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## Are you an Accountant trained outside of Canada?

- Get connected to employment in your field
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**(905) 669-5627** 

7800 Jane Street, Unit 1, Vaughan | 129 Church Street, Richmond Hill


Markham giftware company seeking individuals for:

**Product Development Assistant**  
Provides admin and clerical support to Product Development Dept. Must have strong organizational, communication and Word and Excel skills with 2-3 years experience.

**EDI/Invoicing Clerk**  
Must have thorough knowledge of invoicing including EDI. Min. 2 years invoicing experience. Experience with B.V. an asset.

**Customer Service Representative**  
Must have excellent customer service skills with a min. 2 years experience. Computer skills required. Experience with B.V. an asset.

**Email or fax resume by Jan. 16, 2004 to thardy@burkartassociates.com or (905) 479-4723.**



### RECEPTIONIST/ADMINISTRATION

Richmond Hill based computer company is immediately looking for an individual who can fulfill the duties of a receptionist as well as administrative duties. This position is full-time. The ideal candidate MUST HAVE the following skills:

- Excellent communication skills (Verbal and written)
- Several years experience in reception
- Accounting/bookkeeping skills required
- Strong knowledge of Microsoft applications (Word/Excel)
- Comfortable with computers
- Several years having worked with Meridian Phone System and voice mail.
- Have performed a variety of administrative functions

No telephone enquires or agencies

Please only fax/email/mail resume to:

Blair Technology Solutions Inc.  
44 East Beaver Creek Rd., Unit#8,  
Richmond Hill, Ontario  
L4B 1G8  
Fax: 905-882-5279  
Email: resume@blairtechnology.com

## SALES REPRESENTATIVE CAREERS & CLASSIFIED ADVERTISING


Metroland Community Newspapers, the publisher of over 65 newspapers in the greater Toronto area and south-central Ontario seeks an experienced Careers & Classified Advertising Sales Representative for the corporate sales office.

The ideal candidate will possess strong skills in selling careers & classified advertising over the phone in a fast-paced, deadline-driven environment. This position is responsible for growing classified revenue through outbound sales (cold calling), handling incoming advertiser calls, and executing sales strategies. The candidate selected will have an entrepreneurial spirit, media experience and the ability to respond to industry trends while maintaining a professional work ethic.

Experience in newspaper or magazine layout, design and production experience desired. The ability to manage multiple projects is a must as our industry is ever changing and our clients needs are ongoing. The ideal candidate will have a proven track record in sales either in an outside media sales capacity or inside sales business development environment.

We provide a comprehensive training program and a competitive compensation package to include a base salary with commission. This package is designed to compensate successful sales people and will increase as you grow your business. We also offer a comprehensive benefits package.

Interested candidates are invited to submit a resume with cover letter before Friday, January 16th to rscapin@metroland.com or you may fax or mail your resume to attention: Manager, Careers & Classified Advertising at 416-493-0623.



10 Tempo Ave, Willowdale, Ontario, M2H 2N8

Thank you for considering Metroland Community Newspapers as a potential employer, however only those candidates selected for an interview will be contacted.

525 office help

**LICENSED REAL ESTATE ASSISTANT**  
F/T, computer savvy, base salary + incentives, willing to work weekends. Apply to #Box 2 c/o Markham Economist & Sun 9 Heritage Road Markham, ON L3P 1M3

 **CONELCO**

### Receptionist/ Secretary

With Excel & Word skills. Hwy 7 & Dufferin Area. Must own Car.  
Hours 9am - 6pm.  
Fax Resume to 416-798-7125 or e-mail: jobs@con-elco.com

**TEMPORARY POSITION**  
Responsible person required immediately for our Markham office due to an extended leave of absence. Duration possibly twelve to fifteen months. This is a multi-tasking office position in a one person office requiring computer literacy, good verbal communication and interpersonal skills. Ideally suited for experienced person wishing to re-enter the workforce.

**Reply with resume by fax only to: 905-472-5648**

530 sales help & agents

**EXPERIENCED MORTGAGE SPECIALIST**  
Leads provided. Largest broker in Richmond Hill.  
Call Northwood Mortgage (905) 889-7676 ext 232

Established gourmet food distributor is looking for one

### Full-time Inside Sales Representative

Excellent phone manner, selling abilities and knowledge of the retail food industry. Strong computer and keyboard skills required.

**Please e-mail resume to sbugeja@summersweetfoods.com or fax to 905-889-5607. Please have resume in by Monday, January 12, 2004**

530 sales help & agents

Our Client, a fast growing company in the promotional products field is seeking a

### Recent Graduate

with a minimum of 2 years selling experience

The Job:

- assume responsibility for a group of existing accounts and develop them to their potential
- develop new business
- bring fresh, innovative ideas to the promotional products business
- metro Toronto territory based in Markham

The Qualifications:

- enthusiastic with great personality and great people skills
- possess exceptional relationship building skills
- detail oriented & computer literate
- extremely well dressed and groomed
- ability to create and maintain new business

The Remuneration:

- salary, car, & cell allowance + bonus

**Please fax or email your resume to: Hults Consultants 1-866-338-4189 or debbie@hultsconsultants.com**

530 sales help & agents

### PART-TIME INDEPENDENT FIELD SALES CONTRACTOR

A leading confectionery company is seeking an organized, detail oriented person with retail field sales and/or merchandising experience to fill a position as independent contractor. Responsibilities include servicing retail convenience & corporate accounts by ensuring distribution, obtaining displays and maintaining a positive image. Territory is Markham, Scarborough and surrounding area approximately 24 hours per week.

*We provide an hourly fee plus kilometer allowance.*

Please send resume to: Merchandiser, Box #1 C/O The Vaughan Citizen 9350 Yonge St. Richmond Hill, L4C 4Y6

510 general help

### GET PAID WEEKLY!

P/T & F/T Mail processors needed immediately. Call 1-800-279-0019 ext. 105 www.opportunity-depot.com/mb

**GOLF STORE SALES FULL TIME**  
Experienced in golf retail. Dependable and good with customers a must. Knowledge in golf required. Good potential for growth. **Please fax resume to: 416-386-0012**

**Group Home Supervisor**  
required for group home. Mail resume to: Eva 48 Jaffray Rd. Markham, ON L3S 1G6

Require part time student, Mon - Fri 3-6pm. Working with children, 2-12 years old. **Please call Betty Jo 905-640-2905 or fax resume to: 905-640-4373**

**TEMPORARY**  
Distribute brochures in York Region. January 19th-30th 9am-5pm. Good communication skills. \$9/hr **(416) 922-6600 ext 2362**

**WELLINGTON WAY RENT-ALL**  
in Markham has a full-time position available. Duties include: driving, clean-up and servicing of equipment. **Fax resume and drivers abstract to: (905) 294-6182**

545 teaching opportunities

**Hiring Immediately ECE's & ECA's**  
Must be a team player. 16th Avenue Warden location. Fax resume including ECE diploma to: 905-480-9544

### ENTRY LEVEL FULL TIME ADMIN ASSISTANT

Busy real estate and property management office require a full time administrative assistant.

Must have general office experience and be familiar with Microsoft Office. Customer Service experience would be an asset.

Resumes, with salary expectations, faxed **ONLY** to: (905) 889-4312.

**PERSONAL INJURY LAW CLERK**  
Minimum 5 years experience insurance, thorough understanding of accident benefits. Non-smoking office.  
Hwy 7 & Leslie  
Malach & Fidler  
Fax resume to: 905-889-1139

535 hospital, medical, dental | 535 hospital, medical, dental

**Office Manager required**  
Must have payroll & bookkeeping experience, excellent computer skills in Excel & Word. Excellent communication skills required as well. Submit resume to: **S. Hoinkes Aurora Resthaven 32 Mill Street Aurora, ON L4G 2R9 or fax to: 905-727-6299**

535 hospital, medical, dental | 535 hospital, medical, dental

### PART-TIME RECEPTIONIST

Required for busy Markham doctor's office, evenings and weekends.  
**Fax resume to: (905) 475-3581**

515 skilled & technical help

**CABLE MAKER - CAT 5**  
Computer cable manufacturer requires a (CAT 5) CABLE MAKER. This position is Piece Work only. Some experience is required.  
**Fax resume to: 905-470-5763 or email: cablejobs@canada.com**

515 skilled & technical help

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### Bookkeeper/ Receptionist

New car dealership is looking for a bookkeeper who can also double initially as receptionist. Candidate must have automotive industry experience and excellent bookkeeping skills. Must be willing to start immediately.  
**Please fax resume to (905) 294-5139**

**AUTOMOTIVE SALES**  
Retail experience preferred

**WE OFFER:**

- Award winning vehicles
- Outstanding commission plan
- Monthly & yearly bonus
- Comprehensive benefit pkg.
- Company demo plan
- High traffic volume location

**Fax resume to: Ted Kelly or Karl Schulz 905-940-6636 or call 905-477-3337**

 **VILLAGE**  
NISSAN

**OFFICE CLERK - part time**  
Cable manufacturer in Markham requires an office clerk. Monday, Wednesday & Friday, 9am-5pm. Must be computer literate and speak very, very perfect English. **Fax resume to: 905-470-5763 or email: admin@acables.com**

**TELEPHONE REPS!**  
Markham's fastest growing call center is looking for energetic, well spoken, polite and professional individuals.  
*Great atmosphere, base pay + commissions.*

- Full Time, Part Time, Days & Evenings
- Training provided.

**Start immediately!**  
Call Tracy @ 905-752-2800 Woodbine/Hwy #7 MANAGEMENT OPPORTUNITIES

535 hospital, medical, dental | 535 hospital, medical, dental