

Careers Careers Careers Careers Careers

510 general help

Commis À La Correspondance

Nous sommes une entreprise de Marketing Direct située à Scarborough. Nous avons besoin d'un commis au service à la clientèle.

Ce poste nécessite une parfaite maîtrise de la langue française parlée et écrite. Expérience au niveau du service à la clientèle et sur ordinateur sera un atout considérable.

Envoyez votre curriculum vitae à: Tracey Wegner
Gerente du personnel
Mison Columbia
5900 Finch Avenue East
Scarborough, Ontario
M1B 5X7

S.V.P.: Aucune agence de placement. Ne s'applique pas aux candidats précédents. Environnement non-fumeur.

510 general help

Wanted Mature Shipper/Receiver

Job entails S/R, keeping small warehouse organized. Apply via Fax to 905-474-1553. Start at \$8.50/hr.

Part Time for Promotion Office

Spring/Fall busy periods. Good telephone organizational skills. Experienced on Windows (Microsoft Word). Free to work occasional weekend. Car. Fax resume to 905-642-2660.

Hair Stylist/ Jr. Stylist Required.

For interview
Call 940-3474.

515 skilled & technical help

Woodworking company requires skilled and general labour. Wood mouldings experience an asset.

905-640-4788

CARPENTER

Experienced, own tools. Must be willing to travel some. References a must.

905-642-5938

525 office help

RECEPTIONIST

Markham Publisher requires experienced receptionist for busy switchboard, coding and input of accounts payable, typing and other related duties. Must be computer literate, outgoing pleasant and have professional attitude. Send resumes to:

Box: 4591
c/o Markham Economist & Sun
19 Heritage Road,
Markham, Ontario
L3P 1M3

525 office help

ADMINISTRATIVE ASSISTANT

Progressive, World Class engineering development center, recently relocated to Markham, requires an Administrative Assistant. The ideal candidate will be a self starter with extremely high organizational abilities. The right individual should also possess above average writing skills and the ability to work under pressure, and meet deadlines when required. Proficiency in WordPerfect and Lotus 1-2-3 in a Windows environment is a must. This is a challenging position reporting directly to the General Manager. If you feel this position is for you, please submit your resume in confidence to:

Human Resources
85 Valleywood Drive
Markham, Ont. L3R 5E5

530 sales help & agents

Retail Fabric and Home Furnishing store is looking for experienced

SALES PERSONNEL

References essential. Salary based on experience. Call Stan: 905-475-6919.

535 hospital, medical, dental

MEDICAL RECEPTIONIST

Required for new medical office at Yonge & Elgin Mills, Richmond Hill. Please call:

905-887-0264

550 domestic help wanted

EARN A GOOD INCOME FROM YOUR OWN HOME

Wee Watch Private Home Day care is looking for mature, reliable individuals interested in providing quality day care in their own home.

We offer:

- Full training and ongoing support
- Necessary equipment for children 6 weeks and older
- Full insurance coverage
- Payment for statutory holidays
- Payments for the first 5 days of a child's illness

For more information call:

Wee Watch MARKHAM, UNIONVILLE, STOUFFVILLE, UXBIDGE
479-5789

SECRETARY RECEPTIONIST

Required for Vehicle Leasing Company Woodbine & Steeles

- Full-time Monday to Friday.
- WordPerfect is essential.
- Good interpersonal skills
- Excellent command of English is required.
- Friendly working environment

Fax resume to: **905-477-5902**
Previous applicants need not apply again.

ADMINISTRATIVE ASSISTANT

Well organized individual to assist a technical sales team, supplying hospital and industrial labs. You will operate as an independent contractor. Ideal position for recent university or college graduate with strong computer skills. Call AIDLAB Inc. 905-294-1500 or fax resume to (905) 471-0322.

555 domestic help available

EXPERIENCED cleaning lady available quality service at excellent rates. Call Julie at 416-769-9410.

EXPERIENCED cleaning lady available for Markham, Unionville and Stouffville. Thorough, reasonable and references. Call Lisa: 416-499-9164.

EXPERIENCED, reliable house cleaning available for Markham, Unionville & Stouffville. References. Reasonable. Call Maxine 905-686-0744.

GET 3 for the price of one! House up to 3000 sq. ft. will be cleaned for only \$60. Vacuuming, dusting, floors washed, washrooms, kitchen, window ledges and baseboards. Call Rula: 479-4945.

570 employment wanted

MAN with 25 years experience in painting, carpentry, electrical, plumbing, filling, stucco, squeaky floors, etc. Available to take all the calls 24 hours/day, 7 days a week. Call 640-2832.

545 teaching opportunities

Staff required for school aged childcare 7:30 - 8:30 am & or 3:30 - 6:00 pm

E.C.E. Rec leadership B of ED. or school aged facilitator or child and youth worker diploma required.

Please contact
905-479-9196, anytime
or
640-2857
7:30-8:30 am or 3:30-6:00 pm

ASSISTANT TEACHER SUPPLY TEACHER

Required for new growing daycare. Professional friendly family-like atmosphere. Please call 905-640-0676.

Professional Directory

Business Works Tel: (905) 471-2910

Accounting • Bookkeeping • GST/PST • Personal & Business Income Tax • Computer Software Installation & Training

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Warren Feldstein Res: 731-5203

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