

525 Office Help

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CATECH Systems Ltd.
Markham, ON
ACCOUNTS PAYABLE

We are a data communications installation and service company, currently seeking an Accounts Payable Clerk. Responsibilities include reconciling, processing invoices and cheques and A/P reporting. You must possess excellent communication and interpersonal skills, with strong computer, negotiating and organizational skills. Candidate should have a minimum of 2 - 3 years experience, with working knowledge of accounting practices.

Send resume to fax: 905-944-4845 or email: hr@catech-systems.com
Attn: Rose Siciliano/HR

BILINGUAL CUSTOMER SERVICE/ GENERAL OFFICE

We require a French Bilingual Customer Service Representative in our Markham office. The primary responsibilities involved in this role include answering incoming calls, processing and expediting sales orders. In addition some standard correspondence, filing and general office work is required. Acuity for detail is expected from all applicants as well as excellent communication & interpersonal skills.

Please email resume to: HR@atlasgraphic.com
or fax: HR Department: 905-948-2819

PACE Savings & Credit Union Limited
Two P/T Member Service Reps.
required

One for our Stouffville Branch & one for our Markham Branch. Some traveling required for Markham location. Computer skills required. Experience preferred.
Please contact Marianna @ (905)477-4311 for Markham, Lina @ (905)640-2811 for Stouffville

RECEPTIONIST/ ADMINISTRATIVE ASSISTANT

- 2 years of office experience
- General Office Duties
- Full time Position
- Pleasant telephone manner

Concord area
metcon@metconeng.com
Fax: 905-738-5520
www.metconeng.com

BOOKKEEPER/ SECRETARY

Successful distribution company in York Region has a great full time opportunity. Seeking a well organized and cordial person with general accounting and secretarial experience (recent graduates welcome to apply). Competitive salary and benefits offered.

Fax resume in confidence to: 905-727-9145

Markham home accessories company seeking:
CUSTOMER SERVICE REP.

Must have excellent communication and strong computer skills. A min. of 5 years CS exp. BV an asset.

Email or fax resume by January 21, 2005 to thardy@burkartassociates.com or (905) 479-4723

NOTICE TO READERS

Before responding to any advertisement requesting that money be sent, you may wish to investigate the company and offering. The publisher can not assume responsibility for the validity of the offering advertised within the classified pages.

Golf Town, Canada's largest golf retailer is looking for a full time **receptionist for our head office**

Responsibilities:

- Responding to a high volume of telephone inquiries and directing calls
- Greeting clients and preparing meeting environments
- Organizing and tracking courier shipments - incoming and outgoing
- Distributing all incoming mail and managing all outgoing mail
- Ordering and maintaining inventory of general office supplies
- Maintaining our database for charitable donations, coordinating donations and ensuring timely delivery to recipients
- Assisting with special projects as required

Qualifications:

- Excellent communication skills
- Professional demeanor
- Outstanding organizational skills
- Ability to multitask
- Proficiency with Microsoft Word and Excel
- Previous reception experience an asset
- Own car or easy ability to travel to and from Markham (head office location)

Position available immediately

If you would like to work in a young, friendly and fast-paced environment, and feel you possess the above qualifications, please send your resume to:

Attn: Office Manager Fax: 905-479-7108

Please note only successful applicants will be contacted for an interview.



GET BETTER GAME

Full time position available

Capable of working with customers over the phone. Strong communication skills, written and verbal English Language, computer skills: Quickbooks, Illustrator, ability to be self motivated in a fast paced environment.

Email resumes: gspromo@rogers.com

APPOINTMENT SETTERS NEEDED

Seeking reliable and energetic people with a courteous phone manner to help promote preschool child development. Must be fluent in English. No selling. Location: Hwy.#7 & 404. Hours: Monday to Friday 3-9pm.

Please fax resume attention Tricia 905-889-1730

Malach & Fidler

seek a **Litigation Law Clerk** with approximately 5 years experience. Applicants should have a working knowledge of the FABF. Our office is located at Hwy. 7 & Leslie

Fax resume to:
Attn: S. Thorpe: 905-889-1139

529 Inside Sales

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RAM INSIDE SALES REP

Great opportunity with a leading company engaged in wood preservation, manufacturing and distribution of softwood lumber. Seeking an inside sales rep to sell to our established dealer network. Experience in lumber sales and computer literacy required. Competitive compensation and benefits offered. Please fax resume in confidence to: 905-727-9145

530 Sales Help & Agents

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PFAFF Select
CERTIFIED PRE-OWNED AUTOMOBILES

THE Pfaff Automotive Group is pleased to announce the opening of its newest division - Pfaff Select - a unique concept for sales of certified pre-owned automobiles.

We are currently seeking a high achiever with a proven track record in sales and customer satisfaction that enjoys working in a fun and fast paced environment. Compensation will be salary and bonus. Please apply in confidence to Peter Gallos (pgallos@hjpffaff.com or fax resumes to 905-657-2279)

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Come grow with us!



We are looking to add to our team in the following position:

A MINI Sales Specialist

Applicants must have automotive sales experience with a proven track record in sales as well as CSI.

Please email all résumés to: jobs@minimarkham.com

Only the best need apply! Confidentiality is assured.

MINI Markham

MOBILIA Retail Furniture Sales

A dynamic and expanding, up-market retail furniture chain is seeking highly motivated Sales Professionals for its Vaughan and Markham stores. The ideal candidates will possess a minimum of 2 years retail sales experience in the home furnishing industry. This is an outstanding opportunity for achievers with strong sales abilities, good communication and general computer skills, in a customer service driven environment. Above average commissions paid on written sales, benefits package and opportunity for advancement.

www.mobilia.ca

Please fax your resume to: Damian Adderley (905)625-6129

Apply on-line E-MAIL jdahrd@aol.com

SHOWROOM SALES PERSON

required for busy flooring company. Must have knowledge of the building industry and related experience. References required. Please e-mail resume to: darmagahardwood@bellnet.ca

MAIL BOXES ETC.

P/T Sales Associate position. Requires computer skills & retail experience.

E-mail resume to Ryan at mbe62@mbe.ca or fax (905)471-0643

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CANADIAN BABY PHOTOGRAPHERS LTD.

Warden/Steeles
Tel: (905)940-9661
Fax: (905)940-4022

TELEPHONE CLERK

We are seeking a reliable individual to work from our Head Office Monday to Friday, 9:00a.m. to 2:00p.m. Telephone experience will be an asset. Must be fluent in English (orally and written). Training will be provided. (Must be able to start immediately.

Call Extension 249

Please call between the hours of 9:30a.m. & 2:00p.m. to arrange for an interview.
THIS IS A NON-SMOKING ENVIRONMENT

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EXPERIENCED SALES PEOPLE REQUIRED

Join the Shanahan Sales Team.

We're looking for self-motivated, energetic people who wish to earn an above average income. We offer a competitive remuneration package, benefits and a demo program.

If you're interested, please fax resume to:

Randy Winstone or Tony Caietta



SHANAHAN

ISO 9001:2000

- Ford

567 Davis Drive, Newmarket
905-853-5000, 416-798-4858
Fax: 905-853-3004

532 Retail Sales Help

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CREDIT/ COLLECTION TRAINEE

Common Collection Agency located at Kennedy & Progress has immediate position available. training provided French as asset. For interview call (416)297-7077 ext. 264

CANADA'S Light Style STORE
LIVING LIGHTING

FULL & PART TIME SALES ASSOCIATES

to work in a fast paced, friendly environment. Sales experience preferred. Must be fluent in English.

Resumes accepted at Living Lighting
5308 Hwy. #7, Markham (905)294-9557

535 Hospital, Medical, Dental

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Office Manager for Constructions. Speaks English, Mandarin, Cantonese, Shang Hai, Ming Bo. \$30-\$40k yearly. Contact: 905-883-7633 Mr. Luke

MASSAGE THERAPIST, REG.

Part-time including 1-2 afternoons/ evenings. Fax resume to: Jennifer Hicke: Markham Physiotherapy Clinic 905-471-3751

FT Pharmacy Assistant

required for Shoppers Drug Mart in Markham. Experience required. Fax Resume to 905-479-4074

535 Hospital, Medical, Dental

SHIFT NURSING-R.N.'S & R.P.N.'S

Ranked #1 in Toronto for Best Nurses



S.R.T. Med-Staff has immediate openings throughout the GTA and York Region for R.N.'s and R.P.N.'s with **PAEDIATRIC** or **PALLIATIVE** care skills and expertise to work in the community. A minimum of one year recent related experience is required.

Please fax resume to: S.R.T. Med-Staff
Att: Hanna Krieger at 416.968.3652
or email: hkrieger@sitmedstaff.com

Dental Assistant/ PDA

required for Ortho. Office Part time to Full time. Flexible. Front desk and assisting. Please fax resume to: 905-642-9692

CLASSIFIED HOTLINE

1-800 743-3353