

**505 Careers** **505 Careers**

**LOGISTICS ADMINISTRATOR/ CO-ORDINATOR**  
 BancTec (Canada), Inc. has an immediate opening for a Logistics Administrator in its Markham office.  
**Duties include:**

- Maintain a national spare parts inventory; claims;
- Interface with PC vendors to purchase parts and process warranty;
- Create purchase orders track delivery and allocation of spare parts; and
- Produce inventory reports and co-ordinate physical inventory counts.

The successful candidate will possess the following skills:

- In-depth knowledge of PC's/ Networks/ Peripherals;
- Excellent command of English language both written and oral;
- Experience in processing parts orders and warranty claims with major PC Vendors; and Proficiency in MS Word, Excel. Knowledge of MS Access DB, SAP or Scala Accounting System is an asset.

Please Fax resume to:  
 905-475-5636  
 Attn: Human Resources  
 or e-mail: resumes@BancTec.ca

**515 Skilled & Technical Help**

**CARPENTER/HANDYPERSON**  
 Individual must be on time, reliable with a neat, clean appearance. Must have own tools & 15 yrs. min.  
 Call 416-445-8500 or 905-415-8500

**525 Office Help**

A mid-size Information Technology hardware/service provider located in Markham has openings for the following positions:

**CUSTOMER SERVICE/RMA COORDINATOR**  
 3-5 years excellent customer service experience in dealing with established RMA procedures, including a working knowledge of computer products and parts is a must. Good command of the English language, both written and oral is essential. An industrious worker who excels in accuracy and attention to detail is required. Purchasing experience would be an asset.

**525 Office Help**

**RECEPTIONIST/ACCOUNTING SUPPORT**  
 Experienced receptionist with a good command of the English Language, both written and oral is required. Good communication and administration skills as well as a professional appearance are essential. Working knowledge of Excel/Microsoft office and data entry experience is a must.  
 We provide a pleasant working environment with excellent remuneration and benefits.

**525 Office Help**

If you are interested in either of the above positions, please send your résumé to: careers@microalternative.com or fax 905-946-0147

**525 Office Help**

**Administrative Assistant/ Receptionist**  
 Richmond Hill company is looking for an office assistant with excellent communication skills, high attention to detail, multitasking, advanced computer skills- Word, Excel. 9am-3pm flexible.  
 Fax 905-886-5025

**525 Office Help**

**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

**540 Hotel Restaurant**

**Counter Help & Prep Cook**  
 Day & Evening hours available. Apply in person: Jimmy the Greek Restaurant (Markville Mall) 905-474-3756

**525 Office Help**

**Insurance Broker CSR**  
 Must be RIBO Licenced. J.D. Smith Insurance.  
 Fax resume: 905-764-9618 or call: 905-907-1415

**Full-Time Executive Assistant/ Office Administrator**  
 needed for Financial Management Company. Technical/ computer skills a must. \$35,000 annually.  
 Email: kmanieri@richardrobins.com to apply.

**TYPESSETTER**  
 required full time. Proficient in Illustrator and/or Corel Draw. Excellent English skills.  
 Start at \$14/hr.  
 Fax resume to: 905-475-0111

**529 Inside Sales**

**Telephone Pros WANTED**  
 Make \$1000 a week, PROVEN Start ASAP  
 Fax resume to (905)853-3376

**525 Office Help**

**Bilingual Customer Service Representative**  
 Reporting to the Supervisor, you will be responsible for online order entry, entry of faxed, emailed orders, quotations and customer inquiries.  
 As a seasoned Bilingual Customer Service Representative, you have a proven track record in full order management and are able to use sound judgment and logical reasoning. A minimum of 2 to 5 years' experience, coupled with formal qualifications in customer service training or business are required. You are self-motivated, organized, and are able to multi-task. You possess excellent interpersonal, computer and customer service skills. Strong English and French communication skills, both verbal and written are a must and will be tested. You are a dynamic individual who is a team player.

This position offers an excellent compensation package, which includes a generous benefit program. Hours of work will be from 9am to 5pm, Monday to Friday.  
 Please email your resume to t.ziskos@signode.ca by November 4th, 2005.  
 No telephone calls please.

**ADMINISTRATIVE ASSISTANT**  
 A sales and marketing office located in Stouffville requires a reliable and dedicated individual for a full time position. Will be responsible for providing administrative support to senior management. Must be proficient in MS Office, Excel, Word and Outlook, and have outstanding communication, organizational and customer service skills. Must have the ability to handle multiple tasks and competing priorities.  
 The successful candidate will assist with reception duties, order entry, freight/customs logistics, promotional material, coordinating and mailing sales leads, as well as miscellaneous accounting functions. Must have minimum 4 - 5 years experience.  
 For the successful candidate, we offer a competitive salary and a pleasant work environment.  
 Please fax resume and cover letter to (905) 642-3911, or e-mail: ksage@braminc.net  
 Only those with excellent references and who fully meet the above requirements will be contacted.

**530 Sales Help & Agents** **530 Sales Help & Agents**

**SALES PROFESSIONALS**  
 Earn \$7,000-\$10,000/month  
 Vacation Club is looking for talented energetic professional people who enjoy working with the public to market our vacation club memberships. No cold calling, meet with qualified guests that we bring to you. We will train you!  
 Earn large commissions!  
 Candidates must be able to work weekday evenings and weekend days at our Richmond Hill Sales Centre (Highway #7 & Leslie)  
 Weekdays contact Linda (416)490-0222 Ext.234  
 Weekends contact Tanya or Richard (905)482-0419

An International Insurance Company located in Markham (Warden/ Denison) has immediate opportunity for several:  
**Bilingual Tele Sales Representatives**  
 The successful candidates will have sales, customer service and/ or telemarketing experience and possess excellent communication skills in both French and English. Resident and Non-resident insurance licenses an asset however training will be provided.  
 If you are a self-starter looking for growth opportunities, please email your resume to: human.resources@ca.combined.com or by fax to 905-305-4361

**CASHIER/WARRANTY CLERK**  
 required for a very busy flat rate shop. Must have Ford experience.  
 If you would like to be part of the Shanahan Team please fax or email your resume to Michael Ang, Service Manager  
 Fax: 905-853-3004  
 Email: michaclang@shanahanford.com

**Herbal Magic**  
 WEIGHT LOSS & NUTRITION CENTRES  
**FULL-TIME POSITIONS** available in Markham, Ontario  
 • Sales experience an asset  
 • Full training provided  
 • Professional appearance  
 Accepting resumes at 9275 Hwy. 48 (Garden Basket Plaza).  
 Phone: 905-201-0111 Fax: 905-201-0400

**532 Retail Sales Help** **540 Hotel Restaurant**

**HAND ME DOWNS**  
 P/T SALES positions available at children's clothing store. Computer/ retail exp. preferred. Apply within at 5051 Hwy. 7 (South side, by Party Packagers) or leave message at 416-580-9875

**IMMEDIATE POSITIONS DINING ROOM, WAIT STAFF, BUSSERS, & P/T DISHWASHERS**  
 Experience preferred. Fax: (905)773-5141 or email to: spunzo@bellnet.ca

**Unionville House Restaurant**  
 requires Full Time/ Part time **COOK**  
 Please bring resumes to: 187 Main St., Unionville. 905-477-4866

**WILD WINGS Stouffville**  
 now hiring **COOKS**  
 Experience an asset, but will train. Fax resume to: (905)642-1618

**DISHWASHER** required. Full time Monday-Friday 8 a.m. - 3 p.m. \$8.00/ hour Stouffville area. Please call 416-801-7992

**545 Teaching Opportunities**

**HIRING IMMEDIATELY ECE's & ASSISTANTS (ECA's)**  
 1 or more years exp. working with infants. fluent English. Warden/16th Ave. Fax resume to: (905)480-9544

**510 General Help**

**BAKERY STAFF**  
 A unique opportunity to be part of the team in a specialty bakery. Experience an asset, enthusiasm required. Woodbine/ Stouffville Road. Call 1-866-264-5558

**505 Careers** **505 Careers**

**JR. ARCHITECTURAL TECHNOLOGIST AND SENIOR DRAFTSPERSON**  
 Specializing in low rise residential projects in GTA. You will enhance our team of architects, designers and technical draftspersons in the preparation of construction documentation and working drawings.  
**Junior-** Recent program graduate. Auto Cad proficiency  
**Senior-** 5+ years Canadian experience. Proactive, strong organizational ability. Knowledge of OBC, incl Part 3.  
 We offer competitive remuneration, attractive benefits and a congenial working environment.  
 Please fax or email your resume to: FLANAGAN, BERESFORD & PATTESON ARCHITECTS  
 Ms. Lynn Holmes  
 Fax: 905-265-2685  
 Email: lynn.holmes@fbparch.com

**505 Careers** **505 Careers**

**Kick Start your career! Markham Hyundai**  
 Due to increased growth Markham Hyundai has immediate openings for:  
 • **Sale Professionals**  
 We offer a competitive compensation package, and the opportunity for movement within our organization - which is 12 dealerships strong and growing. If have initiative and take pride in your customer service skills, please send us your resume immediately.  
**Markham Hyundai**  
 4641 Hwy. 7 East  
**Markham, ON L3R 1M6**  
 Email: mgreig@markhamhyundai.com  
 Fax: 905-948-1762  
 Confidentiality is assured.

**514 Salon & Spa Help** **514 Salon & Spa Help**

**CHRYSLIS MEDI-SPA SALON**  
 Busy high-end Salon & Spa in Markham requires:  
 • F/T & P/T RECEPTIONISTS  
 • NAIL TECHNICIANS  
 • R.M.T.s  
 Excellent remunerations. Dynamic & friendly environment  
 Please fax resume to: 905-307-1951 or call Spa Director at 905-307-3073

**515 Skilled & Technical Help** **515 Skilled & Technical Help**

**General Contractor, Construction Management Company** is looking for a well rounded, responsible individual for a **Carpenter/Labourer position.**  
 Carpentry, commercial framing experience is required. Experience with machines an asset. Wage is based on experience. Own transportation is required. Please submit resume/ application with references to: P.O. Box 888, Stouffville, ON L4A 7Z9

**OFFICE ADMINISTRATOR**  
 Required for an established Markham manufacturer of custom garments. This position involves A/R, A/P, order taking and the ability to give an articulate representation of our company based on telephone etiquette, computer skills (MS Office and Quickbooks pro2005), in-house sales calls, able to assist with shipping. Experience in a related position is a must, as well as an exceptional command of the English language; both verbal and written. Salary commensurate w/ experience. Excellent opportunity for advancement.  
 Fax (905) 474-3180  
 Email: gail@kats-designs.com www.kats-designs.com

**ACCOUNTS RECEIVABLE**  
 A well-established Commercial Property Management Company in Concord is seeking an experienced Accounts Receivable person. Successful candidate must be computer literate, analytical, be able to multi-task and have the ability to work with others in a busy office. Experience with GEAC is preferred but not essential.  
 Please submit resumes via fax: (905)669-0440, Attention: Controller.

**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 9am-3pm or 5-9pm to: 905-889-1730, Attn: Cindy

**FILEROOM CLERKS (2)**  
 Duties include processing incoming mail, delivery of internal mail and faxes; scanning internal documents and report distribution. Our ideal candidates will have excellent communication and interpersonal skills, as well as the ability to multi-task. Attention to detail is a must.  
 Please forward your resume to: HR Dept., E-mail: hrcanada@ganz.com  
 Fax: 905-856-4647

**commercialMARKETING**  
 Products For Promotion  
**ACCOUNTS PAYABLE**  
 Experienced. Required for busy promotional products distributor in Markham. Excellent verbal & written English, up-to-date computer skills and familiar with accounting software applications. Experience in related business such as ad agency helpful. Good problem solving skills.  
 Resume with salary expectations to: jobs@commercialmarketing.com

**WOODBINE CHRYSLER JEEP**  
**PART-TIME RECEPTIONIST**  
 Looking for flexible hours? If you're punctual and available Wednesday evening, Friday and Saturday, we may have a position for you.  
 Please fax resume to: Brad or Gabe @ 905-415-2001 e-mail: bsproxton@woodbinechrysler.ca

**532 Retail Sales Help** **540 Hotel Restaurant**

**NOW HIRING FULL-TIME STAFF**  
 At Mrs. Vanelli's Pizza Markville Mall (Food Court) Up to \$9 an hour. Resumes in person 4:00-6:00 p.m. Ask for Frank 905-477-6497

**545 Teaching Opportunities** **545 Teaching Opportunities**

**ECA position available at T.L.C. Daycare**  
 Split shift- Monday to Friday Must be passionate and enthusiastic. Fax resume: 905-305-6610 Attn: Director