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EVENTS ASSOCIATES (2)
F/T, 6 month contract based in Markham

Responsibilities:
 Assist with the development, implementation, coordination and marketing of 6 one day conferences. Handle all logistics of each conference. Maintain database and support promotional campaign.

Qualifications:
 Post-secondary education in marketing or events management and/or a minimum of 3 years related experience. Strong oral and written communication skills. Excellent time management skills and ability to multi-task. Proficient in MS Office. Candidates must have reliable transportation and ability to travel throughout York Region and GTA.

INFORMATION TECHNOLOGY ADMINISTRATOR
F/T, 6 month contract

Responsibilities:
 Oversee the continued efficient functioning of the corporate LAN/WAN to include daily operation, back up and enhancement recommendations. Primary responsibility of implementing and monitoring daily processing, disaster recovery plans and restoration contingency procedures.

Qualifications:
 MCSE or equivalent knowledge. Windows Server 2000, 2003, Exchange 2000, Outlook, Symantec VPN configuration, XP, NT Server and Workstation, Corporate WEB hosting, LAN/WAN configuration and DNS, DHCP knowledge. Possess a strong command of the English language with relation to both written and verbal skills as documentation of process and instruction to end-users will be required. Candidate must have reliable transportation and ability to work out of various locations in York Region and GTA.

Please reply in confidence by January 15th, 2004 4:30pm
Job Skills is committed to Employment Equity
We thank all applicants but only those to be interviewed will be contacted

Job Skills Hiring Committee
 80 Micro Court, Suite 100
 Markham, ON L3R 9Z5
 Fax: 905.940.8005 hiring@jobskills.org www.jobskills.org

ACCOUNTING POSITION

A Richmond Hill based company requires a General Accountant. Reporting to the Chief Accountant, the applicant must have several years experience in a computerized accounting environment and possess strong spreadsheet skills. The applicant must be actively enrolled in the CMA or CGA program in at least the intermediate level. A commitment to completing the program is essential. Bilingual English and French is an asset. This position requires an individual possessing excellent interpersonal, analytical and communication skills.

Please send resume to:
 Box #1
 c/o The Markham Economist & Sun
 9 Heritage Rd.
 Markham, ON L3P 1M3
We would like to thank all applicants for their interest in this position; however, only those selected for an interview will be contacted

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

530 sales help & agents

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

Small PC training co. looking for outgoing, energetic person to contact companies by phone. Located at Aurora/McCown Rds. Salary+ comm. Call Michelle 905-642-4807 ext. 228

535 hospital, medical, dental

Busy, progressive dental office requires **DENTAL ASSISTANT** for full time position. Please fax resume to: 905-852-0284

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

DICTA-TYPIST
 required for busy independent insurance adjusting firm in Markham. Must have 70 wpm and experience with MS Office. Insurance experience is preferred.
 Please fax your resume in confidence to: 905-946-0171

CONELCO
Receptionist/ Secretary
 With Excel & Word skills. Hwy7 & Dufferin Area. Must own Car.
 Hours 9am - 6pm
 Fax Resume to 416.798.7125 or e-mail: jobs@con-elco.com

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

PICTURE FRAME MANUFACTURER
 Requires Office Help. Some computer knowledge, good command of English a must! \$11/hr
 32 1/2 hr. week. 1/2 day Friday
 Fax resume only: 905-477-6957

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@acvcables.com

RECEPTIONIST
 Required for busy Markham office. Duties include switchboard, various other duties. Working knowledge of Microsoft Office, professional appearance, able to work independently.
 E-mail resume/salary expectations to: doreenr@tada.ca
 Only selected candidates will be interviewed. NO calls or agencies, please.

ADMIN ASSISTANT
 to provide general office support and assist with A/R & A/P for a company located in Concord. Must be experienced and computer literate.
 Fax resume to: 905-879-0408

Lab One Canada has openings in their Markham office for **CALL CENTER REPRESENTATIVES**. Must possess excellent listening skills, be detail oriented with excellent communication skills and Bilingual (English and French) or Bilingual (English/Arabic).
 Interested applicants meeting the requirements are invited to submit their resume with a cover letter before January 26th 2004 to: canada@labone.com or fax to: 905-947-0846
 We thank all applicants for their resumes, but only those being considered for an interview will be contacted.

PART TIME RECEPTIONIST
 Evening & Weekends.
 required for busy high profile real estate office in Markham. Real estate exp. preferred. Computer literacy, fast typing skills and ability to handle a busy switchboard a must.
 Please fax all resumes to Mary at 905-471-3816 or email: mbarnard@sutton.com

A growing QS9000 Automotive Stamping Manufacturer in Concord has a position available for a **RECEPTIONIST**.
 The successful applicant will have the following qualifications:
 • Minimum Secondary School Graduation Diploma (OSSD)
 • Excellent oral and written communication skills
 • 1-2 years telephone/reception experience
 • Be a self starter who requires minimal supervision
 • Proficient in MSWORD, EXCEL (Power Point and MS Project a plus)
 • Familiar with various office machinery such as copier, fax, postage, couriers
 Interested applicants should fax their resume to the attention of the Human Resource Manager (905)780-5703

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Blair Technology Solutions
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: 905-882-9727
 Email: resume@blairtechnology.com

509 drivers

Beauty supply company located at Hwy 7/404 area is seeking a **Full Time Permanent Driver**. Must have a clean drivers abstract and be reliable.
 Fax resume to: (905)731-7622

525 office help

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

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

YORK CATHOLIC DISTRICT SCHOOL BOARD
 320 Bloomington Rd. West, Aurora, ON L4G 3G8
 Tel: 416-221-5051 or 905-713-1211 Fax: 905-713-1809

ELECTRICIAN
 An organized communicator with a strong mechanical aptitude, you will repair and maintain electrical systems, as well as maintain and perform preventive maintenance on electrical equipment. Along with a Grade 12 education, you must have a current Ontario Certificate of Qualification in Electrical Construction and Maintenance, and 5+ years of experience in an institutional setting, performing skilled electrical repairs, maintenance, troubleshooting and installations. Able to read and interpret blueprints and drawings and use power tools, you have knowledge of the Occupational Health and Safety Act, WHMIS, electrical and building codes, and ideally, digital controls and building automation systems. A background in a school environment, Canadian Fire Association certification and experience working on fire alarm systems are assets. This 40-hour/week position requires a valid driver's licence in good standing and the ability to answer after-hours calls, and offers an hourly rate range of \$24.50 to \$25.00.
 Written applications, outlining qualifications and experience, will be accepted until January 23, 2004, and should be sent to: Gladys Codling, Human Resources, at the above address or fax number. E-mail: codling@ycdsb.edu.on.ca

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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.

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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.

Do You Need... A Chef?

Wait Staff?

Place your Help Wanted ad in the Economist & Sun/ Stouffville Tribune Classifieds
 Call 1-800-743-3353

Promote your company's **INTERNET PRESENCE** in the Classifieds. Be sure to include your **WEB ADDRESS**