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**MATERIAL CO-ORDINATOR/BUYER/PLANNER**

SMTC Manufacturing Corporation is a global provider of electronic design and manufacturing services. Its customers are serviced through state-of-the-art manufacturing and technology centers located in Canada, United States, Europe and Mexico. As an integral part of the electronics supply chain community, SMTC brings an innovative and entrepreneurial team-based manufacturing approach to its customers.

Reporting to the Manufacturing Manager, the Material Co-ordinator responsibilities include inventory replenishment to support manufacturing schedules and demands while minimizing inventory liability.

**EDUCATION AND QUALIFICATIONS:**

- A college diploma in operations, materials or purchasing
- Certification or enrollment in APICS or PMAC
- One year experience in materials needs assessment and forecasting experience an asset

**CANDIDATE PROFILE:**

- excellent organizational, analytical and interpersonal skills
- good verbal and written communication skills
- proficiency with MS Word and Excel
- customer-focused, team player attitude
- able to work well under pressure and meet deadlines in a fast-paced environment

Interested applicants, please forward your resume to:  
Human Resources, 635 Hood Road, Markham, Ontario L3R 4N6.  
Fax: 905.479.5326.  
E-Mail: torontohr@smtc.com

*We thank all applicants for applying, however, only those candidates selected for interview will be contacted*

509 drivers 509 drivers

**AZ DRIVER**  
Canada to U.S. Must be bondable  
Full time positions.  
*Serious applicants only.*  
Call: (905)939-8156

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**H.V.A.C**  
Heating and Air Conditioning Tech required. Must have G 2 license and be available for evening and Saturday shifts. Experience is an asset however successful candidate must have excellent communication and social skills. Training is available.  
Fax resumes to 905-471-0206  
Attn. James

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- LANDSCAPE CONSTRUCTION LABOURERS and
- GROUNDS MAINTENANCE LABOURERS

Experience an asset, but will train

**MARKHAM PROPERTY SERVICES MPS**

Call (905)472-4842  
*Winter work also available*

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Stouffville Veterinary Clinic requires:  
**Permanent/ Part-time Receptionist**  
Approx. 20-30 hours a week.  
Drop off resume at:  
5847 Main St. Stouffville  
or call (905)640-1641

**NOW HIRING!!!**  
**Alpa Roof Trusses Inc.**  
Due to rapid growth in this industry, we have immediate openings for:

- Assemblers
- Labourers
- Forklift
- Sawyers

Full-time, team atmosphere, will train. No calls. Apply in person:  
5532 Slaters Road, Vandorf

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Music and Entertainment Wholesaler in Markham has an immediate opening for the following position:  
**Orders and Sales Assistant**  
Must possess basic computer knowledge (Microsoft Office) and a minimum 50 words per minute typing skills. Exceptional language and customer service skills. Self-motivated, self-manageable as well as a team player. A background in sales and knowledge of music and film are a bonus. Located Hwy 407 and Woodbine.

**Interested applicants please only forward resume with expected hourly rate at fax# 905-475-4163 or e-mail to info@musicwarehouse.com: Please post Attention Dale to resume.**

**METAFORE JOB FAIR**

We need HI-Speed/Cable Installation technicians for full time contract work in Markham and Durham regions. You must have computer experience and a friendly, outgoing, customer service oriented personality. If you also have a mini-van with a secure roof rack, the ability to carry and use a 28-foot ladder, and a toolkit with safety equipment bring your resume, certifications and references to our Mississauga office at:

1550 Enterprise Road, Suite 305  
this Wednesday, September, 18th  
between 4-7pm.  
If you can't visit us in person please apply directly through our online service at [www.metaphore.ca/career](http://www.metaphore.ca/career)

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

We are looking for:  
**COLLECTORS**  
**PAYROLL SPECIALISTS**  
Minimum one year of experience in reconciliation, A/P or A/R is required. Intermediate Excel skills are a must. Please forward your resume to: [markham@accountemps.com](mailto:markham@accountemps.com) or call 905-709-8009 for more information.

**BRAYWOOD SERVICES INC.**

**PLUMBERS REQUIRED**

- Immediate openings
- Top wages for right candidate
- New truck supplied
- Advanced Technology Equipment
- Clean & friendly work environment.
- Current Plumbing License required.
- Will train right candidate
- Excellent Benefit Package
- Based in York Region

Call: 905-853-6049

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**CANADIAN BABY PHOTOGRAPHERS LTD.**  
Warden/Steeles

**OFFICE CLERK**

We are seeking a reliable and professional individual to work from our Head Office Monday to Friday 9:00a.m.-3:00p.m. Telephone and computer experience will be an asset. Must be fluent in English (orally and written). Must be able to multi-task. (Must be able to start immediately)

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**EXCELLENT OPPORTUNITY WORKING FROM HOME!!!**

Reliable and professional individuals are required to contact our customers **Monday to Friday between the hours of 6:00 p.m. and 11:00 p.m.** Must be fluent in English (orally and written). Telephone experience is an asset. Training will be provided in our Head Office. A reliable means of transportation is essential. (Must be able to start immediately)

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**BILINGUAL TELEPHONE CLERK**

We are seeking a reliable and professional individual to work from our Head Office Monday to Friday 9:00 a.m.- 3:00 p.m. Candidate must be fluent in both English and French. Telephone experience, strong interpersonal skills and the ability to multi-task will be an asset.

Call (905)940-9661 ext 249  
Fax: (905)940-4022  
E-Mail: [info@canadianbaby.com](mailto:info@canadianbaby.com)  
Please call between the hours of 9:30 a.m. & 2:00 p.m. to arrange for an interview.  
**\*\*Please state which position you are applying for\*\***

**THIS IS A NON-SMOKING ENVIRONMENT.**

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**St. Andrew's College**  
Situating on a beautiful 110 acre campus in Aurora, S.A.C. is one of Canada's leading Independent Residential/Day Schools for 540 boys grade 6 to OAC

The school is seeking applications for the position of  
**ACCOUNTS PAYABLE CLERK**  
Position requires an accounting professional with a minimum of 2 years' accounts payable experience and a solid knowledge of accounting procedures. Computer skills are essential. Competitive salary and benefit package.  
Please forward resume by Sept. 27/02 to:  
Mrs. Beth McKay,  
Director of Finance & Operations,  
15800 Yonge St.,  
Aurora, ON L4G 3H7.  
*Only those selected for an interview will be contacted.*

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Local law office requires  
**Full Time REAL ESTATE SECRETARY**  
with experience.  
Fax resume to:  
905-265-0032

**P/T OFFICE HELP**  
Data entry, typing, phone. Preferable experienced in Business Vision Accounts. Receivable.  
Fax (905)882-8409

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**Admin Assistant/ Accounting Clerk**  
Beginning September 2002. Responsibilities include A/P, A/R and payroll, answering telephone and general typing. Candidate should possess experience in the construction industry. Computerized accounting and proficiency in Microsoft Office mandatory. Must be fluent in English. Position is part and may lead to full time. (25 to 30 hours). Office is located at Steeles and Middlefield.  
Please fax your resume to 905-472-5109

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**ACCOUNTS RECEIVABLE/ COLLECTIONS & OFFICE HELP**  
Markham based importer of cellular products needs an A/R collections-Full-time, \$12/hr with benefits and salary. ACCPAC experience and a positive attitude with superior communication skills as well as MS Office a must.  
Fax resume: 905-948-1692  
[www.talktyme.com](http://www.talktyme.com)

**Administrative Assistant**

Full Time Entry Level Position available at Life Insurance Agency located at Woodbine and Steeles. Duties include: Responding to telephone inquiries, data entry, processing of new business and processing of agent contracting. Candidate must be fluent in English, have good communication skills and be knowledgeable with computer applications. Insurance experience an asset but not required. Please fax resume to the attention of Chelsia Chan at 905-475-6693 or email to: [Chelsia@mcg-dm.com](mailto:Chelsia@mcg-dm.com)

Beghelli Canada, requires a  
**TELEPHONE RECEPTIONIST**  
at our Markham (Esna Park & Alden) office. General office duties include filing and computer input. Transit access.  
Please call Linda or Robin at (905)948-9500

**Office Assistance**

Part-time office assistance required for a busy home based housewares business. A working knowledge of computer basics including Quick Books is needed for accurate order entry and customer service. Good English is mandatory and French / English bilingualism would be an asset. Occasional light product handling is required. Send a short personal work history to email: [domesticcanada@rogers.com](mailto:domesticcanada@rogers.com) or fax to 905-943-9004, c/o Richard Gould

**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](mailto:markham@officeteam.com) or call 905-771-8272 for more information

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**FULL & PART TIME TELEPHONE SURVEYORS WANTED**  
• Day & evenings shift available  
• Earn \$10. per hour  
Students welcome  
Please call (905)709-0919  
Leslie/Hwy

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Mid-size Insurance Brokerage in Stouffville, handling Personal Lines only, requires  
**RIBO LICENSED BROKER**  
for Customer Service Department. Minimum 5 years experience required. Salary to Commensurate with experience. Benefits available.  
Please fax resume to 905-415-9795 or e-mail [ahouston@greypower.com](mailto:ahouston@greypower.com).

532 retail sales help

Full time position available immediately at upscale European  
**MEN'S WEAR BOUTIQUE**  
In Unionville.  
Fax resume to: (905)479-5694

**Computer SALES Rep**  
Wanted  
Exp. required.  
Woodbine/14th Ave.  
Call Jeff  
(905)944-0907

**EXP. SALES HELP**  
Wanted. Car needed. Base plus commission. Please call (416) 817-5866