

Careers Careers

510 general help

**EXAMS OVER ?
Need cash?
call 905-305-8965**
Shivers/Dickie Dee
Ice Cream

Press Operator for Dry Cleaning Store. Part Time, 3-4 hours per day, 5 days per week. Must be experienced with dry cleaning.
Call 905-472-9626.

525 office help

Secretary/ Receptionist
For busy Markham Real Estate Office. Good command of English and experience in Word Perfect. Fax resume to: 905-477-0505

Markham Insurance Broker seeks experienced commercial **CSR**
For medium sized office. Please fax resume to Richard Farmer at 905-415-9557 or call 905-415-9551

RECEPTION & INVOICING
P/T position for mornings in Markham. Telephone skills and knowledge of ACCPAC OE/AR essential - starting July. **Mail Resume to:** Personnel Dept., 30 Royal Crest Court, Unit 7, Markham, L3R 9W8

OFFICE ADMINISTRATOR
If you have computer knowledge, are organized, love to gab on the phone and children and horses make you smile, then T.R.A.C.K. (Therapeutic Riding Association for challenged kids) needs you for approximately 20 hours per week.
Please send resumé to **T.R.A.C.K.**, R. R. #1, Uxbridge, L9P 1R1

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Stouffville (905) 640-3521
Uxbridge (905) 852-4665



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525 office help

Experienced **Real Estate Legal Secretary**
For busy two lawyer office. Must be able to work on own, be computer literate, and preferably speak Italian.
Please call Geri at 905-882-8666.

Property Management Admin. Assistant
For luxury high rise condo. Part Time.
Prior experience an asset.
Call 513-6345 (leave message)

ACCOUNTING CLERK
Responsibilities include: Accounts Payable, Accounts Receivable and Billing. Minimum 1 to 2 years accounting experience. Candidate must be accurate and possess strong communication and computer skills. Candidate must have a working knowledge of ACCPAC/AR, AP, Microsoft Word & Excel for Windows.
Salary starting 23K depending on experience and qualifications.
To apply please send your resume in confidence to:
Kin Leung, Phonetix Intelecom
2 East Beaver Creek, Building 2,
Richmond Hill, Ontario, L4B 2N3
or fax to (905) 707-8828

SECRETARY
Mature, highly organized, self-starter required immediately to manage the office of a small interior construction firm in Markham. Proficiency in Microsoft Office Suites, Windows '95 and knowledge of AccPac required as well as an ability to work alone.
Please fax or hand deliver resume to:
GREENFERD CONSTRUCTION INC.
250 Cochrane Drive, Unit 14
Markham, Ontario L3R 8E5
Tel: 905-470-7333
Fax: 905-470-6677

RECEPTIONIST
For the Markham area. Must have pleasant telephone manners, dependability, the ability to work independently as well as a team player, variety of tasks and the knowledge of Word Perfect 5.1. Please call 905-475-9750 ask for Irene.

ACCOUNTS PAYABLE
Bring your high energy to Wine-Art Inc. the leading national retailer of home brew wine/beer. You have one to three years experience in accounts payable/receivables and have keen aptitude for learning. You are organized, detail orientate with good communication skills. We will train the right candidate within a relaxed professional environment. Location Markham.
Reply either by fax 905-477-9232 or e-mail wineart@vecon.on.ca
We wish to thank all applicants for their interest in this position and advise that only selected candidates will be contacted.

545 teaching opportunities

TEACHERS WANTED
For summer camp.
• French
• Music/Drama & Visual Arts.
Please call Jan at 416-285-1227 or Fax resume to: 416-285-0667

506 professionals

BOOKKEEPING available for your business needs (receivables, payables, payroll, GST, PST...). Call Arrie Brown, 905-642-5902.

555 domestic help available

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

CLEANING Lady available who takes pride in her work-11 yrs. experience, references. Call Barb 905-642-2597.

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

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