

**515** skilled & technical help

**SHIPPER/RECEIVER**

Required by expanding manufacturer in Stouffville area. Must have experience and be a licensed forklift operator. Proven knowledge of lumber species and grades a definite asset. Salary commensurate with experience.

Fax resume to: 905-640-8862

**525** office help

**MEDICAL SECRETARY**

Experienced; Full or P/T. Windows exp. necessary. ABEL Med/Marketing experience an asset.

Fax resume  
Markham Physiotherapy Clinic  
Jennifer Hicke 905-471-3751

**520** computer data processing

**Complete Service Provider**

Direct Mail Services requires individual with extensive p/c skills capable of processing pre-sold jobs from start to finish utilizing third party software. Must be able to deal with clients and be able to solve processing problems. Direct mail knowledge is beneficial. Salary will be commensurate with ability and experience. Please reply in writing to:

Box 4582, c/o Economist & Sun,  
9 Heritage Road,  
Markham, Ontario L3P 1M3

**530** sales help & agents

**Sales/Showroom Assistant**

A leading Housewares firm in Markham area requires an energetic individual proficient in MS Office with excellent verbal and written communication skills.

Please fax or mail resume to:  
10 Centennial Rd.  
Orangeville, Ont. L9W 1P8  
Fax: (519) 941-1923

**535** hospital, medical, dental

**PART-TIME or Full-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 resume and three references to:  
Meadowbrook Family Physicians  
4581 Hwy #7, Unit 105  
Unionville, Ontario L3R 1M6  
Phone: 470-7117

**525** office help

**BOOKKEEPER / ADMINISTRATOR**

North York based (Finch & 404) management consulting firm requires the immediate services of a part time Bookkeeper (10-15 hrs/wk - flexible). Responsibilities will include AP, AR, payroll, government reporting, and general admin. duties.

The ideal candidate must be familiar with Simply Accounting software and possess sound general bookkeeping skills. High standards, detail orientation and strong interpersonal skills are also key attributes.

Please fax or mail a reply in confidence to:

The Managing Director  
111 Gordon Baker Road, Suite 610  
North York, Ontario  
M2H 3R1  
Fax: (416) 495-8270



**525** office help

**BLACKS**

Canada's leading photographic equipment and photofinishing retailer has a fast-paced opportunity in our Finance department for a:

**SWITCHBOARD/ RECEPTIONIST (Part-Time)**

Your primary focus will be to keep things moving smoothly Mondays-Thursdays 12:30-5:00 p.m. and Fridays 12:30-4:30 p.m.: answering calls, greeting visitors, scheduling meeting rooms, monitoring courier deliveries and pick-ups, and lending a hand in other administrative duties when needed. Picture-perfect people skills are essential; good organization should be a snap. Previous receptionist experience is a definite plus.

To apply, please forward your resume to: Renee Dover, Manager, Human Resources, Black Photo Corporation, 371 Gough Road, Markham, Ontario L3R 4B6. Fax: (905) 475-8814.

**530** sales help & agents

**Sales Person**

We are high end footwear and outdoor wear boutique located on Main Street Unionville. Experience in retail sales & French an asset. Full time & part time.

Please fax resume to:  
905-881-0052

**535** hospital, medical, dental

**R.N. & HEALTH CARE AIDE (Certificate req.)**

Needed for casual part time and holiday relief. Nursing home experienced need only apply.

Please send resume to:  
Green Gables Manor,  
R.R. #2,  
Stouffville, Ont. L4A 7X3



FundEX Investments Inc. is a mutual fund dealership licensed in Ontario and Manitoba. FundEX is looking for a part-time, leading to full time, receptionist for their office in Markham.

Skills required: Post-secondary education, Well developed phone and organizational skills, Computer literate, Experience with Word and Excel.

Send resumes to: FundEX Investments Inc.  
Attn: Robert Goodish  
345 Renfrew Drive, Suite 201  
Markham, Ontario, L3P 6V9  
Or Fax: (905) 305-1698

**525** office help

**RECEPTIONIST**

**Part time**

Manufacturing company requires part time receptionist 5 days a week. Must have excellent command of the English language, both written and verbal. Must be computer literate.

Send resume to: Box 4581  
Economist & Sun  
9 Heritage Rd.  
Markham, Ontario L3P 1M3

**525** office help

**Invoicing/Order Entry Clerk**

With a high aptitude for figures to work in busy environment. Suitable candidate will have basic accounting knowledge, be well organized, fast on the calculator and be able to work under pressure to meet daily deadlines. Kennedy/14th Ave., Markham.

Fax resume with covering letter to  
905-475-1072.

**525** office help

**SECRETARY**

Required for a fast-paced dynamic member services organization. Duties include co-ordination and planning of committee meetings, registration services for educational sessions and general secretarial duties. Proficiency in computer applications in Windows environment essential. Reply in confidence stating salary expectations to: Search Committee, Ontario Nursing Home Association, 345 Renfrew Dr. Suite 202, Markham Ontario L3R 9S9 Fax: (905) 470-9595.

**555** domestic help available

**AFFORDABLE** housecleaning no task too small, with references call 905-889-0382 or 889-6355.

**AFFORDABLE**, thorough & reliable cleaning available for Markham/Unionville/Milliken & Stouffville areas. References Call Lisa 416-499-9164.

**CLEANING** lady who takes pride in her work available, call Anna-Marie 905-471-0654.

**555** domestic help available

**HOUSE** & apartment cleaning. Responsible & experienced cleaner. References. Call 905-721-0226.

**MARIA'S** Italian Cleaning team, 4 mature English & Italian speaking cleaning people. Free estimates. Call 416-446-0059 leave message.

**RELIABLE** cleaning lady available with reference, full or part-time. Please call Sandra at 905-294-8294 anytime.

**Check Your Ad!**

**525** office help

**PICKLE BARREL RESTAURANTS (Denison/Woodbine)**

**A/P ASSISTANT \$21,000 Annually**

Data entry & general A/P duties. Some telephone, job sharing office. Mon-Fri: 9am-5pm. Fax resume, attn: Beth, 905-479-5059.

**The Communities of York Region HOSPITAL LOTTERY**

**ORDER NOW (905) 471-4030 TOLL FREE 1-800-579-4030**