

510 general help

Fast Track Your Career
Great opportunity for personal and professional growth for a recent University grad or other ambitious individual with outstanding communication skills and an enthusiastic attitude. If you have boundless energy and are naturally happy, we would love to have you on our team. Basic office skills and phone skills an asset. Apply in person
West Chiropractic Clinic
4747 Highway #7 East
Unionville

PICKERING FLEA MARKET
Tie & Belt booth requires general help 7:15 a.m. - 6 p.m. every Sunday. Applications available at booth. For info call 905-764-0915. High school students welcome.

YEAR ROUND EMPLOYMENT
F/T & P/T door to door canvassers for local charity. No selling. Fluent in English. Hourly rate + bonus.
Call Mark 1-888-953-8283

515 skilled & technical help

North Markham Honda is Expanding!
WE NEED HELP:

- Shop Foreman
- Licensed technicians
- 4th or 5th year apprenticeship
- Reynolds & Reynolds telemarketers
- Service consultants
- Parts personal
- Clean-up personal

Honda experience preferred.
Fax: (905) 477-2697 or drop off: 4611 Highway #7 & Kennedy Rd. resume *only!*

VOLKSWAGEN MECHANIC/TECHNICIAN
For Late Models
experience required in electrical, air conditioning & mechanical excellent pay schedule & benefits program
North Metro dealer with rapidly expanding community
Fax resume to: 905-884-4384
Volkswagen Richmond Hill
"Experience Excellence"
905-889-7701

B & H SERVICES
4531-14th Avenue, Markham (at Kennedy Rd)
LICENSED TECHNICIAN
required for Auto Repair Shop
Please apply in person.

520 computer / data processing

ASST. SYSTEMS ADMINISTRATOR
needed for busy Markham office. F/T salary. Macintosh, database, MS Office, & database support reqd. Filemaker DB upkeep. Reports to IS manager.
Fax resumes (905) 946-2242

SYSTEMS ADMINISTRATOR
needed for busy Markham office. F/T salary. Macintosh, database experience reqd (Filemaker pref). Knowledge of TCP/IP & networks.
Fax resumes (905) 946-2242

515 skilled & technical help

ADMIN/WAREHOUSE/ SEMI-TECHNICAL POSITIONS
Markham based computer co. has several openings for full time representatives. Ideal candidates will have excellent communication skills and/or semi-technical knowledge. We offer an excellent work environment, promotional opportunities, salary and benefits.
Please send resume to 905-513-8150

535 hospital, medical, dental

Markham Physiotherapy Clinic
MEDICAL SECRETARY
required Mon. - Thurs. approx. 4:30 - 7:00 pm at our Unionville office
REGISTERED MASSAGE THERAPIST
required to practice as an independent associate
Please fax resume to: 905-471-3751
Attn: Jennifer A. Hicke BScPT MCPA Director

525 office help

SALES SECRETARY
Our dynamic sales agency in Markham is seeking a highly motivated, organized, dependable person to coordinate our office. Must be proficient in Correll Perfect Suites. Good salary and benefit package. Please forward or fax resume to:
Multi Mark Agents
200 Cochrane Drive, Unit 4
Markham, Ontario L3R 8E8
Fax: 905-475-5176

P/T BOOKKEEPER
Must have experience with Business Vision and preferred CGA. 2 - 3 days a week. Please fax resume to: 905-475-3223

RECEPTIONIST FULL TIME
Markham, 9 am to 5:30 pm. Must have reception and PC experience.

PAYABLE CLERK FULL TIME
Property Management office requires A/P A/R clerk. Bookkeeping, ACCPAC experience preferred.
Resumes, with salary expectations, faxed ONLY to Tracy at (905) 940-6009

LEGAL SECRETARY
Markham Law Firm
Required for busy litigation practice. Two years' experience preferred and feel confident working independently.
Send resume to:
Mingay & Vereshchak
81 Main Street North,
Markham, Ontario L3P 1X7
Attn: Administrator
Fax: 905-294-9141

550 domestic help wanted
CLEANING lady, experienced with references. One day per week. Call 905-649-5956

555 domestic help available
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

570 employment wanted
PRIVATE Tutor Valerie Sanderson B.A. (Hons) B.Ed. Qualified Teacher. K-Gr. 10. Caring, Energetic, Innovative. Willing to Travel. 905-985-3204

525 office help

PERSON FRIDAY
Part-time 3 to 5 days, flexible hours. Experience in Life Ins. Group, RRSP, M. Funds helpful. Computer, organizational and English grammar skills essential. 404 & Hwy 7 area. Call Victor 416-438-4895 or fax 416-438-2258

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

535 hospital, medical, dental

RECEPTIONIST
Needed for Chiropractic office. Must be computer literate and have excellent communication skills. Previous experience a must. Day and evening shifts. Part-time to start.

CHIROPRACTIC ASSISTANT
Must be an experienced service oriented CHA/Kinesiologist. Duties: to assist doctor in patient care, exercise recommendations and patient education.
Please fax resumes to:
905-479-7808

Careers

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