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Myron has been in the business of helping our clients grow their business for over 53 years. Myron Canada is a three-time winner of the *Consumers' Choice Gold Award* and the *Scarborough Business Excellence Award*. Our Parent Company, which is located in New Jersey, has received the *Employer of Choice* recognition.

Due to the cyclical nature of our business, we have many recurring contract positions available from September to December.

### Customer Service Reps Ref.# 624

Working in this front-line customer contact role, you will receive inbound calls from customers and prospects. Along with expediting orders, and upselling and cross selling, you will handle outbound calls for order verification, respond to faxes and e-mails, and manage artwork submissions. The ability to multi-task in a busy call centre environment while providing outstanding customer service will ensure your success. You must be flexible to work shifts varying between 8 a.m. to 7 p.m.

These positions may lead to additional contract offers in the new year. We also offer you the opportunity to buy our products at the employee discount price, onsite employee fitness centre, etc.

Located in Northeast Scarborough, we are easily accessible by TTC and minutes from four major highways.

Apply your skills with a world-class leader and send your resume, indicating position of interest and quoting appropriate reference code, to: **Human Resources, Myron Smarter Business Gifts, 5610 Finch Avenue East, Toronto, Ontario M1B 6A6; Tel: (416) 291-1834 ext-599; Fax: (416) 291-8786; E-mail: hrcda@myron.com**

Myron thanks all applicants for their interest; however, only those candidates being considered for an interview will be contacted.



www.myron.com

**UNDERWRITERS ADJUSTMENT BUREAU LTD.**  
is Canada's leader in the handling of all classes of insurance claims. We currently have the following position available in our office located at Hwys. 404 & 407

### ACCIDENT BENEFIT ADJUSTER

Successful candidate will have a CIP designation or working towards same and a minimum of five years experience handling accident benefit claims including suspicious losses, serious and/or catastrophic cases and typical medical/income replacement benefit claims. Road experience would be a definite asset.

Please forward your resume, in confidence, to:  
**Teresa Atherton**  
Fax: (905) 474-9541  
E-Mail: tatherton@uab.ca

**JR. WEB DESIGNER/ADMIN.**  
Entry level pos. avail. for web design, admin. & reception work. Excellent English (written & spoken) & strong telephone skills a must. 20hrs/wk. Reliable & neat in appearance. Warden/407. Email resume to: heather@insitefulweb.com

### PART-TIME GENERAL OFFICE HELP

Required for a fee-only personal financial firm in Markham. Duties include filing, switchboard relief/reception, photocopying and typing. Hours to be negotiated.

Please fax resume and salary expectations to **Liz Galloway** at (905)471-3623.

### THE RIGHT OPPORTUNITY, RIGHT NOW!

### OFFICETEAM

We offer temporary assignments with excellent pay & benefits. We are currently in need of:  
**SENIOR ADMINISTRATIVE ASSISTANTS**  
Minimum four years of experience reporting directly to senior level management. Advanced knowledge of Microsoft Word, Excel and PowerPoint is required.  
**JUNIOR ADMINISTRATIVE ASSISTANTS**  
Experience reporting to senior administrative assistants or managers. Intermediate knowledge of Microsoft Word and Excel as well as back up reception.

Please forward your resume to:  
markham@officeteam.com  
or call 905-771-8272 for more information

530 sales help & agents 530 sales help & agents

### SALES CONSULTANTS

A leading heating & air conditioning company has opportunities for professional sales people in the Markham and York area. If you are a self-starter and have sales experience we want to talk to you. Willing to train the right candidate.

We offer: On going training, health & stock purchase benefits, career advancement opportunities, performance based compensation package (after 3 month probation/training period)

Please submit your resume in confidence to (905) 471-0206  
Attention: **Roberto N. Valle**

### KITCHEN DESIGN SALES REPS.

Newmarket location. Knowledge of kitchen cabinetry or architectural drafting preferred. Send resume to: **Cabinet Price Warehouse 1208 Gorham St. Unit 1 Newmarket, ON L3Y 7V1 - Fax: 905-953-1517** or email: info@cabinetpricewarehouse.com

### FULL & PART-TIME TELEPHONE SURVEYORS WANTED

• Day & evenings shift available  
• Earn \$10. per hour  
Students welcome  
Please call (905)709-0919  
Leslie/Hwy

515 skilled & technical help 515 skilled & technical help 525 office help 525 office help 525 office help

### Cable company requires UNDERGROUND CABLE INSTALLERS

Experience preferred but will train. Salary based on experience. Benefits package.  
Please fax resume to: 905-775-9256

### SERVICE ADVISOR

Required immediately  
Ideal candidate will have Ford Dealership experience, up to date product & warranty knowledge. ADP experience an asset. Individual must be able to communicate with customers, keeping customer satisfaction & loyalty as the priority.

For confidential interview call or fax resume to:  
**M. Oglesby, Service Manager,**



567 Davis Drive, Newmarket  
905-853-5000, 416-798-4858  
Fax: 905-853-6513

We are a dynamic national gift and tableware wholesaler located in Richmond Hill. We are looking for the right candidates to fill the following positions:

- CUSTOMER SERVICE REPRESENTATIVE
- PART-TIME CUSTOMER SERVICE ASSISTANT

#### Responsibilities include:

- Responding to customer and sales agent inquiries
- Assisting at Trade Shows & Reception/ General clerical duties.
- Processing customer credits

#### The requirements for the CSV Representative position are:

- Minimum 2 years experience in a customer service call centre
- Exceptional interpersonal skills and communication skills
- Solid PC skills (Word, Excel, Access, Outlook)
- Experience in the gift and tableware industry is an asset
- French language skills are an asset

#### The requirements for the CSV Assistant position are:

- Excellent interpersonal skills and communication skills
- Solid PC skills (Word, Excel, Access, Outlook)
- Customer service/receptionist experience an asset



If you have the required skills and enjoy working in a friendly, fast paced, team environment we would like to speak to you.

Please fax resume to **T. Carter** at (905)731-0872

### LAW CLERK

With not less than 3 yrs' corporate commercial experience/ securities SEDAR required for the Legal Dept of Magna International Inc., a global, publicly traded auto parts mfg located in Aurora. Excellent working environment. Competitive salary and benefits.

Reply to **Y. Klugmann** by fax (905) 726-2603 or yvonne\_klugmann@magna.on.ca.

As a fast growing electronic company in Markham, we have 2 immediate openings:

### ADMIN. ASSISTANT / RECEPTIONIST

Duties: incoming phone calls, visitors greeting, administrative support, mail and data entry. Previous Exp. Fluent in English & MS office knowledge required.

### ACCOUNTS PAYABLE CLERK

Duties: vendor enquiry, invoice posting, reconciliation, payment schedule and A/P & G/L report. 2+ years exp, CGA level 2 & MS Office knowledge required.

Fax resume to : (905) 470-0621 or Email: emgjobs@emgplace.com

### JUNIOR LEGAL SECRETARY

F/T OR P/T FOR MARKHAM OFFICE  
Must have 1 yr. min. exp. R/E, Est/Com. Litn, Wordperfect 5.1 experience necessary  
Must like Dogs.  
Fax to (905)940-5528 or call (905)940-5525 attn: Maureen

### CASUAL OFFICE STAFF

For A/P, A/R. Experience in Auto Skets and Business Vision.  
Very flexible hours.  
Fax (905)882-8409

### SECRETARY

Required for established consulting engineering office near Woodbine & Hwy.#7. Well organized, professional team player for telephone relief, filing and clerical support. Good knowledge of MS Office.  
Fax resume to: **Betty Flannery** 905-470-0030

530 sales help & agents 530 sales help & agents 540 hotel restaurant

**CUSTOMER SERVICE/ SALES - P/T**  
working with designer of quality adies casuals. Would suit early retiree or someone looking for an unusual & interesting P/T position.  
Call **Peach Tree Originals**. (905)642-5059

532 retail sales help 532 retail sales help

### Lil Ones

Children's Clothing  
**Markville Mall**  
Opening October 7th  
Seeking a part-time person  
1pm - 6pm, Monday - Friday.  
Fax resume to: 905-940-9949

### A Quality Fine Furniture Retailer in Markham has an opening for a

### SALES CONSULTANT

A great opportunity to earn an above average income. Minimum guarantee to start.

Preference will be given to individuals with fine furniture & design experience.

To Join Our Team  
Please Fax Resume to: 905-477-0946

**Al Dente Restaurant**  
NOW HIRING!  
• Full time  
• Experienced  
• Wait Staff  
• Part time  
• Day Dishwasher  
• Full time  
• Cook  
Drop off resume in person to: 39 Main St. N. Markham

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

**VIOLETTA CAFE**  
requires Full/ Part-time Servers  
Apply in person, Sat. 3-5pm with resume

525 office help 525 office help

### FINANCIAL SERVICES

Established firm has 2 positions for versatile outgoing individuals.  
**Receptionist/Admin. Asst.** will greet clients, schedule and confirm appointments and be computer literate.  
**Client Services Assistant** must have financial services experience.

Excellent verbal & interpersonal skills req'd for both positions. Non-smoker preferred. 404/Sheppard.  
Reply to: **Box 968 Stn. B. North York M2K 2T6** or fax 416-498-6806

EPI Graphic Communications, a leader in progressive Graphic Design and Print Production for over 35 years, has immediate openings for the following positions in our Markham office:

### Print Sales Reps

Competitive wage, benefits and growth potential are all part of these challenging positions. Please visit us @ www.epigraphic.com

Mail, fax or email resumes to:  
**EPI Graphic Communications**  
351 Steelcase Rd. W. Markham, ON. L3R 4H9  
Fax: 905 946-9899  
hr@epigraphic.com

2 Full Time Permanent Office Positions Available Immediately

- Bilingual Receptionist/ Administrative Assistant
- Bilingual Customer Service Representative

required for a busy Markham Office.

**QUALIFICATIONS REQUIRED:**  
Minimum of 2 years recent related experience. Bilingual in French/English written and oral, are absolute musts. Excellent Telephone etiquette and Computer skills. Professional, strong communication and interpersonal skills. Superior organizational skills, able to work independently in a team environment.

Please Fax your resume to 905-948-9051  
Attention: **Ingrid McKnight**

### RECEPTIONIST/ SECRETARY

Required for Markham's largest Business Centre. Part time position 2-3 days/wk. for busy phones and front desk. Flexibility a must. MS Word, Excel & Powerpoint skills required. Excellent command of oral/ written English. \$14/hr.

Fax resume to: 905-946-8971  
Previous applicants need not apply.