

510 general help

A leading producer and supplier of Ready-Mix Concrete in the Greater Toronto area is seeking:

DZ DRIVERS

Candidates must have a clean driver's abstract, sound knowledge of Transportation regulations and delivery routes in the Greater Toronto area and flexibility to work different shifts as required. We offer competitive wages and benefits.

Candidates should forward their applications to: Paul Marino
Distribution Manager
3300 Hwy. #7, Suite 600
Concord, Ontario L4K 4M3
Fax: 905-761-7300

20 NEEDED IMMEDIATELY!

Who are hardworking, enthusiastic and willing to work with others.

CALL JILL (905) 479-3370

DAIRY EQUIP. DEALERSHIP

has an opening for a full time service person at the Port Perry store. Successful applicant should be mechanically inclined w/dairy farm experience. Mail resume to: McLaren Dairy Systems Ltd., Guelph Rd. Elora N0B 1S0 or fax to 519-846-9111.

 **ONTARIO MARCH OF DIMES**

Equal Opportunity Employer

SUPPORT SERVICE ATTENDANT

Part time hours available evenings & weekends. Successful candidate will work with adults, with a physical disability, in their homes providing assistance with personal care.

Qualifications: Current first aid & CPR certificate required. Own transportation. Experience working with individuals with physical disabilities.

Hourly wage \$11.60.

Contact: Myrna O'Brien
905-853-0383 ext. 24

515 skilled & technical help

TX/communications Canada is presently seeking:

ELECTRONIC ASSEMBLER

Duties to include using state-of-the-art precision equipment. Applicants must be self motivated, dependable and capable of working under minimum supervision. Accuracy a must.

TECHNICIAN

Applicants will have experience in troubleshooting and working with electronic printed circuit boards. 5 yrs. experience an asset. Professional appearance required.

Interested candidates submit resume.

TX/communications Canada Inc.
1 Gormley Industrial Ave.,
Gormley, Ontario L0H 1G0
Fax: (905) 888-9300

Scarborough Heavy Equipment Mfg. has openings for

MECHANICAL ASSEMBLERS and PAINTERS

Applications must have 3-5 yrs. experience in a relevant field. Mechanical positions must possess their own hand tools. These are permanent full time positions.

Call (416) 291-9756 or fax resumé (416) 297-4034

515 skilled & technical help

HEAVY EQUIPMENT & TRUCK MECHANIC

Experienced with licence. Markham area.

Fred or Angelo 905-294-7480

525 office help

McCowan & #7 Area RECEPTIONISTS

Required for new home site. Good typing essential & must have excellent command of the English language. Real Estate experience preferred. 1 full-time and 1 part-time for weekends. \$10 per hour. For appl. call: 905-707-1020

Required for very busy Real Estate Agent.

Full Time Secretary

Must have good computer skills, organizational skills, pleasant telephone voice. Real estate experience is a must.

Please send resume to
Box. 4597, Economist & Sun
9 Heritage Road
Markham, Ont. L3P 1M3

Part-Time Receptionist

Evenings / Weekends

For busy real estate office in Markham. Requirements are: excellent telephone manner, good command of English, accurate typing skills, some computer knowledge. Real estate experience an asset.

Send resumes to: **Box 4577, c/o Economist & Sun, 9 Heritage Rd, Markham L3P 1M3.**

ADMIN. ASSISTANT

for Richmond Hill area computer reseller. Professional, energetic, & well organized. Excellent communication skills essential. Top-notch customer skills & dedication are a must. Computer skills including Word, Excel, ACT! Salary \$30-35 k.

Fax resumes only
Attn. David 905-882-1106

Full and Part time Receptionists

Required for Uxbridge Real Estate Office. Perfect opportunity for two highly organized, self motivated individuals to provide service to a small friendly group. Excellent communication and computer skills required and real estate experience essential.

Fax resume with salary expectations to 905-294-0776.
Thank you for your interest however only those required for interview will be contacted.

RECEPTIONIST/SECRETARY

Markham Life insurance office has an opening for a **Part time Receptionist/Secretarial Position**

Hours are Monday to Friday 9:00 to 1:00. Qualified candidate must have switchboard experience. Familiarity with Meridian Norstar System is an asset. This position also has general office duties such as sorting and distributing Mail and Courier; mail mergers and letter typing on Word for Windows.

Fax resumes to: Maria Berns
905-940-9207

525 office help

 **UNITED REFRIGERATION OF CANADA**

We are looking for an **Administrative/Secretarial Assistant** (24-30 hrs. week to start)

Qualifications:

- Computer literate
- General office skills
- Excellent communication skills (oral & written)
- Self-directed/motivated
- Ability to handle multiple tasks requiring above average organizational skills
- Ability to take on special projects with initiative & professionalism

Reply by March 7, 1997 to: 130 Riviera Drive, Markham, Ontario L3R 5M1
Fax: 905-479-7229 att. to Charlene Willis

a leading wholesaler in the HVAC/R industry is expanding it's team...

RECEPTIONIST/ SECRETARY

Required for residential building and development company, located at Hwys. 7 & 404. Accurate typing skills and a excellent knowledge of Windows 95, Word 6.0 and Excel 5.0 is required. Previous experience in the construction industry and a background knowledge of bookkeeping an asset.

Please send your resume with salary expectations by fax to:

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

BOOKKEEPER

Required for an experienced building and development company. Previous experience in 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

BILINGUAL POSITIONS

English/French

Benefits Clerk

1 to 2 years experience in Benefits a must and computer literate on Microsoft Word.

Payroll Clerk

Some experience an asset must be familiar with Microsoft Word.

call Sandy 416-222-4431
Creative Personnel

NSVS

135-137 Main St. N., #303
Requires a full-time, flexible

SECRETARY

for their busy Markham office. Applicants must have min. 1 year office experience with working knowledge of:

- Windows 3.1, WP 6.0, Microsoft Office
- Reception/ Secretarial Skills
- Courteous and Professional telephone manner
- organizational and time management skills
- faxing, photocopying, filing
- excellent oral communication and grammatical skills
- AR/AP an asset

Drop off your resume if you are an independent, punctual team player, with reliable transportation

550 domestic help wanted

CLEANING lady required for all types of housework. 1 day per week. Own transportation. 905-888-9497.

555 domestic help available

AFFORDABLE, thorough & reliable cleaning available. References. Call Lisa 416-499-9164.

EXPERIENCED & thorough. Housework available. Will also clean fridge & oven. Call Lois after 4:00 pm, 905-642-9341.

EXPERIENCED cleaning lady available. Quality service at excellent rates. Call Julie at 416-759-9410.

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 Kathy or Rula: (905) 479-4945

HOUSEKEEPER and cook available. Reliable woman and reasonable rates. For more information call Mary, 905-655-1062.

RECEPTIONIST

Required full time, must have friendly personality and be fluent in English. Multi task handling. Minimum 5 years experience.

Fax resume & references to:
905-477-4879

FRENCH/ENGLISH Bilingual Alert!

Temp & Perm!

- Customer Service
- Accounting • Secretarial
- Entry Level Admin

Call Jackie or Margaret TODAY!
The Haas Group/Bilingual Plus Inc.
Fax: (416) 368-8202 Tel: (416) 368-HAAS/4227
E-Mail: jbuchanan@bplus.com
Website: haas.bplus.com

PERSON FRIDAY/ RECEPTIONIST

Full time position for an enthusiastic and reliable person. Must have computer experience and have good typing, telephone and organizational skills.

Convex Systems Ltd.
Woodbine / Esna Park area
Phone: 905-479-1493
or fax resume to: 905-479-1765

530 sales help & agents

SALESPERSON

Required for courier company. Salary plus commission. Leads helpful and supplied.

Box #4576,
c/o Economist & Sun,
9 Heritage Road,
Markham L3P 1M3

SALES HELP

Experienced in camping, clothing for new Markham Location. Opening March 1997. Apply with references

Le Baron
1590 Dundas St. East
(2 blocks East of Dixie, Mississauga)

WEAR AND SHOW FASHION JEWELRY

Needed now. Part timers, Moonlighters, Job Testers and Potential Managers for high commissions paid weekly. Interesting work. Home base sales. We train.

Call 1-800-726-3324 ext 1077

545 teaching opportunities

ECE Required

Minimum 2 years experience

PLEASE CALL
905-509-6612 leave message

Careers