

## Various Positions – Markham, ON

---

An International Moving & Forwarding company located in Markham, ON has several job openings and is looking to hire a number of persons to fill various office positions for:

1. administration – general admin/account and file maintenance, A/R and A/P and assist management.
2. Import/Export Move Coordinator.
3. reception and office documentation, clerical and data entry.

Experience preferred, but not mandatory, and candidates should have:

- ✓ good computer skills
- ✓ good geographic knowledge
- ✓ good communication skills and
- ✓ enjoy dealing with clients!

The company offers benefits (medical and dental), paid holidays and a good work environment.

Salary is commensurate with experience.

Please send your resumé via email to [Vince@intercontinentalgroup.com](mailto:Vince@intercontinentalgroup.com) . No phone calls please!