

511 retail opportunities

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525 office help

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International Clothiers

We are presently seeking:

- STORE MANAGERS
- ASSISTANT MANAGERS
- SALES ASSOCIATES

Candidates must have a minimum of 3 years experience in the retail environment.

QUALIFICATIONS:

- Must be a dynamic leader
- Self motivated
- Fashion conscious
- Skillful in motivating a team to achieve high standards
- Visual merchandising abilities
- Strong communicator
- Exceptional customer service
- Result oriented

Responsibilities will include ensuring that all operational activities are carried out in a proactive and effective manner.

For the right candidate we offer an excellent salary and a competitive benefit package.

Please fax your resume in confidence to:

Human Resources at: 416-785-9156, Attention: Glen

Canadian Premier Life Insurance Company

(part of the Aegon Group)

Exciting career opportunity for hardworking, enthusiastic individuals seeking to be part of a dynamic team of associates. Competitive benefits and salary package offered.

Accounting Analyst

Position requires Post Secondary Degree or equivalent work experience. Minimum 2 years accounting experience. Strong PC skills using spreadsheet applications. Excellent oral and written communications. Prepares reports, statements, settlements, and filing for Company compliance, as well as regulatory and other financial reporting. Controls and tracks expenditures. Verifies and investigates financial data. Prepares month end entries such as compensation, allocations, accruals, and reversals.

Administration Support Assistant

Provides clerical support to the Administration area with switchboard relief. High school graduate or equivalent work experience. Previous office experience an asset. Good oral communication and organizational skills required. Basic keyboarding and PC application skills needed. Comfortable working in a fast-paced environment. Able to work from 09:00 a.m. to 05:00 p.m., Monday to Friday.

Unilingual & Bilingual

Customer Service Representatives

High school graduate or equivalent work experience. PC knowledge, and strong oral and comprehensive written communication requires. Previous customer service experience an asset. Able to provide accurate and prompt response to telephone to telephone and written customer inquiries using automated system. Comfortable working in a fast-paced environment. Bilingual positions require fluency in English and French. 8-hour shifts available within Company core hours of 08:00 a.m. to 05:00 p.m., Monday to Friday.

Please e-mail, fax, or mail resumes to:

Human Resources Department
Canadian Premier Life Insurance Company
80 Tiverton Court, 5th Floor
Markham, Ontario L3R 0G4
E-mail: hr-cplc@aegonusa.com
Fax: 905-948-2131
Equal Opportunity Employer

MARKHAM OFFICE REQUIRES

Full time experienced DISTRIBUTION CONTROLLER We are currently seeking a self-motivated person with extensive knowledge of Word spreadsheets, Micro-soft Excel & data base applications. Experience of working in a technical sales environment an asset.

To apply please email your resume to: mary.murray@tairmobile.com or fax to: 905-472-5300

Marketing/Sales Assistant

Markham technology company seeks well organized and articulate individual to implement marketing programs and qualify sales leads. University graduate with Goldmine or other CRM experience preferred.

Please respond to: dc@chriscom.com

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.

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.

EXPERIENCED, PART-TIME RECEPTIONIST

required on Monday evenings 3-9p.m. and Fridays 8am-5pm for a Podiatry office. Excellent telephone manner, good command of English language, computer and typing experience essential.

Please drop off resumé with references to: Markham Podiatry 4997 Hwy 7, Markham

(Those selected for an interview will be contacted.)

NO PHONE CALLS PLEASE

WAREHOUSE MANAGER

Experienced in customer service and management. Experience in automotive distribution is an asset. Scarborough

NATIONWIDE AUTO GLASS

FAX 905-760-8315 E-mail: nationwideautoglass@on.albn.com

VILLAGE

NISSAN

has the following position available

RECEPTIONIST

FULL TIME Monday - Friday

Please fax resume to 905-940-6636

Village Nissan, 4600 Hwy # 7, Markham

Local law office requires

Full Time REAL ESTATE SECRETARY with experience

Fax resume to: 905-265-0032

OFFICE CLERK

Full time. Experienced in Simply Accounting, Excel and Word. Salary + bonuses.

Call (905)294-4482

530 sales help & agents

EXPERIENCED SALES REPRESENTATIVE

needed immediately for large cellular retailer. Full time/ part-time positions available.

Salary+ commission. Please fax resume to: 905-850-8916

INTERNAL SALES

Bell Mobility Centre requires experienced person. Growth potential. Call (416)460-2756

535 hospital, medical, dental

DENTAL ASSISTANT

Permanent part time

Please call Dr. Fred Weizenberg (905)472-5522

535 hospital, medical, dental

Massage Therapists

Registered F/T or P/T.

Fax to: Markham Physiotherapy Clinic attn: Jennifer Zavitz Hicke (905)471-3751

540 hotel restaurant

MANAGER

New Shoeless Joe's 260 seat restaurant. Opening November 1st. East Gwillimbury. Fax 905-727-0785

510 general help

LABOURER

needed Outdoor maintenance. \$10/hr. Musselman's Lake area. Please call: (905)642-1700.

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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)

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)

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

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.

515 skilled & technical help

525 office help

525 office help

Experienced HVAC (Metal Installer)

for Markham area. For custom homes Call (905)470-2025

PCB ASSEMBLER

Good soldering skills. Fax resume to: 905-640-1649

INVESTIGATORS

Experienced retail floorwalkers required by Intelligarde. We require a minimum one year retail investigation exp., proven record of arrests & own vehicle. We have industry best training wages & benefits. F/T, P/T sights; Toronto & surrounding GTA. Fax resume: 416-469-4255

525 office help

CUSTOMER SERVICE/TELEMARKETING for dental supplies company. Good communication skills. Training provided. Fax resume to: 905-474-2251

QUANTUM


We put our energy to work for you!

Our client, a successful publishing company, is seeking an experienced Sales Department Co-ordinator to join their team out in Markham. Your 2 - 3 years experience in a sales co-ordinator role will lead to your success.

If you are an enthusiastic and energetic self-starter who thrives in a fast-paced independent role, and meet the required qualifications please send your resume to: ewadham@quantum.ca or fax at (416) 292-8947

Requirements and Responsibilities:

- Process sample requests and other supply requests from sales representatives
- Distribute monthly computer reports for the sales department and sales representatives
- Collect and prepare materials for key accounts, creating sell sheets, order forms, book demos and supplies
- Answer sales department phone calls
- Must assist with book and trade shows, this requires some weekend work
- Must know Word, PowerPoint, Excel and E-mail
- Must drive and have an automobile

FAST FORWARD >> 

www.quantum.ca

RECEPTIONIST/ADMIN. ASSISTANT

required for a general insurance office in Markham. Minimum 1 year experience. Excellent room for advancement. Benefits available.

Fax resume to: 905-415-8648

or email to: robert@cpigroup.ca

Part-time Administrator for Markham Private Investigation Firm

Must be technically adept with video recording equipment. Would suit retired person

Please fax resume to: 416-444-5841

RECEPTIONIST

Part-time, 10am-4pm. Fluent in English. Computer skills required. Fax resume to (905)940-4010 or email to: ruth@wynfordservices.com