

510 general help

COSTUME DESIGNER
 Needed for community theatre summer production of "The Sound of Music". Immediate position. Please call (905) 472-1250. **Serious inquiries only.** Must have previous experience with a musical theatre production.

ANGUS GLEN GOLF CLUB
 Seasonal help wanted on greens staff. Start late April / early May. Duties include cutting grass, grooming sand traps, and routine general labour to maintain golf course. Experience an asset but not necessary.
 Contact Ernie at 905-887-0087 ext. 212

POOL PEOPLE
 Persons required to service and construct swimming pools. Requirements include: valid driver's license, good people skills, self motivation and must be mechanically inclined. Experience not necessary but definitely an asset. Full time and part time available.
AVECO POOLS
 64 Sandiford Drive, Stouffville
 905-640-2666

MARKETVIEW Insurance Services
 We require self-motivated people with telemarketing background for full and part time positions in Stouffville. Wheelchair accessible. Must be able to meet deadlines. Must be computer literate. Able to communicate well with others. Starting at \$9/hr.
 Please call 642-8060

IMPROVE YOUR IMAGE
 FULL SERVICE OFFICE SPACE AVAILABLE IN A PROFESSIONAL ENVIRONMENT
 • includes reception and personalized telephone answering
 • other services available including wordprocessing, CADD, fax, photocopying
 • Boardroom, furniture if desired
 • floor areas 7m² to 90m²
IDEAL FOR SOLE PRACTITIONERS
 HIGHWAY 7/404 AREA-MARKHAM
 905-474-1458

515 skilled & technical help

FURNITURE FINISHING
 Organized, quality minded person. Assembly and Q.C. Some experience.
 Call 905-475-2488

HEAVY EQUIPMENT & TRUCK MECHANIC
 Experienced with licence Markham area.
 Fred or Angelo 905-294-7480

525 office help

RECEPTIONIST/ SECRETARY
 Professional attitude and appearance is required for busy office in Leslie and Hwy 7 area. Must be proficient in Microsoft Word, Excel and have excellent telephone manners. Call Bruce at (416) 798-7707 for interview.

525 office help

BOOKKEEPER
 Required for an experienced building and development company, located at Hwys. 7 & 404. 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

SECRETARIAL POSITION
 Small Markham engineering company requires a person with general office and administrative skills. Duties will include typing, reception, receiving and sending mail, preparation of promotional material. Proficiency with MS Word and Word Perfect necessary. Previous experience in an engineering firm or the construction industry would be an asset. Salary commensurate with experience.
 Please fax resume and references to
Box 4578, c/o Economist & Sun,
 9 Heritage Road, Markham, Ontario L3P 1M3
 We thank all candidates for their interest, however, only those selected for an interview will be notified.

SENIOR ACCOUNTING CLERK
 Busy Thornhill Intellectual Property Law firm requires mature, highly responsible, organized and self-motivated individual with 5-10 yrs. senior accounting experience to perform the following duties: accounts payable, payroll, group benefits administration, supplier statement and G/L account reconciliations, year-end working papers, daily banking, client billings and other account-related duties. Must have strong written & oral communication skills, ability to work independently and computerized accounting experience. Legal accounting experience with ESI-Law and WP5.1 an asset. Send resume including references and salary expectations to: Beaver Creek Postal Outlet, 420 Hwy 7 East, P. O. Box 82040, Richmond Hill, Ontario L4B 3K2 Attention: Controller

Administrative Assistant Temporary Maternity Coverage
 Required immediately; a well organized individual to work directly for senior management.
 Duties include:
 ▶ composing and typing correspondence
 ▶ Lotus spreadsheets
 ▶ coordinating meetings and travel arrangements
 ▶ general office administrative duties
 Requirements:
 ▶ Minimum 2 years related experience
 ▶ WordPerfect 6.1; Lotus 1-2-3 Release 5; Powerpoint
 ▶ Ability to work with minimal supervision
 Interested applicants should forward their resume before March-12, 1997 to:
Cole Vision Canada, Inc.
 80 Centurian Drive
 Markham, Ontario
 L3R 8C1
 Attention: Manager, Finance and MIS
 Fax: 905-940-2473
 No telephone calls will be accepted.

Small company in Markham requires
EXPERIENCED PROGRAMMER
 working knowledge in UNIX 4GL DB-Access and Microsoft.
 Please fax resume to:
 (905)475-1916

525 office help



Account Representative Customer Service Representative

 We are seeking two people to join our team of professionals.
YOU are a self starter, committed to service excellence, seeking a high tech opportunity in the travel industry. Your outgoing personality and attention to detail, ensures client confidence and success. Your ability to operate at all levels from travel counsellor to corporate president, sets you apart.
THE COMPANY Global is the largest independent supplier of on-line computer services to the retail travel market in-North America.
TO QUALIFY, you must have:
 → Minimum 3 years retail travel sales and industry experience
 → Proven your commitment to exceptional client service
 → Experience and competence on Global's Matrix System an asset
 Located in Markham, you will be a part of a dynamic sales and support team managing current accounts and developing new sales opportunities. To apply, please fax your resume to: Anton Sassur (905) 479-3042.
GLOBAL
 TRAVEL COMPUTER SERVICES

ELECTRICAL ENGINEER
 Markham area Consulting Engineering firm requires a Senior Electrical Engineer with 5 or more years experience in building services for schools, hospitals, malls and high-rise office buildings. The successful candidate will possess exceptional engineering, communication and design skills. Must be computer literate. Remuneration will be based on experience and qualifications.
 Mail or fax resume to:
McGregor Allsop Limited
 64 Bullock Drive
 Markham Ontario L3P 3P2
 Fax: (905) 471-7613

535 hospital, medical, dental

RN'S/RPN'S HOME SUPPORT WORKERS HEALTH CARE AIDES
 Need throughout York Region
 Must have own car
 Recruitment Day: Tues Mar. 11/97
 2 Sessions - 10AM or 2PM
REGIONAL NURSING SERVICES
 21 Bedford Park Ave.
 Richmond Hill
NO PHONE CALLS PLEASE
 Fax Resume to Cathy
 (905) 737-6126

Come Grow With Us in York Region!

 York Health Services, based in Markham, Ontario and Olsten Health Services, the leader in home health care, merged on February 21, 1997. We invite experienced RNs, RPNs and Health Care Aides to join our exciting team for facility & home assignments in York region.
 Please send your resume to: Olsten Health Services, 6060 Highway #7-East, Suite 205, Markham, Ontario, L3P 3A9
 Attention: Recruiter.


530 sales help & agents

TELEMARKETER
 Required for prospering Telecommunications company. Salary plus bonus.
 Call Ted 470-4108, or fax resume 470-5161

WATER COOLER COMPANY
 With New Product Line & Service
 Is seeking to build a sales force for Toronto and surrounding areas. If you have 3+ years experience selling to office, factory, warehouse, etc., we would like to hear from you. Top sales person can earn \$75,000+ per-year.
 Fax resumé to (905) 642-9078

TELEMARKETING SALES REP Automotive Equipment
 Are you energetic, determined and have a pleasant phone manner? Fluency in English is a must. Unlimited Potential!!
 Phone: 905-731-2464
 or Fax 905-731-9206
 Call Alec Stan

CONSULTANT
 Company established in the Fundraising field seeking a self-employed consultant to service existing customers and to promote sales to schools and other non-profit organizations. The successful candidate will be a well organized self motivated individual who can manage a sales territory with minimum supervision. Commission Only. Send resume to:
Touch of Class Fundraising Consultants Inc.
 5109 Harvester Rd, Unit B-11
 Burlington, Ontario L7L 5Y9

Careers

545 teaching opportunities

"A - LITTLE - EXTRA - HELP"
 Tutoring service seeking teachers for Markham, Richmond Hill and Scarborough areas. All grades, all subjects. O.T.C. required.
 call (416) 225-3990

555 domestic help available

MIRAGE CLEANING SERVICES
 Homes cleaned thoroughly for \$60.00
 • Windows • Stove Tops • Washrooms, etc.
 24 HRS. **416-818-6237**


565 volunteers

VOLUNTEERS REQUIRED
 For children's programs. Ideal for seniors willing to teach wood-working, arts and crafts, baking, dance, music, drama, etc. Please feel free to call 905-479-9196 anytime should you be interested in offering your time in the above listed or other non-listed programs.