

Careers Careers Careers

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Sales Help & Agents

MEDICAL OFFICE MANAGER

needed for busy multi-disciplinary clinic. Must be enthusiastic, career-minded, & flexible. Excellent interpersonal manner, telephone and computer / typing skills needed. Own car. Cantonese speaking and venipuncture skills an asset. Please send your C.V. with your definition of "Wellness" by Feb. 1/94 to:

Medical Director
(Marked "CONFIDENTIAL")
The Rehab Wellness Centre
12 Main St. North
Markham, Ont. L3P 1X2

A growing Markham Insurance Brokers office requires:

- 2 RIBO licensed Personal Lines CSR's. 1 with minimum 3 years experience, other with minimum 1 years experience.
- 2 Producers with or without own book of business.

Please contact Monica Ward at 471-8690 or fax resumé to 294-7544

RETAIL MANAGEMENT OPPORTUNITY

Available with a growing Educational Products Company committed to customer service & product excellence! Successful candidate must:

- be a self starter
- have retail & merchandising experience
- have proven management track record
- have excellent organizational skills
- have service oriented background

Teaching experience is also an asset. Please send resumé & salary expectations to:

Box 4597
Economist & Sun
9 Heritage Rd.
Markham, Ont. L3P 1M3

FASHION CONSULTANTS

Do you have a winning personality and the ingredients for success? RELANCE, the Canadian leader in the home fashion industry invites you to be part of a high performing sales team. Our concept is unique and offers superior quality made-to-order women's fashion.

With RELANCE, establish your own business, enjoying the benefits of flexible hours and an excellent income. Be among our top fashion consultants earning \$50,000+ in commission. Potential for management available.

Relance
1-800-463-1672

Monday to Friday, 8:00 am to 4:00 pm

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General Help



We are now accepting employment applications from courteous and energetic people for full and part time. FULL SERVICE & STORE SALES ATTENDANTS. Experience not required.

Interested people may apply at:
9999 Bayview Ave. 3010 16th Ave.
at Major Mackenzie or at Woodbine

Sales Representative

We are looking for an energetic, self motivated Sales Representative. We will provide the applicant with all training for Sales and Licensing.

We offer a competitive salary/bonus package including excellent medical, dental, and other benefits. *The Insurers* is a reputable, established and growing General Insurance Brokerage offering Financial Services to over 6,000 customers in the Unionville and Markham



jobsOntario • Training

Please send resumé to Chris Mildon or leave a voice message at 477-5022 Extension 385 or fax 477-5097

The Insurers Insurance Brokers Inc.
200 Town Centre Blvd, Suite 101
Unionville Ontario L3R 8G5



525

Office Help

JCPENNEY LIFE INSURANCE COMPANY

Exciting career opportunities are available in our systems area for hardworking, enthusiastic and people-oriented individuals seeking to be part of a fast-growing Canadian Insurance operation.

Positions currently available:

LAN/PC Administrator - 3 to 5 years of systems experience with thorough knowledge of LAN related hardware including Intel, RISC based servers, concentrators, routers, bridges, routers and modems. Installation and knowledge of LAN related system software including OS/2, UNIX, OS/2 LAN server and others. Resolve LAN and workstation hardware and software problems. Perform LAN administration functions. Interface with external resource support, train associates on various system related products. Candidate must have strong written and oral communication skills. University degree or College diploma/certificate required.

Electronic Imaging Specialist - 1 to 2 years of systems experience. Provide technical software/hardware support for UNIX operating system, as well as optical devices, scan and print stations, fax and barcode stations, monitor disk space, error logs, LAN support and problem determination. Candidate must have strong written and oral communication skills. University degree or college diploma/certificate in related technical courses required. Resumes to be mailed to:

JCPenney Life Insurance Company
Attention: Human Resources
80 Tiverton Court, Administration, 5th Floor
Markham, Ontario
L3R 0G4

Equal Opportunity Employer



510

General Help

RECEPTIONIST

Required for retail store in Stouffville. Duties include: answering phone, filing, daily entries, familiarity with Dacey's an asset.

640-0640
or Fax resumé to:
640-0639

TECHNICAL TRAINEE

We are a well-established fuel injection and turbocharger distribution company looking for a person to operate our injector cleaning service program, help promote our advance injector cleaning equipment, as well as train to assist our parts manager.

Experience not necessary, but the successful candidate will need to be mechanically inclined. Computer literacy an asset. Non-smoking environment. Please call:

477-7559 (9:30 am-4 pm, weekdays)

WAREHOUSE HELP

Required. A mid-sized Markham based trucking company requires 2 experienced Dock Hands for its warehouse operations. Hours will be temporary to start, approximately 3 nights per week. Could lead to full time. Must be bondable. \$8.00 hourly to start.

Contact Ted Dobbins
905-475-5488

PEACHTREE ORIGINALS

The designer and manufacturer of handcrafted denim co-ordinates requires a Part Time Sales Assistant to represent their line at craft shows.

If you love your denim and are blessed with a positive attitude, please call Nancy at 946-9540, 8 AM - 11 AM weekdays.

Telemarketers

Crown Life has been serving the needs of the life and health insurance industry since 1900. We are seeking individuals who share our commitment to excellence and superlative customer service to join our new Financial Centre located at the intersection of Woodbine and Steeles Avenue East.

You have an opportunity to be a part of a dynamic team. Part-time positions for telemarketers are available. Responsibilities include securing appointments over the phone for our Financial Advisors. Training and qualified lists will be provided. Shifts will be three hours in duration: 9:00 a.m. to 12:00 p.m. and 6:00 p.m. to 9:00 p.m., Mondays through Thursdays.

Excellent telephone etiquette and verbal communication skills are required. Applicants must be able to work independently and should be familiar with Personal Computers. Previous telemarketing experience is an asset.

Crown Life offers competitive compensation and a professional work environment. To apply please phone (905) 415-9108.



CrownLife We are an Equal Opportunity Employer

550 Domestic Help Wanted

ACTIVE family in Markham requires homemaker. Must have own transportation & references. Live-out. Call 472-6177.

Unionville high end photo finisher requires Sales Person with excellent interpersonal skills. Some photographic knowledge required.

Fax resumé to
479-1008

535 Hospital, Medical, Dental

HEALTH CARE AIDE

Required for Senior, full time. Licence and references necessary.

Please send resumé to:

Box 3685
c/o The Tribune
6244 Main St.,
Stouffville, Ont. L4A 1E2

RECEPTIONIST

Required for medical office. Regular part time hours Monday - Friday. Experience preferred, but not necessary.

Please call
754-3366

DENTAL RECEPTIONIST

Experienced, mature, outgoing person for lively, busy Markham office.

905-294-6383

PART-TIME OHIP BILLING SPECIALIST / MEDICAL RECEPTIONIST

Computerized OHIP billing experience preferred. Excellent bookkeeping, organizational & typing skills. Self-motivated, energetic, cheerful, excellent telephone & interpersonal skills.

Send resumé and three references to:
Meadowbrook Family Physicians

4581 Hwy. 7, Unit 105
Unionville, Ont. L3R 1M6

470-7117

CROWN CAREERS

BILINGUAL

(English & French)

Order Entry person required for health food distributor in Markham. Company benefits.

Call Judy at
475-6836 for appointment

PART TIME RECEPTIONIST

Monday - Thursday, 4 - 9 PM

&
Saturday 9 AM - 5 PM

Apply in person to
MARKHAM DODGE CHRYSLER
5426 Hwy. 7 W.

CUSTOMER SERVICE REPS

Required for Markham Head Office of a national company. Duties include: phones, servicing customers, and data input. Basic knowledge of WordPerfect 5.1 preferable. Positions available as of March, April and May.

Please contact Vicky at
513-1685, #225

ACCOUNTING CLERK

A dynamic wholesale operation in Beaver Creek area requires an accounting clerk. Knowledge of Accpac and Lotus 123 is an asset.

Send resumé to: Mr. W. Yu
250 Granton Drive
Richmond Hill, Ontario

L4B 1H7
Fax: No. 905-764-1570