Part Time  
**Restorative Care Aides  
Recreation Aides**  
Fax resume with covering letter to  
**Robyn Stewart 905-640-0995  
by August 2nd, 2002.**

**Cocoberry Cafe**  
FULL/PART TIME  
HELP  
•Experienced  
Sandwich Maker  
•Kitchen Help  
Fax resume after 3pm  
905-940-8507  
or apply in person at  
675 Cochrane Dr.,  
Markham  
(Ceridian Tower)



Busy York Region orthodontic office looking for help with seating patients, filing, sterilization and other duties. Willing to train. 2-3 days/week. Please fax resume to: **905-642-9692.**

**SERVICE  
PERSON**  
with exp.  
required for  
roofing co. F/T  
with benefits  
& company  
vehicle.  
Fax info to:  
**905-640-7352.**

**LEGAL RECEPTIONIST-  
SECRETARY**  
Insurance and personal injury practice, 1-2 years experience required, non-smoking, Hwy #7 & Leslie. Malach & Fidler, Fax resume to: **905-889-1139**

532 retail sales help    532 retail sales help    535 hospital, medical, dental    535 hospital, medical, dental

**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 : **info@silentgliss.ca** Fax: **905-470-6906**

525 office help

**ENTRY LEVEL  
OFFICE**  
Retail chain's head office. Data entry, office duties, occasional light warehouse assistance. \$8.50 per hour. Position in Gormley. Fax resume to: **(905)888-5400**

**PROJECT ASSISTANT**  
In small busy office to provide reception support and assistance to Estimators. Successful candidate will be a self starter, have a professional & friendly manner, be proficient in all MS Office applications and have a minimum of 2 years customer service/ office experience. P/T, may lead to F/T. Competitive wages & room to grow in position. Fax resume to **(905)415-8550**

**LIGHTING RETAIL  
SHOWROOM**  
In the Hwy. 7 & Hwy. 404. area has full and part-time sales position opportunities available. **Candidates will have:**

- Retail experience
- Strong sales and interpersonal skills.
- Willingness to work retail hours, including weekends.
- Good command of the English Language.
- Fluency in Cantonese would be an asset.

**We offer:**

- Full benefits package for full-time employees
- Salary and commission for full-time; hourly wage and commission for part-time.
- Good working environment.

**Please fax resume to:**  
**416-651-9519**  
Attn: The Manager

*Specialty Care*  
BLOOMINGTON COVE  
Requires a full time  
Associate Director of Care  
For our new Long Term Care  
Facility in Stouffville.  
R.N. with BSCN preferred.  
Fax resume with covering  
letter to **Lori Kane**  
**(905)640-0995**  
By August 2nd, 2002

**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

Excavating company requires  
**F/T Office Person.**  
Experience with ACCPAC and Simply Accounting. Work well independently. Fax resume to: **905-640-5147** Suitable candidates will be contacted for interview.

530 sales help & agents    530 sales help & agents

Child Development company requires  
**RESPONSIBLE INDIVIDUALS**  
with good communication skills to assist with "PROJECT HEADSTART". Evening shifts. Room for growth. Call Adam **(905)709-0919**

535 hospital, medical, dental    535 hospital, medical, dental

**RN/RPN POSITIONS**  
Part time (days/evenings) required for Glynnwood, a luxury retirement residence in Thornhill. Experience working with seniors, current medication certificate, registration with the College of nurses and ability to work with minimal supervision required. Fax resume to: **Shelley McGinness (905)881-7426**

**LIFESTYLE**  
Retirement Communities

**IMMEDIATE** Openings for  
**Full/Part Time Positions  
RNs, RPNs, PSWs**  
Industry leading LTC center in Richmond Hill opening in August. Two storey, 124-bed, climate controlled, spacious and friendly residential environment. Positive, energetic and supportive, culture dedicated to resident centred care and services. **Please fax resume to: 905-472-6455**

**Career-Minded Accountants  
COME AND JOIN  
THE INDUSTRY LEADER**

**accountemps**

We are looking for:  
**COLLECTORS  
PAYROLL  
ACCOUNTS PAYABLE  
ACCOUNTING CLERKS**  
Minimum one year of experience in reconciliation's, A/P or A/R is required. Intermediate Excel skills are a must. Please forward your resume to: **markham@accountemps.com** or call **905-709-8009** for more information.

**DENTAL ASSISTANT**  
Must be HARP certified.  
Busy general practice.  
Markham area.  
Fax resume to:  
**905-294-2254**

**Reg. Massage Therapist**  
req'd P/T  
**Kinesiologist**  
req'd F/T or P/T  
Rehab/ personal trainer exp. an asset.  
Fax to: **Jennifer Zavitz Hicke (905)471-3751**

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