

505 careers

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525 office help

525 office help

525 office help

530 sales help & agents

530 sales help & agents

535 hospital, medical, dental

535 hospital, medical, dental

QUALITY RELIABILITY SPECIALIST

Newmarket manufacturer for the automotive and office products industries has the following openings:
Will work with Quality and Engineering departments, ensure all targets are met and maintained and liaise with customers to resolve any conflicts or non-conforming procedures. Will also perform internal audits to ensure compliance to company quality manual. Post secondary education in Manufacturing Technology or equivalent experience with formal training and understanding of metrology (measurement), metallurgy and blue print reading a necessity. Must be familiar with APQP, QS/ISO9000 and related procedures. Strong communication skills and the ability to work diplomatically with internal quality, production and support personnel and customers essential.

STATISTICAL PROCESS CONTROL COORDINATOR

Will measure, gather and process statistical data for customer sample submissions, train operators on SPC procedures, process monthly costing reports and enter quality information into computer database and spreadsheets. Formal training and understanding of SPC, metrology and blue print reading a necessity. Strong communication & organizational skills required.

PRODUCTION CONTROLLER Maternity Leave (Approx. 1 year)

Receive, review and process customer orders. Produce and maintain production schedules. Create and issue work orders to various production departments and follow up to ensure timely completion. Generate packing slips and forward copies to appropriate departments. Complete numerous clerical tasks to maintain organized records at all times. Experience working in a JIT manufacturing environment an asset. Strong PC & communication skills a necessity. This position has the potential to become full-time.

Please forward your resume to:
Human Resources
R. Reininger & Son Limited
1240 Twinney Dr., Newmarket,
Ontario L3Y 5N1
Or e-mail to:
qualityjobs2003@hotmail.com



RECEPTIONIST/ ADMINISTRATIVE ASSISTANT

Medium size Engineering Consulting firm in Markham requires a full-time reception/ administrative assistant. The ideal candidate will have excellent interpersonal skills, professional attitude, be proficient with MS Word, Excel, & Access, and have previous administrative experience.

Duties include reception, filing, word processing, maintenance of company database and general administrative tasks.

Fax resume to 905-470-7700 prior to the end of business April 30, 2003

TELEMARKETER

for letter shop, 4 days per week. Fax resume to: 905-513-1778

529 inside sales help

Required Part-time days **Telemarketer** Ballantrae No selling involved Send application by fax or email 905-642-8484 gail-info@rogers.com

530 sales help & agents

SALES

Portrait Studio at The Bay, Markville seeks friendly people, PT/FT Great \$\$\$! Training Call: (905)513-2730 or (647)293-3901

530 sales help & agents

Barefoot Grass

CAN YOU SELL? "Wanted"

Exp. Telesales Reps full time, some outside flyer dropping included. Hours 12-9 pm M-F. \$600++ per week guaranteed salary! Must have vehicle and valid drivers license. Fluent in English a must.

Fax resume to Joe Williams at 905-760-0470 or Call 416-798-4766 email: joewilliams@trugreenmail.com

INSURANCE OPPORTUNITY

Our unique, growing, results oriented brokerage is currently hiring: 3 RIBO Licensed Producers 1 RIBO Licensed CSR All with 1-3 years experience Please send your resume with cover letter outlining experience and salary expectations to: recruiting@dlins.com or fax to: 1-877-518-8131 attn: Recruiting Manager Cathy Penelton

Racquet & Fitness Club

requires **A Membership Sales position** immediately Fax resumes to 905-475-6841

530 sales help & agents

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Our Team is Growing

Upscale Progressive LTC Centre requires: **ASSOCIATE DOC** Also accepting resumes for all Other Departments and Volunteers Fax: 905-737-1866 Email bonniewilson@cp lodges.com

510 general help

510 general help

LANDSCAPERS

Must be experienced in all aspects of landscape construction. Must also have interlocking stone experience. No maintenance people please. Please call (416)417-2706

MAID

For weekdays & weekends, part time. Apply: Stouffville Inn 38 Ringwood Drive, Stouffville

WAREHOUSE PERSON & DELIVERY

Transportation provided. Must be familiar with GTA and Toronto area. Salary includes some heavy lifting. Please apply in person with resume & driver's abstract to: 145 Royal Crest Ct., Unit 14, Markham No phone calls

EXTRA CASH!

Simply processing grocery coupons P/T, F/T Call 1(800)279-0019 www.supermarketking.com/3497

SHIPPER/ RECEIVER/ WAREHOUSE PERSON

some driving required for the Markham area. Starting rate \$12/hour Call between 9am-noon (905)475-2402

\$800++ per Week Guaranteed!!

WANTED LAWN SPECIALISTS BAREFOOT GRASS

is looking for motivated individuals to join our team. If you are currently licensed to apply pesticides in Ontario and would like a 10% increase from your current wage, and have a valid G or G2 License for a minimum of 3 years, give us a call, fax or email your resume Fax: 905-760-0470 or call 416-798-4766 or email: keithmaxworth@trugreenmail.com

GENERAL LABOURER/ CUSTOMER SERVICE

Looking for a motivated & energetic individual to fulfill general labour/ customer service in busy print/ copy shop in Markham. P/T, F/T. Car an asset, but not required. Fax: 905-471-7453 Call: (905)471-8989

LANDSCAPE - GENERAL

Irrigation experience required. Well established Landscape Company in Gormley seeks friendly multi-functional crew member for varied responsibilities on premises and for residential clients. Call Parklane 905-887-5851 or fax resume to: 905-887-5858

MODELS WANTED

No experience necessary. Free photo shoot and prints. Excellent exposure. Call (416)779-1331 or email models@csa.ca

515 skilled & technical help

515 skilled & technical help

AluDie Extrusion Dies

Newmarket Now Hiring **OFFICE CLERK** Fax resume: 905-898-0199 email: bill@aludie.com

LONGMAN'S

MARKHAM DODGE CHRYSLER JEEP

Currently requires **FULL-TIME & PART TIME RECEPTIONISTS**

Excellent communication and phone skills required. Should have basic knowledge of Meridian system. Please fax resume attn. Diana DeSadeleer: 905-471-8350 or email to: dds@markhamdodge.com

Bilingual Receptionist/ Admin Assistant

for a busy Markham office. Full time position with a minimum of 2 years experience required. Must be completely bilingual in French/English both written and oral. Excellent telephone manner, organization and interpersonal skills required. Good working knowledge of the Microsoft Office suite of products is necessary along with the ability to multitask, prioritize workflow and work independently in a team environment. Please fax your resume to 905-948-9051 or email to hr.cn@checkpt.com

CLIENT SERVICE COORDINATOR

Markham location. Contract furniture dealer requires intermediate level Client Service Coordinator. Ability to work in a fast-paced environment. Strong communicator, superior oral and written communication skills. Needs to be organized and handle high volume of projects. Courteous telephone manner. Preference will be given to candidates with a client service background. Knowledge in the contract furniture industry is an asset. Salary commensurate with experience. Please reply to: Box 40 c/o Markham Economist & Sun 9 Heritage Rd, Markham ON L3P 1M3

AZCAR

has immediate openings for an **Accounts Payable Specialist and a Buyer-Expditer.**

Successful candidates will have completed relevant post-secondary courses and have three to five years work experience in order to fit into our team environment. Email or fax your resume to: Janice Mosley 905-470-2559/ Janice.mosley@azcar.com

Ad Sales Executives Needed

Due to increased sales Phone Directories Company needs to hire 3 experienced Advertising Sales Consultants to sell ads in the York Region & North York Directories. We are North America's Top Independent Phone Book Company and 4 Time Publisher of the Year.

We Offer:
• Supplied Leads (New And Established)
• A Comprehensive Paid Training Program
• Ongoing Field Support
• Base Plus Commission
Direct Sales Or Relevant Experience Is Necessary. Commission Income Of \$50,000+ Is What We Expect You To Earn Annually.

For More Information Send A Copy Of Your Resume By Fax Attn: Andrea Taylor, Director of Human Resources (705) 726-9628 or Email To: careers@phonedir.com

532 retail sales help

532 retail sales help

535 hospital, medical, dental

WHITAMORE'S FARM WINERY

We are seeking an experienced, outgoing, self-motivated individual to fill a full-time seasonal position in our Wine Shop. Retail experience and excellent command of the English language a must. Weekdays and some weekends. Call: 905-294-8200 or Fax resume to: 905-294-8232

ULTRA SOUND TECHNOLOGIST

for the Newmarket Clinic F/T. Min. of 5 years experience required. Fax resume to: (905)954-1113

535 hospital, medical, dental

535 hospital, medical, dental

535 hospital, medical, dental

Required immediately:

• HSW • PSW • HCA

• Casual Staff - all areas
• Benefits Package • Full-time Hours Available
We offer competitive wages and educational opportunities. Certification, a valid driver's licence, and a vehicle are required.

• New PSW rates

Qualified applicants apply to: Tel: (905) 715-7808 or Fax: (905) 715-7868 e-mail: sdczllva@prefhealthcare.com



Preferred Health Care Services Inc.

FRONT DESK ADMINISTRATOR

For progressive dental practice. Full time position. Dental exp. req'd. Computer experience an asset. Fax resume to: 905-722-8521



525 office help

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Career-Minded Accountants COME AND JOIN THE INDUSTRY LEADER

accountemps.

Specialized Financial Staffing We are looking for:
• BILINGUAL (FRENCH & ENGLISH) COLLECTORS
• BILINGUAL (FRENCH & ENGLISH) AP CLERKS
Minimum one year of experience in Reconciliations, AP or A/R. Intermediate Excel skills are a must. Please forward your resume to: markham@accountemps.com or call 905-709-8009 for more info. Visit us @accountemps.com

Collection, Accounting Clerks

for a busy wholesale office in Markham. Good knowledge and experience of book-keeping and accounting. Fluent in English, must know Quickbooks, Excel, Word and 123. Fashion experience as asset. Fax resume & salary expectations to: 905-946-8257

Optical distributor requires PERSON FRIDAY

2-3 days per week. Non-smoker, computer literate. French an asset but not necessary. Fax resume to: 905-477-8667 Email: vision@netcom.ca Only those candidate considered for an interview will be contacted.

LEGAL ASSISTANT

For person injury and insurance firm. 2-3 years experience. Non-smoking office. Hwy 7 & Leslie. Malach & Fidler Fax resume to: (905)889-1139