

## Careers Careers Careers Careers Careers Careers

510

general  
help**Men & Women Wanted!**

Company going crazy w/growing demands. Now expanding to meet customer needs for the 1997 year. 15-20 individuals needed to start immediately. No experience necessary. Full training provided. University and College grads welcomed.  
Call Katherine 905-479-1879.

**Internet Service,  
Telephone Sales & HTML  
Programming Person**

F/T or P/T, tourism related.  
Fax resume: 905-470-9537

**CHEF FOR COUNTRY CLUB  
(Seasonal April-October Inclusive)**

Ideal position for sous chef or equivalent seeking advancement. Position requires an organized individual with good supervisory skills and personable outlook.

Please fax resume in confidence to:  
The Manager  
Whitevale Golf Club  
Box 30 Whitevale  
fax 905-294-5115

Markham based landscape Company currently seeking hardworking individuals for property maintenance and landscape construction. Experience preferred. Application deadline Feb. 27, 1997. Send or fax resume to:

151 Bentley Street  
Unit #10  
Markham, Ont. L3R 3X9  
Fax: 905-940-2111  
No phone calls please

**Hairstylist/ Manager**

Tired of working for someone else? Know you have the ability to run a successful business? Bring your clientele and take the reins of this thriving Markham Salon. Be your own boss and enjoy the financial rewards. Hairstylist Position also available. No clientele necessary. Call Marg 905-820-7066 or fax 905-820-2623

515

skilled &  
technical help**CLOVER TOOL MFG. LTD.**

8271 Keele St.  
Concord

Growing automotive stamping plant requires immediately the following full time staff:

**TOOL & DIE MAKERS**  
(Progressive tooling-new & repair)  
**TOOL & DIE APPRENTICES**  
(2nd, 3rd, & 4th. yr)

• INDUSTRIAL MAINTENANCE  
MECHANIC-APPRENTICE  
• WIRE EDM OPERATORS  
• CNC OPERATORS  
/PROGRAMERS  
Contact Human resources  
905-669-1999

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office  
help**DTP/ PREPRESS SERVICE BUREAU**

Requires entry level Mac preflight and customer service persons for our output department. Knowledge of Quark a prerequisite. Illustrator & Photoshop would be beneficial.  
Fax resume to (905) 731-3343.

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office  
help**MEDICAL RECEPTIONIST**

Part time for busy office.  
Resumes to be sent to  
Box 4599  
Markham Economist & Sun  
9 Heritage rd.  
Markham L3P 1M3

**BOOKKEEPER/RECEPTIONIST**

Previous experience in dental office preferred. Immediate position.  
Drop off resume at:  
37 Sandford Drive  
Suite 104

**DATA ENTRY OPERATORS**

required  
Senior operators for afternoon shift temporary assignments, 4:30 p.m. to 11:30 p.m.  
Please fax resume to  
905-470-1471

**Part Time  
TYPIST FOR DATA ENTRY**

Woodbine & #7 area.  
Please fax  
Name and Phone # ONLY  
Fax: 905-470-9537

**OFFICE ASSISTANT**

A full time reception clerical support for manufacturer of personal care products located John & Woodbine in Markham. Computer skills in Excell and MS Word.  
Please fax resume to:  
905-475-0994  
only qualified applicants will be contacted

**CONTROLLER**

Required for importer located in Markham area. Must be experienced in Foreign currencies, payroll, EDI implementation, LAN's, and supervision. Please mail/fax resume and salary expectations to:

Personnel Manager  
600 Alden Road, Suit 102  
Markham, Ont. L3R 0E7  
Fax: 905-940-0913

**ESTIMATOR/  
ADMIN. CO-ORDINATOR**

Mid-sized Markham construction firm req's landscape estimator/admin. co-ord for temp 6-month contract position due to maternity leave. Must possess technical, computer and admin. skills in addition to pricing landscape/ civil projects.

Fax resume (2 pgs max)  
with salary expectations  
Attn: Office Manager  
905-888-9445.

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sales help  
& agents**OUTSIDE SALES REP.**

If you are motivated, energetic, team player with an old fashioned work ethic, we have a lot in common.  
If you'd welcome the chance to apply creativity to your work, delight in meeting new people, enjoy flexible work hours in the Markham area and are intrigued by the rapidly growing Direct Mail industry, we offer unlimited opportunity and excellent financial growth potential.

Please fax your resume to Val Pak  
c/o Heather Cann (416) 449-3803  
val-pak  
The Smartest Values in Your Neighbourhood

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office  
help**Junior Clerk  
(\$25-29K)**

Our client, a globally competitive, innovative and results-oriented Company, located in Markham, is seeking an energetic, team player who excels in a multi-functional position. Your two to three years of office experience is complemented by a knowledge of accounting procedures and proficiency with WordPerfect 5.1 and Lotus.

Please send your resume, in confidence, to: Box #4570, The Markham Economist & Sun, 9 Heritage Road, Markham, Ontario, L3P 1M3.

We thank all applicants, however, only candidates selected for an interview will be contacted.

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sales help  
& agents**COMMISSIONED SALES PERSON**

required for RV trailer dealership in Stouffville. Evenings and weekends beginning March. Experience in RV sales an asset. Attn: Roy Simpson 905-642-4200 or fax 905-640-4321

**SALES  
REPRESENTATIVE**

Dynamic, fast paced environment. To train in Sales Co-ordinator position for 3-6 months. Energetic, confident, sales oriented, computer literate Markham location. University grad., ie. Marketing, Business.

Please fax resume  
(name on every page please.)  
905-477-6146

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hospital,  
medical, dental

Agency requires immediately  
HCA - Live-in exp.  
own transportation a must

Call CARE 2000  
416-447-8409

555

domestic help  
available**MIRAGE CLEANING  
SERVICES**

Homes cleaned thoroughly for \$50.00  
24 HRS. 416-818-6237  
NOW IN YOUR AREA

**Call  
Classified  
TODAY!**

294-4331  
640-2874  
852-9741

**CUSTOMER SERVICE REP.  
ORDER DESK**

Bilingual: English/French

A rapidly expanding Markham based company requires a customer service rep based for their order desk.

You should enjoy working in a fast paced environment, have excellent phone skills and be able to pay attention to detail.

We offer a good benefits package, excellent working environment and competitive salary. Please forward your resume to

CSR Manager:  
Box 4571

Markham Economist & Sun  
9 Heritage Rd. Markham, Ontario L3P 1M3

**BOOKKEEPER**

Required for an experienced building and development company. Previous experience real estate, building and construction an asset. Duties include maintaining a full set of books for multiple companies to trial balance, as well as assisting with some general office tasks. Computer experience with Windows 95, Word and Excel in a networking environment.

Please send your resume with salary expectations by fax to:

Paradise Homes Corp.  
Attn: Ruth Barnett  
(905) 940-2946

White-Rodgers, a highly recognized world leader in the manufacture of HVAC controls is currently seeking a:

**BILINGUAL CUSTOMER SERVICE ASSISTANT  
(Part-Time)**

The Successful candidate will answer routine customer inquiries with respect to order status, delivery, and pricing, combined with entry of orders into a computerized system. Relief of Customer Service Personnel, communication with customers preferring the French language, and various other office duties will be required. Applicants must have a Gr.12 education with business courses, be bilingual (French/English), with accurate data entry/PC skills, and an excellent telephone manner.

This position is part time with Flexible hours of Five 1/2 days, or three whole days a week.

Interested candidates should forward their resume to:

Tom Honey  
Emerson Electric Canada Ltd.  
9999 Highway #48  
Markham, Ontario L3P 3J3  
Fax (905) 475-4630

**EXECUTIVE ASSISTANT**

We are seeking a highly energetic individual with strong PC skills (Word, Excel, Windows, Powerpoint) to provide secretarial/administrative support in this busy Headquarters location.

Your application will be enhanced by sound oral/written communication and organizational skills plus a demonstrated ability to work with minimal supervision. You will have a minimum two years business experience.

Recent dynamic growth has resulted in the need for a full time

**NETWORK ADMINISTRATOR**

This position calls for a seasoned self starter with 3-5 years experience in LAN Management/Administration. The environment is 100-120 users over 6 Canadian offices linked via MS Email with Internet Email gateways. Netware 4.x file and print servers supporting users over Ethernet and Token Ring. Experience with TCP/IP address administration, IPX and NETBIOS protocols are definite assets.

Please forward your resume, including salary expectations to:

HUMAN RESOURCES DEPARTMENT BG  
GENICOM CANADA INC.,  
100 Commerce Valley Drive East,  
Thornhill, Ontario L3T 7R1