

york region C·A·R·E·E·R·S

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Monday - Friday 8:00 am - 6:00 pm

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Career Opportunities at Mattamy Homes New East Division.
Customer Care Coordinator

Acts as on-going point of contact for homeowners from post purchase through to post warranty periods. Qualifications: University of College degree or suitable blend of education and related work experience; Strong customer service background; Experience in homebuilding industry an asset; Ability to multi-task in a high volume environment with a flexible approach to work style



email: eastgtajobs@mattamycorp.com or
mail to: 140 Renfrew Drive, Suite 206, Markham, Ontario L3R 6B3
or fax: Customer Care Co-ordinator: (905) 477-5085

CTF SUPPLY,
8885 Jane St, Concord
requires:

COLLECTION CLERK
Organized self starter, task & team oriented, fluent English, collection/customer service experience an asset.

ACCOUNTS PAYABLE CLERK
Organized individual, ability to meet deadlines, handle supplier inquiries, fluent English, A/P experience an asset
Resume by fax only to:
416-661-0744

RECEPTIONIST/ OFFICE ADMINISTRATOR
Must have: Excellent communication/ interpersonal skills/computer skills
Must be: a highly organized and professional individual, able to multitask effectively and efficiently.
Please respond by email to roland.fernandes@baseibs.com

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bulk barn
Canada's largest bulk food retailer and more.

Positions available with a progressive franchisor of 80 retail specialty food stores. Offices located in the Beaver Creek Business Park in Richmond Hill.

CORPORATE OFFICE ACCOUNTANT

Responsibilities include assistance with monthly financial reporting, account reconciliations & variance analyses. Assistance with preparation of budgets and forecasts, involvement with weekly cash collection & administration procedures for Bulk Barn Franchisee accounts. Includes some account payable & related responsibilities. A detail-oriented approach and excellent organizational abilities are a must. Intermediate knowledge of Windows, Excel & Word are required. Salary plus benefits commensurate with experience. Only candidates currently or previously enrolled in professional accounting designation programs will be considered.

This position requires exceptional interpersonal skills and a team approach to dealing with business issues. Please fax your resume to Tracy Keeble at Bulk Barn Foods Limited by Friday September 3rd, 2004. Fax: (905) 886-2722. No telephone calls, please.

YORK SUPPORT SERVICES NETWORK CHILDREN'S CASE CO-ORDINATOR

A full time permanent position to provide service across York Region for children age 0-19. Responsibilities include: providing consultation and co-ordination of both formal and informal services; working with case managers to develop service plans; arranging and facilitating case conferences, community education and development activities.

This position requires a B.S.W. or equivalent education and a minimum of two years related experience. Proven communication, problem solving, facilitation and mediation skills are assets. Valid driver's license, insurance and vehicle required. Competitive Benefits.

Please submit resume indicating position of interest & source of posting by September 9, 2004 to:
Human Resources Department
102 Main Street, South, Unit #3
Newmarket, Ontario L3Y 3V7
Fax (905) 898-1171
Email: jobs@yssh.ca (WORD 97 ONLY)

515 skilled & technical help

515 skilled & technical help

TESITA
A division of Tesma International Inc.
located in Vaughan; is currently looking for a
CNC TECHNICIAN

Top Tier Automotive parts supplier is looking for a highly motivated individual to join their team. Must have College diploma/certification in Machine shop practices. Min. 5 years CNC Programming and Set-up experience in a manufacturing environment (Automotive Industry preferably). Must have advance knowledge of machining and proven experience in prototyping, blueprint reading. Must be a self starter and able to interact with other departments to achieve company goals. Excellent English both written and spoken. Interested applicants please fax your resume no later than September 1, 2004.
Attn: HR Department Fax: 905-851-5286
We thank all applicants for their interest; however only those under consideration will be contacted.

ACCOUNT CO-ORDINATOR
Marketing Firm Markham/ T.O
Assist senior staff in daily project management including admin component. Opportunity to grow. Must be easy going, flexible with hours, proficient with computer and have a car.
Fax resume to:
Alison 905 940-1833

INSURANCE BROKER
Markham/ Birchmount & 14th Ave.
Great atmosphere requires
2 RIBO licensed personal CSRs.
1 position clerical duties.
Fax or email resume with references to: 905-479-7911
contact@dermodyinsurance.ca

Intermediate Staff Accountant
required by a mid-size CA firm in Markham. Must be a self-starter, and able to handle a complete set of books, including preparation of financial statements, adjusting entries and corporate income tax returns. Knowledge of Excel, Caseware, MYOB and Quickbooks an asset. Must have excellent communication skills. Qualified candidates should email resume to rsmconsulting@rogers.com

NOW HIRING!!!
Alpa Roof Trusses Inc.
Due to rapid growth in this industry, we have immediate openings for:

- AZ Drivers
- Assemblers
- Labourers
- Forklift
- Sawyers

Full-time team atmosphere will train. No calls. Apply in person.
5532 Slaters Road, Vondorf

INVOICING/A/R
Woodbridge company looking for Invoicing Clerk and assistant to A/R Department. Newviews experience an asset.
Fax resume to: 905-265-8444
State salary expectations

RECEPTIONISTS Full & Part Time
Busy real estate office. Experience preferred.
Fax resume to: 905-940-4199 or
Email: unionville@royalalpage.ca

Myron is a world leader in imprinted promotional material. We have been in the business of helping our clients grow their business for over 50 years. Over the next couple of months we will be hiring for:

Business To Business Outbound Sales Representatives


We offer:

- Base plus Commissions plus Bonuses with a minimum Guaranteed Rate of \$14/hr.
- No cap on earnings
- Full time, Monday to Friday 9:00 A.M. to 5:00 PM
- Comprehensive Benefits Package
- Paid Training - Modern office facilities including Employee Gym
- Company paid Parking and other Great Perks
- Located in N. E. Corner of Scarborough with easy access by Highways and TTC
- Fast paced sales environment

We require:

- Motivated and progressive entrepreneurial individuals
- Excellent English language skills, both verbal and written
- Competent basic computer skills
- Strong negotiating and closing skills
- Professional and courteous telephone skills

Qualified candidates interested in rising to the Myron Challenge are urged to forward their resumes by email to hrcda@myron.com or by fax to: 416-291-8786 or call our recruiting hotline @ 416-291-1834 ext-599



www.myron.com

TELEPROSPECTOR
Hunter role in a fast paced environment. Great opportunity for someone wanting a career in sales or telesales. Base salary + commission.
Please send resume to Box # 709
C/O The Markham Economist & Sun
9 Heritage Road, Markham, Ont. L3P 1M3
or email to info@tacticalbasedselling.com

525 office help

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APPOINTMENT SETTERS
4 positions available. Seeking reliable and energetic people with phone experience to help promote Pre-School Child Development. Must be fluent in English. Qualified leads * No Selling *
Hourly wage guaranteed \$10.00/hr.
Location: Leslie/Hwy #7
Hours: Monday-Friday, 3pm - 9pm.
Please fax resume attn: Patricia
905-889-1730

530 sales help & agents

530 sales help & agents

MOBILIA
An up-market furniture store chain is looking for full time energetic and talented sales associates for our Markham and Vaughan stores. 5.0% - 8.0% commission on written sales, paid training, benefits, merchandise discounts. You have a minimum of 2 years furniture similar experience, provide outstanding customer service/work on weekends.
Contact: jdahrd@aol.com or fax: (905) 625-6129

NEW JOB OPPORTUNITY
Equipment Operator for expanding concrete cutting company. Full and part-time positions available. Construction and/or farm experience an asset but not necessary, we will train. Driver's license required. Must be available for various hours, some nights and weekends.
We are looking for your commitment and 100% reliability.
Fax resume to:
ACCURIE Contracting
(905) 887-6556

ACCOUNTING OPPORTUNITY
Successful distribution company in York Region has a great full time opportunity. Seeking a well organized and cordial person with general accounting, Excel & MS Word knowledge. Must be fluent in English as the position requires frequent oral and written communication. Recent graduates are welcome to apply. Competitive salary and benefits offered. Fax resume in confidence to: 905-727-9145

TO PLACE YOUR AD CALL
1-800-743-3353