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If you are interested in the above position, please forward a copy of your resume to:
Human Resources Division
Scholastic Canada Ltd.
175 Hillmount Road
Markham, Ontario L6C 1Z7
Fax: 905-887-3639 E-mail: resumes@scholastic.ca
We wish to thank all candidates for their applications in advance and advise that only those selected for an interview will be contacted.
No telephone calls or agencies please.

ACCOUNTS PAYABLE / PAYROLL SPECIALIST
A medium size manufacturing company located in Richmond Hill requires a full time accounts payable and payroll specialist to handle related duties.
The individual is required to have 5 years minimum experience in accounts payable and general ledger functions. They are to be familiar with computerized accounting systems along with experience in Microsoft Office. You will also be required to have payroll experience as it pertains to automated payroll programs.
We offer a competitive compensation program, plus benefits to assure your future will be extremely rewarding.
Please forward your resume to:
Box 50, c/o The Liberal, P.O. Box 390, Richmond Hill, ON L4C 4Y6

PROJECT COORDINATOR/ ADMINISTRATIVE ASSISTANT
A Stouffville electrical construction company requires a Project Coordinator/ Administrative Assistant for the industrial/ commercial division. Proficient in Office 2000 and Access, knowledge of AS400 would be an asset. Must be a cooperative team worker, detail oriented and have excellent organizational skills, accompanied with the ability to multi task, varied work assignments. A minimum of 5 years construction/ project coordinator would be preferred.
Please Fax Resume to
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