

505 Careers

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515 Skilled &amp; Technical Help

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525 Office Help

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Miele Ltd., one of the world's leading appliance manufacturers, has consistently enjoyed tremendous growth in the high-end appliance market and has a new opportunity available for a dynamic HR professional.

## Human Resources Manager

Ensuring effective and collaborative working relationships with management and staff, you will be the first point of contact for employees. Possessing the ability to communicate company policies, objectives and procedures, you have the necessary skills and knowledge of labour legislation to support senior management in employment-related issues, including HR planning, performance management and discipline. Your responsibilities will also include recruitment, payroll processing in an ADP environment, completing payroll remittance reports, administering benefit programs, leading the health and safety team, and developing and maintaining accurate job descriptions and employee manuals.



Anything else is a compromise

To apply, please e-mail your résumé to: [hr@miele.ca](mailto:hr@miele.ca)

Please note that only qualified candidates will be contacted. No agencies, please.

## Tap into success with our growing Waterworks department.

A career with the Corporation of the Town of Markham is packed with challenge, change and the opportunity to make a difference. We offer a wide range of benefit and wellness programs, and we are currently seeking the following professionals to join our dynamic department:

### WATERWORKS OPERATOR II POSITIONS SUPERVISOR, WATER QUALITY WATER SYSTEM INSTRUMENTATION AND WATER AUDIT ENGINEER

For more information about these positions and to apply online via our applicant tracking system, visit our Web site at [www.markham.ca](http://www.markham.ca) by October 28, 2005.

No phone calls, please. The Town of Markham is an equal opportunity employer.



[www.markham.ca](http://www.markham.ca)

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## GRAPHIC ARTIST

Busy newspaper production centre requires Macintosh graphic artist. High typing proficiency and experience in ad assembly in QuarkXPress, Adobe Illustrator and Photoshop are required. Adobe InDesign and web design or database skills are assets.

The position is based in Markham. Please send resumes to [pnichols@yrng.com](mailto:pnichols@yrng.com) by October 21. No phone calls or faxes please.



Making a Positive Difference in Our Communities

Busy Concord steel fabrication shop requires

•FITTER/WELDER

•PAINTER

Minimum 5 years experience.  
Fax resume: 905-303-6201

**CLASSIFIED  
HOTLINE  
1-800-743-3353**



## KITCHEN DESIGNER/ SALES PERSON

Reeces Woodworking Ltd. is an upscale Newmarket based custom cabinetmaking firm. Our company also represents five quality kitchen manufacturers.

We are seeking a dynamic, experienced and highly motivated individual to join the team in our Newmarket showroom. This person is a proven performer with 20/20 software experience who expects to earn 75K-100K a year. The ability to manage kitchen renovations from concept to completion is essential.

Fax your resume to:  
(905)895-7652 or email to  
[reeces@reeces.com](mailto:reeces@reeces.com)

Manufacturer for the automotive and office products industries has the following opening:

### Punch Press Operator "A"

Punch press operator with at least 3 years experience on presses over 300 tons, progressive dies and coil feeders. Must be able to read and write English. Must be able to work a 2 shift rotation. Competitive Wages and Excellent Benefit Plan.

Please forward resumes before October 21, 2005 to:

Human Resources  
R. Reininger & Son Limited  
1240 Twinney Drive  
Newmarket, Ontario L3Y 5N1  
email:  
[pressoperatorjob@hotmail.com](mailto:pressoperatorjob@hotmail.com)  
Fax #: 905-898-6020  
No Agencies Please

## GRAPHIC DESIGNER/ CUSTOMER SERVICE SPECIALIST

- Do you have a young and enthusiastic attitude?
- Are you able to handle a fast paced work environment?
- Do you want to grow from a ground up position?

Experience with both MAC\* and PC platforms required.

If you are looking to kick start your career in the ever changing print industry, FAX your resume today  
FAX (905)471-7453 or call Chris  
(905)471-8989

## MACHINIST/ METAL FABRICATOR

Richmond Hill Job Shop requires an experienced manual mill and lathe operator. Mig & tig welding an asset. Must be able to produce small run custom parts from shop drawings and work independently.  
Fax resume to: (905)770-9792

## GAS FITTER

1/Maint Mech  
req'd by  
Comm/Ind  
HVAC Co.

Fax  
905-470-6295

525 Office Help

## RECEPTIONIST

Markham law firm  
seeking  
F/T Receptionist/  
Assistant. Legal and  
or real estate  
experience an  
asset.

Fax to:  
(905)477-3978

525 Office Help

Well established Fashion wholesaler in Markham, hiring Qualified persons for the following full-time positions:

- 1) Customer Service
- 2) Bookkeeper, A/R, A/P, Collection  
Applicants must be fluent in English, French an asset. Pleasant telephone manner, typing 45wpm+, good knowledge of MS Office & Quickbooks, experience needed for Job (2)
- 3) Warehouse helper  
Apply in confidence. Fax resume & salary expectations to: 905-940-9911

## A/R POSITION

Markham distributor seeking experienced person for A/R. Fun place to work for a person with excellent phone manners, good computer skills and ability to multi-task effectively. Salary based on experience. Start immediately.

Fax resume to Margo 905-948-1692  
or e-mail [margo@talktyme.com](mailto:margo@talktyme.com)

## FULL TIME LAW CLERK MARKHAM

Andrew Feldstein & Associates  
Experience in family law & knowledge of Divorcemate, PC Law and Word an asset. Law Clerk Diploma required.  
Please e-mail resume to:  
[melanie.rain@andrewfeldstein.com](mailto:melanie.rain@andrewfeldstein.com)

EPI Cabling is looking for  
**Full Time Entry Level Positions**  
for cable puller/ technician. Starting rate is \$11.00/ hr. Must have your own vehicle.  
No experience required.  
Fax resume to Jeff Chappell  
at 905-415-0036  
or Email [JeffChappell@EPIcabling.com](mailto:JeffChappell@EPIcabling.com)

## PHONE HELP

Needed to complete Education Awareness Surveys for Early Childhood Development. Must have a strong command of the English language. No selling. Training will be provided. Hours: M-F: 9am-3pm, or M-F: 5pm-9pm.

Fax resume quoting hours to:  
905-889-1730, attention Cindy

## APPOINTMENT SETTERS

Seeking reliable and energetic people with courteous phone manner to help promote Pre-School Child Development Program. Must be fluent in English. No selling.

Hours: Monday-Friday (evenings)  
Location: Leslie/Hwy#7  
Fax resume to Patricia 905-889-1730

## PART TIME CUSTOMER SERVICE ASSISTANT.

for Markham manufacturing.  
Approx. 30 hrs/ week.  
Fluency in English/ people skills a must. French an asset.  
Email resume to: [hr@silentgliss.ca](mailto:hr@silentgliss.ca)

## COOK\*

### Inventory Control Coordinator

Cook (Canada) Inc. is a well-established distributor of medical devices located in Stouffville, ON. We emphasize team spirit and employee involvement. We have an immediate opening for an energetic and resourceful Inventory Control Coordinator. This is a six month renewable contract position.

### Responsibilities include:

- effective purchasing of products to meet company objectives and customer requirements;
- manage and control inventory levels ensuring service level objectives are not compromised;
- identify, recommend and implement continuous process improvement;
- analyze obsolete and slow moving products

### Critical Experience and Attributes:

- 1 to 3 years applicable experience
- a 3-year college diploma in Business Administration - Operations Management;
- APICS affiliation (CPIM designation preferred);
- strong working knowledge of desktop computer applications including MS Excel, Word, and Outlook;
- an innovative, high energy, flexible personality that is adaptable to change;
- excellent oral and written communication abilities;
- an ability to establish rapport easily and build both internal and external relationships;
- a team player who understands the importance of working to a collective goal;
- proven organizational and administrative abilities, sound investigative and analytical skills;
- effective negotiation skills;
- exhibits personal integrity and has a tolerance for ambiguity.

If your skills, abilities and experience match these requirements, please submit a resume along with salary expectations by Friday, October 28, 2005 to:

Cook (Canada) Inc.  
Attention: Human Resources  
111 Sandford Drive  
Stouffville, ON L4A 7X5  
Fax: 905-642-7712  
E-mail: [hr@cookcanada.com](mailto:hr@cookcanada.com)



AGGREGATES, CONCRETE  
& ASPHALT

## ADMINISTRATIVE ASSISTANT (6 month contract)

Lafarge, one of Canada's leading suppliers of construction materials has an opportunity for an Administrative Assistant. Working in our Regional office, you will be responsible for supporting the Vice President, Projects and the Project teams. Duties will include preparation of presentations, setting up meetings, training and distributing appropriate training material, responding to routine correspondence or forward to the responsible individual for action, filing, ordering office supplies, preparing reports, making travel arrangements, managing schedules, setting itineraries, preparing meeting agendas and organizing Company functions of various sizes including catering.

The successful candidate will have Post Secondary education in a related area, and must be able to demonstrate superior administrative and secretarial skills gained through at least three years of experience in an Administrative support role. In addition to your proficiency in MS Office and MS Project you have superior written and verbal communication skills.

Lafarge offers a competitive compensation package. Starting salary will be commensurate with skills and experience. Resumes should be submitted with a covering letter no later than October 26, 2005 to:

"Administrative Assistant"  
Lafarge Canada Inc.  
7880 Keele Street, 3rd Floor, Concord, ON L4K 4G7  
Fax: (905) 738-7092

Lafarge is an equal opportunity employer. We embrace diversity in our people, products and ideas. We thank you for your interest in Lafarge. Only candidates selected for an interview will be contacted.

## Junior Office Help/ Delivery Person Wanted

To Assist In Busy Markham Real Estate Office. Must Have Superior English Skills & Own Vehicle.  
Call: 905-294-6597  
or [wrays@wrayshomes.com](mailto:wrays@wrayshomes.com)

Small packaging company looking for  
Office Secretary/  
Administration,  
Suits retired person.  
Call 905-940-2356  
Fax resume to:  
(905)940-3650

## LEGAL SECRETARY NEEDED

For work in fast-paced 6-lawyer litigation firm in Markham. Secretarial experience essential; legal experience preferred.

Please fax resumes to Kelly:  
905-472-1077 for deadline of Oct. 23/05.  
Interviews will be set up thereafter.

530 Sales Help &amp; Agents

**SALES  
Earn  
Top  
\$\$\$  
P/T or F/T  
Call Jesse  
(647)293-3901**

## OFFICE PERSON

Part-time Position. Computer experience an asset. Good command of English. Payroll exp. an asset/ will train. Inputting, petty cash reports, A/P, inventory recording. Stouffville location.

Fax resume to (905)642-2416