

515 Skilled & Technical Help

515 Skilled & Technical Help

515 Skilled & Technical Help

525 Office Help

525 Office Help

525 Office Help

525 Office Help

525 Office Help

525 Office Help

A growing QS9000 automotive stamping company in Richmond Hill has a position available for a **MAINTENANCE MILLWRIGHT**

The successful candidate will:

- Be a licensed Maintenance Millwright
- Be available to work rotating shifts
- Have a minimum of 3 years automotive manufacturing experience
- Have excellent trouble shooting skills – hydraulic, mechanical, pneumatic
- Have excellent oral and written communication skills
- Have working computer knowledge
- Be a team player with a positive attitude.

Candidates should fax their resume to the attention of the Human Resource Manager at 905-780-5703.

**Mechanic • Class A**

You will perform brake, safety, and PM inspections as well as road repairs and service calls. You will ensure a clean and safe environment and have your own tools. Your Class A Mechanic's licence (T designation) and a valid driver's licence are essential. Please contact our recruitment team at:

30 Heritage Road, Markham  
Tel: 905-294-5104  
e-mail: comeaboard@lpsg.com  
www.LaidlawSchoolBus.com  
SAFE. SECURE. ON-TIME.

**Laidlaw**  
EDUCATION SERVICES

525 Office Help

**ACCOUNTING/CLERK**

Our firm has an immediate opening for an Accounting Clerk that is well organized & detailed. Skill sets must include A/P & A/R management and an excellent understanding of ACCPAC. Bilingualism is an asset.

Fax resume 905-859-4654

**NOMA**  
CABLE TECH

**Customer Service Representative (6 Month Contract Position)**

Noma Cable Tech, a leading manufacturer of Wire and Cable has an immediate temporary opening for a Customer Service Representative.

As a member of the customer service team, you will support the sale of product by entering and managing the timely delivery of products to the Distributor and OEM customer base.

Superior communication skills and computer proficiency is required. Previous customer service experience within the Electrical Industry will be an asset.

Please apply in writing, to the following address:

Attn: Human Resources Dept.  
Noma Cable Tech  
P.O. Box 1149  
Stouffville, Ont.  
L4A 8A2  
Fax: 905-640-0084

**ADMINISTRATIVE ASSISTANT**

Nationally recognized, franchised construction & cleaning firm currently has a full time opening for an enthusiastic, outgoing, well spoken, intelligent and caring individual who enjoys taking on all kinds of administrative tasks in a small office environment. Candidates must demonstrate excellent written & verbal communication skills, must have terrific telephone manner, have exceptional organizational skills and have an ability to work independently, under pressure, with a high attention to detail. A sound knowledge of MS Office and office procedures is critical. Post secondary education and a minimum of 5 years related experience required. Ability to speak Chinese would be an asset. Competitive salary and benefits.

Please fax resume to 905-415-1774.

**Rogers Wireless**

Richmond Hill office requires a **full time Accounting Clerk.**

Generous company benefits.  
Please send resume to:  
salesrh@pcscanada.com

**Office Clerk/ Receptionist** required immediately. Various duties within fast paced contracting company.

Please fax resume to:  
**(905)474-1611**

Highly organized Clerical person for Market Research/Sales. Located at Steeles & Woodbine.

Fax resume to 905-946-8354 or email: info@jendan.com

**RECEPTIONIST**

P/T. 10hr./week. Mon. & Wed. Fluent English (Cantonese an asset) Some computer skills Hwy#48/16th area

Fax resume 905-472-9003

525 Office Help 525 Office Help 525 Office Help

Our client, a leading employer, is currently hiring an:

**Administrative Assistant to HR Director**

You will coordinate/book meetings and prepare a variety of presentations and correspondence. With a high school diploma and at least 7 to 10 years' related experience, you have advanced computer, organizational and communication abilities. A decisive and quick thinker, you also possess strong diplomacy skills and can handle stress with ease. An Administrative Services diploma and Access/Visio experience would be valuable assets.

Please forward your resume and cover letter, stating your salary expectations, in confidence, to: stephaniem@hirepower.on.ca

Resumes will be forwarded to our client and only those selected for an interview will be contacted. All replies will be treated with the strictest confidence. In your e-mail, please list those organizations to which you do not wish to submit your resume.

**Recruit**  
DIVISION OF CMC GLOBAL

confidentialreplyservice

**Greeter**

We are looking for an energetic, friendly, outgoing candidate who represents the core values of our image and brand.

The successful individual will be required to meet and greet prospects as they enter our facility. They will be responsible to direct all traffic to each department and ensure every client who enters our facility has a pleasant first impression.

The candidate must be fluent in Windows, Microsoft Excel, Outlook XP and Microsoft Word. English, Cantonese and Mandarin are assets but not mandatory for this position. hours are Mon-Fri., 11a.m.-8p.m., Saturday 9a.m.-6p.m.

Resumes can be submitted by March 9th, 2005 to magda.abramov@tcbmw.com

**STOP READ THIS AD!**

**Sales Representative**

A leading distributor of roofing materials requires a creative, enthusiastic and self-motivate professional.

Your primary responsibility, along with serving our existing accounts, will be to further develop our market share in the Northern GTA and surrounding area.

Exceptional communication and interpersonal skills are a must. Preference will be given to individuals with proven sales experience.

Fax resume with salary expectations to: Human Resources: 905-453-0344

**CUSTOMER SERVICE REPRESENTATIVE**

ExamOne Canada, a leading national paramedical company, has an immediate opening for a CSR. Excellent communication and keyboarding skills required. Victoria Park/Steeles E. location. Generous salary/benefits package.

Email curriculum vitae detailing experience/qualifications to: ready@examone.com or by fax 416-490-8196

**PART TIME DATA ENTRY/ OFFICE HELP**

For small Markham business. Must be available 3 days/week. Excellent computer (Excel), communication and multi-tasking skills. Must be detail oriented and able to meet deadlines. Qualified applicants only need apply; computer skills will be tested. \$12/hr.

Send cover letter & experience to: johnnyc@linkage-group.com or fax to 905-415-2299

Quote Job #DE 65

**FULL-TIME & PART-TIME SECRETARY/RECEPTIONIST**

For modern professional real estate office in Markham. Must have real estate office experience. Flexible hours, permanent position.

Fax resume to: (416)298-6910 or email to: sguler@trebnet.com or call Mr. Guler (905)471-2121

**RECEPTIONIST**

(Full-Time & Flexible) Markham KMH Cardiology & Diagnostic Centres require general administrative support (includes evenings, some Saturdays). Excellent customer service skills, computer literacy required.

Email: resume@kmlabs.com Fax: (905) 855-1863.

**DATA ENTRY**

Full time positions available. Located at Denison & Warden. Accuracy a must. Windows/detail oriented an asset. Successful applicants must possess between 7,000-8,000 keystrokes per hour. \$9/hr. to start.

Email resume to: resume@mesltd.ca

**BILINGUAL (French/English) CUSTOMER SERVICE/ ADMINISTRATIVE ASSISTANT** required for a Markham company. Good communication and computer skills needed.

Call 905-415-2280 for appt. or fax resume 905-415-2290

**REAL ESTATE CAREER**

Test drive your real estate abilities on... [www.suttonheritage.ca](http://www.suttonheritage.ca)

Go to career information under skills assessment. For more information call (905)471-2000

Canada's premier provider of print mail services is seeking dynamic individuals to fill entry level Operator positions. We will be holding a

**JOB FAIR- OPERATORS**

on Fri. Mar 11 and Sat. Mar. 12, 2005

Complete training will be provided. Excellent communication skills and the ability to work shifts are essential.

Please call (905)470-2000, Ext. : 0 Mon.- Fri. between 9am and 5pm. to reserve your interview slot

You MUST bring a copy of your resume and a list of references.

**DST Output Canada Inc.**  
2637 14th Ave. Markham, ON, L3R 0H9  
No Agencies Accepted!

DST Output has a diverse workforce and is an equal opportunity employer

**ACCOUNTING ADMINISTRATOR**

Family owned manufacturing company requires take-charge proactive accounting administrator with 5-7 years experience in full cycle AR & AP functions.

Fluent in English, excellent communication and strong Excel and Word skills a must. Proficient in ACCPAC. Construction industry experience preferable.

Enrollment in CGA/CMA program is preferred but not a requirement. Excellent salary and benefits package available to the right candidate.

Fax covering letter and resume ASAP to (905)508-8844

Markham home décor company seeking individuals for:

**GENERAL OFFICE CLERK**

General office activities including claims processing and filing. Must be very detailed and have excellent data entry & communication skills. Min. 1 year office exp.

**INVOICING CLERK**

Must have thorough knowledge of invoicing through a min. of 2 years exp and willingness to learn EDI. Exp. with B.V. an asset.

Email or fax resume by Mar. 11, 2005 to thardy@burkartassociates.com or (905) 479-4723

**Forever YOUNG**

Canada's leading publication for today's fifty-plus lifestyle

Forever Young News Publications, a division of Halton Media Group, is seeking an experienced media:

**SALES REPRESENTATIVE**

As a key member of our Sales Team, you will source new, and service existing, advertising clients for our National Senior's Publication. The qualified candidate will be a motivated, independent, self-starter with a proven track record in sales. You will possess excellent communication skills both written and verbal and be familiar with Microsoft computer applications. With a strategic understanding of our target demographic group, you will be responsible for developing a client base in the Greater Toronto Area. Agency experience coupled with an understanding of PMB as a selling tool would be a valuable asset. If you would like to work with a leader in the media industry this opportunity may be the right one for you. We offer a competitive compensation package and opportunities for future career growth. A reliable vehicle is req'd.

If interested please forward your resume, no later than March 11th, 2005 to:  
Email: kellis@metroland.com  
Fax: 905-632-0308

We appreciate the interest of all applicants however only those selected for an interview will be contacted. No phone calls or agencies please.

**PROFESSIONAL SALES ASSOCIATE**

Committed to quality service and never being undersold, maxill is a dental supply company that provides quality maxill brand products to dental offices, health care institutions, emergency services and retail locations. We currently have a position available in the Richmond Hill/Barrie area for a "HIGH ENERGY" Professional Sales Person. The appropriate territory manager will exceed sales expectations and maintain existing accounts.

Please visit our website for more information. [www.maxill.com](http://www.maxill.com) or email your resume to chrisd@maxill.com

**SALES REPRESENTATIVE**

A fast paced wood products manufacturer requires an experienced Sales Rep with excellent communication skills and time management attributes. Must be able to travel. Excellent remuneration opportunities.

Fax resume 905-859-4654

Growing distribution company looking for **On Truck Route Sales Person** to service GTA area. Salary pay structure.

Fax resume 905-738-3523  
Qualified applicants will be contacted.

**CAREER OPPORTUNITY AT MATTAMY HOMES EAST GTA DIVISION.**

**Customer Care Coordinator**

Acts as on-going point of contact for homeowners from post purchase through to post warranty periods.

Qualifications: University or 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 fast-paced environment with flexible approach to work style.

**MATTAMY HOMES**

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

**Bookkeeper/ Admin. Asst.**

Markham engineering office is looking for part-time, 2 day bookkeeper that is energetic and self-starting. Good potential to work into full-time. At a minimum, experience going to trial balance, with windows based system. Intermediate MS Office skills are required. You must have a strong organizational skills and the ability to multi-task. Car is an asset.

If you have at least 5 years experience and enjoy applying your skills in a dynamic environment, please contact by email only: craig@plantec.com

**Full Time Order Entry/ Receptionist**

Bilingual(French) Immediately

Email: nadia@advantagehealthmatters.com



**TECHNICAL SALES**

Significant commission \$\$\$ potential. Full/ part time. Work from home prospecting new clients - and cold calling. Ideal position if you are just starting out or retired.

Call 905-201-8711 416-471-0290