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> Europ Assistance - Global Corporate Solutions (GCS) ITPA Division 150 Commerce Valley Drive West - 9th Floor - Thornhill - L31 773

#### RECEPTION/OFFICE ADMINISTRATION For builder/developer's office in Markham. Full-time hours: Mon.-Fri. 8:30am-5pm. Computer literate w/strong communication skills. Professional friendly & customer service oriented.

Send resume to: 1357markham@hotmail.ca





#### JUNIOR BOOKKEEPER

Growing Stouffville based e-commerce looking to junior bookkeeper permanent general accounting functions, as providing general office support.

#### General Responsibilities:

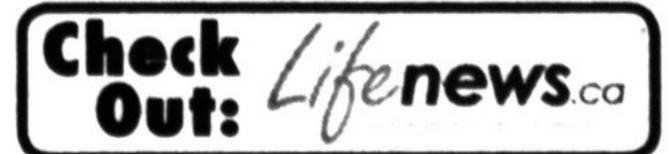
 Manage the inbound and outbound accounting documentation flow using Quickbooks.

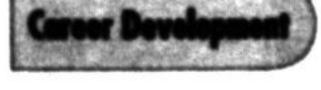
 Receives, approves, and, when necessary, investigates client's accounts payable invoices. Communicates (both in verbal and written form) with clients, client suppliers, vendors, and banking contacts.

 Record revenue transactions, collections, cost transactions, disbursements.

 Reconcile bank accounts, cash accounts, and other asset accounts. Provide administrative support

Please forward your resume to: ioseph@remarkablemedia.ca



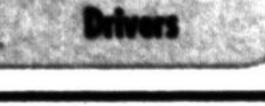


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> **Email Resume & Drivers** Abstract to: jeffwillis@look.ca or fax to: 905-640-9232



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> Email your resume and salary expectations to: ebscotoronto@ebsco.com



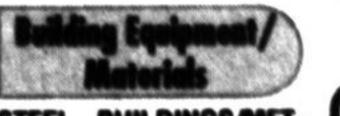
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MS Office. Fax Resume 905-472-1485 or email: opartanen@cmimetal.com

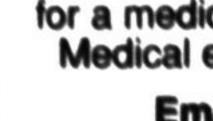


RECEPTIONIST for a medical office in Markham.

Email resume to:



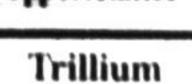
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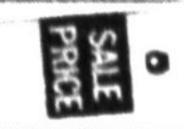
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