

510 general help

ENJOY A JOB THAT MAKES A DIFFERENCE
 Earn good money and enjoy personal fulfillment working in a professional office using the phone to promote health, humanitarian, Christian and other respected charities. If you are articulate with good diction, possess top verbal communication skills, computer and keyboarding experience and have a history of helping church, community or other charitable causes, we are interested in hearing from you. Training provided.
 Call Lisa at (416) 502-9800 to apply and arrange a pre-qualifying phone interview.

EARL OF WHITCHURCH
ASSISTANT MANAGER/ BARTENDER
 The above position will suit a person with excellent people and bartending skills and able to supervise floor staff to maintain high levels of service
WAITRESS / WAITER
Must be experienced.
BAR TENDER
PATIO WAITRESS / WAITER
 Call: 640-8300
 or fax resume to 640-8301

NON-PROFIT HOUSING CO-OP
 Seeks Co-ordinator. Reporting to the Board of Directors, s/he is a practical problem solver and resourceful leader. Responsibilities: financial & property mgmt., gov't. & corporate relations, supervision & office mgmt. Experience & knowledge of housing co-ops required. Co-ordinator is a permanent position.
 Apply in writing by April 28 to:
Hiring Committee, Richmond Hill Co-op, 8675 Bayview Avenue, Suite #39, Richmond Hill, ON L4B 3M5
 Only applicants chosen for an interview will be contacted. No phone calls please.

Peach Tree Originals
 Designer of high quality, unique, cotton casuals requires mature part time sales help. not retail, craft shows. If you are thinking of supplementing your income, are healthy & high energy & would enjoy a few weekends away call 472-8387.
 Great remuneration for a fun job.

Customer Service Rep.
 Our client is a growing printer located in Markham. The ideal candidate is a multi-skilled administrator with experience in customers service, developing quotes, handling receivables, data entry, and general office administration. Excellent communications skills are a must. Some lifting, up to 30lbs required. The position offers a smoke free environment, good benefits, and a salary of 25K-32K.
Human Edge Consulting
 Fax: 905-709-7413

525 office help

Required Experienced LEGAL SECRETARY
 For busy Real Estate practice. WP 5.1, Conveyancer, PC Law preferred. Please send resume to:
Cattanach Hindson Sutton VanVeldhuizen
Attn: Albert VanVeldhuizen
 52 Main St. Markham North Markham, Ont. L3P 1X5
 Fax: 905-294-5688

Receptionist/ Secretary Wanted
 Good telephone manner, experienced in typing & computer. Monday through Friday 1-9.m. Please fax resume to:
 Aileen Mak at 905-940-9215

SALES / OFFICE ADMINISTRATOR
 Small healthcare company requires an experienced person to perform all aspects of sales and office administration. Proven computer experience and excellent telephone / communication skills are required. Compensation commensurate with prior experience.
 Apply in writing / facsimile to:
Imperial Surgical Ltd.
 189 Denison Street Markham, Ontario L3R 1B5
 Fax: (905) 470-7110
 (No Agencies Please)


LEGAL SECRETARY
 Required by Markham Law Firm. Litigation experience required.
 Call 905-415-9100

BILINGUAL CUSTOMER SERVICE
 French/English
 We are looking for a self motivated individual to join our busy customer service team. The successful candidate must have a good phone personality and be able to work in a fast paced computerized environment. This is a contract position that can lead to permanent. Hours - Monday to Friday, 11:00 am - 8:00 pm. Thornhill Area.
 Fax Resume to: 905-707-7316
 Attn: Shirley Ann Robinson
 Manager National Dispatch

LOOKING TO UPDATE YOUR COMPUTER SKILLS!

MICROSOFT OFFICE: WINDOW • WORD EXCEL • ACCESS POWERPOINT
NETWORKS: NOVELL • ADMINISTRATION GEN, WINDOWS NT
COMPUTER SUPPORT SPECIALIST
DIAMOND INSTITUTE
of Business and Computer Technology
 200 Town Centre Blvd., Suite 303, Markham, Ont.
 Call Us at (905) 940 - 9100
 Fax Us at (905) 940 - 5700
 New Evening & Day Classes Available
 Special classes for health care professionals
 Short Summer Programs Available
 *Financial assistance may be available to those who qualify

525 office help

White Rose Crafts and Nursery Sales, a recognized leader in the retail gardening sector, currently requires a
Data Service Administrator
 • Part-time - Saturdays & Sundays
 Self-motivated and highly organized, you'll utilize cash register/POS skills to bring sales across into Head Office, identify and resolve communication concerns, update sales, and enter rejected sales slips into the computer system. You have PC application knowledge (Word, Excel) and ideally, store operations experience and fluency in French.
 Apply your talents in a fast-paced and productive environment. Please respond in writing, to: **Human Resources, White Rose Crafts and Nursery Sales Limited, 4038 Highway #7, Unionville, Ontario L3R 2L5. No telephone calls, please. We thank all applicants; however, only those selected for interviews will be contacted.**

White Rose
 CRAFTS & NURSERY SALES LTD.

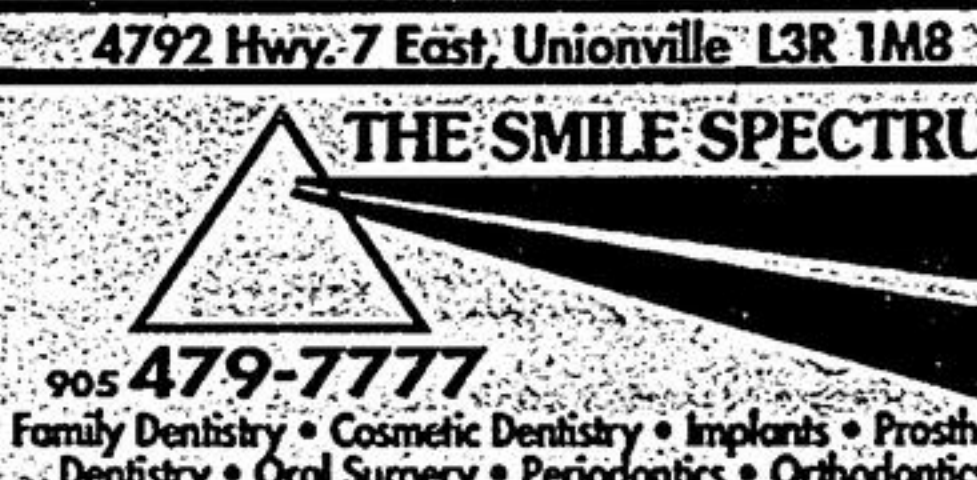
CAREER OPPORTUNITY
EXECUTIVE ASSISTANT
PHONETIX INTELECOM is a sophisticated software development company as well as Canada's largest contract call centre operator. We are expanding our advanced call centre operations both in Toronto and Halifax.
 Phonetix is currently seeking applicants for the position of **Executive Assistant** to provide a wide range of support functions for our top level executives in our head office in Richmond Hill.
 The successful candidate will ideally have two years experience working with senior managers, and possess exceptional organizational and communication skills. The position requires a proactive individual who functions best in a highly challenging, constantly changing and expanding environment, while maintaining a high level of enthusiasm and drive.
 The ability to take on responsibilities as they arise, a sense of urgency and initiative, and a thorough knowledge of Microsoft Office are essential qualifications for this important role.
 Phonetix Intelcom offers comprehensive benefits and an attractive remuneration package to the right individual.
 Interested applicants should forward resumes to the Director, Special Projects, via fax at: (905) 707-1015.
No agency solicitation will be considered. Phonetix Intelcom thanks all applicants for their interest, however, only those under consideration will be contacted.

 INTELLIGENT COMMUNICATIONS

510 general help

IN-SHOP WOODWORKER
 We are the industry leader in cedar solariums. We require self-motivated individuals experienced with woodworking in a shop environment. Own basic hand tools and transportation required. Starting pay \$8.00-\$10.00/hr. Commensurate with experience & performance. South Markham area.
 Call Wolf at 905-475-5460 ext. 304.

530 sales help & agents

Vitality SUITES
 4792 Hwy. 7 East, Unionville L3R 1M8

THE SMILE SPECTRUM
 905-479-7777
 Family Dentistry • Cosmetic Dentistry • Implants • Prosthetic Dentistry • Oral Surgery • Periodontics • Orthodontics
Wanted: DENTAL RECEPTIONIST (Part Time)
 For a progressive team-oriented practice. Do you have excellent communication skills? Are you enthusiastic, caring and dependable?
 If you are please fax your resumé to: 905-479-7808
 or bring it personally to: 4792 Hwy. 7 East

FULL & PART TIME INSURANCE
SALES AND SERVICE REPRESENTATIVES
 Vector Insurance Network, Canada's future leader in the marketing of personal insurance products has career opportunities for full & part time Representatives.
 A superior communicator with exceptional telephone skills, you will apply consultative selling techniques to sell and service auto and property insurance over the telephone. You must be currently RIBO licensed or have been in the past and willing to rewrite. Fluency in languages other than English is an asset.
 In addition to excellent markets, training and support, Vector offers you salary plus bonuses, benefits & an exciting future with one of Canada's leading brokerage networks. Located at York Mills Subway Station. Contact Lynne Cox 1-416-223-1081 ext. 133 or Email: Icox@vector.ca

535 hospital, medical, dental

RECEPTIONIST/DOCTOR'S ASSISTANT
 Energetic, conscientious, health care support person required for multi-disciplinary clinic. Must possess attention to detail, take dictation well, have a pleasant telephone manner. Excellent word processing required, typing of 50 w.p.m. This is a growth position with opportunity for advancement. Should be caring, efficient and flexible. Previous health care office experience preferred.
 Please drop off resume before Tuesday April 22nd to Markham Pain Clinic 4981 Hwy 7 E. Ste #1

545 teaching opportunities

PART TIME TUTORS
 Needed to teach English, French, Math, OAC Calculus, Chemistry and Physics.
 Fax resume to 905-946-9678

April is
CANCER MONTH
 Cancer can be beaten.
Please give generously!

 CANADIAN CANCER SOCIETY SOCIÉTÉ CANADIENNE DU CANCER

555 domestic help available
EXPERIENCED reliable cleaner available. Very reasonable. References. Call 905-294-3017.
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
MARIA'S Italian Cleaning team, 4 mature English & Italian speaking cleaning people. Free estimates. Call 416-446-0059 leave message
AFFORDABLE honest & reliable ladies will clean your home. References. Experienced, bonded & insured. 905-477-2101, 416-767-8070
AFFORDABLE, thorough & reliable cleaning available. References. Call Lisa 416-499-9164
EXPERIENCED housework available. Reasonable. Call Lois after 4 PM, 642-9341
RELIABLE products and services, domestic janitorial of any size. Experienced since 1978. Free estimates. 416-499-8317.