

**510** general help

**WAREHOUSE/  
PURCHASING  
HELP WANTED.**  
Fax resume to:  
905-479-7618

**BETZ POOLS**  
Retail salesperson with swimming pool and/or billiards experience. Part time 9-6.  
Fax or mail resume to:  
**Ted Bennett**  
Fax 905-640-7681  
Phone 905-640-1424

Local Janitorial Company requires Day & Night Staff.  
Please send resume to:  
2 Adams Court, Uxbridge,  
Ontario L9P 1G2

**Wee Watch**  
Private Home Day Care  
A Licensed Agency  
Wee Watch Home Office is growing again. Wee Watch, the largest private home day care system in Canada is seeking an individual to provide administrative support to our franchise owners. Must have bookkeeping and computer experience, combined with good communication skills. Some travel required.  
Fax or mail resume to  
**Wee Watch,**  
105 Main Street,  
Unionville, Ont. L3R 2G1  
Fax: 905-479-9047.  
No phone calls please.

**Entry Level**  
Travel Consultant and Services.  
Available for evenings & weekends  
**OPEN HOUSE**  
Mon. Sept. 15 10am-4pm  
Wed. Sept. 17 5pm-9pm  
communication with Worldwide Sales Force.  
Attn: Adam Chung  
Fax resume to: 905-472-0556

**Gymnastics  
Coaches Needed**  
Part-time Days/Evenings/Weekends  
Contact Kathi or Barb  
**(905) 294-9484**  
Please leave message

**CHILDCARE POSITION**  
The Works Fitness Centre is in immediate need of a full-time childcare person (Monday to Friday - 9:00 a.m. to 3:00 p.m.). If you have your E.C.E diploma please send your resume to 190 Bullock Drive, Markham, L3P 1W2 or fax us at (905) 471-7903 (attn: Childcare Position)

Mayfair Pools is expanding and requires immediately a  
**SERVICE PERSON**  
Experience requested and must have a valid driver's license. Excellent opportunity for hard-working, responsible individual.  
Call 479-7665

**510** general help

Cider Mill/Juice Company requires:  
**P/T ASSEMBLERS**  
and  
**F/T SUPERVISOR**  
Please bring resume to:  
7639 Reesor Rd., Markham

**HAIR STYLIST**  
Experienced, well groomed, pleasant personality for Elegant Salon in Markham. Immediate position available.  
Evenings 905-475-3698

**515** skilled & technical help

**TANDEX TECHNOLOGIES INC.**  
**Printer Repair Technician**  
Based in Markham, Ontario, the ideal candidate would possess a minimum of 1 year experience in the repair of Hewlett Packard Laser and Inkjet printers, along with a strong PC technical hardware background. Experience with other brands of printer repair is also an asset. Strong communication skills are essential, and access to a vehicle is necessary as some traveling is required.  
**PC Service Technician**  
Based in Markham, Ontario, the ideal candidate would possess a minimum of 1 year of experience in the repair of personal computers along with a strong technical hardware background. Knowledge of Windows, Windows 95, Window NT and Novell would be an asset. Strong communication skills are essential, and access to a vehicle is necessary as some traveling is required.  
Please fax or mail all resumes to:  
**TANDEX TECHNOLOGIES INC.**  
480 HOOD RD., UNIT #1  
MARKHAM, ONT  
L3R 9Z3  
FAX: (905) 477-7687 or (800) 465-1129  
Attn: Service Manager  
(No Telephone Calls Please)

**JUNIOR TECHNICIAN**  
Entry level - Will train  
Must have mechanical ability.  
Fax resume to: 905-513-8150

**HANDYMAN  
JACK OF ALL TRADES**  
• Min. 10 yrs. experience  
• Must have vehicle & tools  
CALL (905) 884-7678

**525** office help

**LEGAL SECRETARY**  
Markham Law Firm  
Required for busy Family Law practice, some Estate, General Litigation. Applicant must have minimum of 2 years experience and feel confident working independently. WP 5.1 & PCLAW preferred.  
Fax resume to: 905-294-9141  
or send to:  
Mingay & Vereshchak,  
81 Main Street North,  
Markham, Ontario L3P 1X7  
Attn: Administrator

**TELEPHONE COLLECTOR**  
Expanding Markham Law Firm seeks telephone collector to help with recovery of receivables. Candidates should have reasonable computer knowledge in Windows based environment.  
Please fax resume to:  
**(905) 474-1279, Attn: JAF**

**525** office help

**Driven By  
Customer Service?**  
Our clients want to meet you!  
Now is the time to begin your career as a Professional Customer Service Representative. Whether you are re-entering the workforce or are currently in a position dealing with the public, this busy call centre in Richmond Hill needs you and 14 other individuals for their help desk. If you have excellent communication skills, are PC literate with typing of 30wpm, 3 yrs of customer service, exp., and the ability to work from 12noon-9pm, Mon-Fri makes you an excellent candidate for this fantastic opportunity. A car is essential. 4 weeks paid training is provided.  
Contact us TODAY for more information!  
1288 Finch Ave. West #611  
North York, Ontario M3J 3K6  
Phone: (416) 661-2325 Fax: (416) 661-8203  
**Adecco**  
THE EMPLOYMENT PEOPLE

One of Canada's largest Lettershops is in immediate need of a  
**RECEPTIONIST**  
Interested individuals with the following qualifications:  
• Receptionist Experience  
• Bookkeeping Experience  
• Typing/Keying - min. 40 wpm  
• Professional Profile  
• Excellent Communication Skills  
• Preferences:  
Windows 95  
Accpac for Windows 2.01  
Microsoft Office 97.  
Please fax resume in confidence to:  
Daniela Samonig,  
Human Resources 416-297-4703  
**icm JONES DIRECT MAIL SERVICES Ltd.**

Chartered Accountants have an opening for a junior full time reception / word processing position. Applicants must be fluent in English and have computer experience. A friendly manner, willingness to learn and adaptability are essential.  
Please fax your resume stating your salary expectations to:  
**905-764-2553**

**RECEPTIONIST**  
Reliable, well organized, receptionist with good working knowledge of Word 5.0 and Excel required for general office duties in sales and marketing office. Must have excellent communication skills and ability to work in team setting. Experience in marketing and/or customer service an asset.  
Send or Fax resumes to SALTON CANADA, 3980 14th Ave., Unit 14, Markham, Ont L3R 0B1 Fax: (905) 477-7424

**BOOKKEEPER**  
With extensive experience and top notch skills needed for part time and occasional work by bookkeeping service. Knowledge of newviews a definite asset. Please send resume and hourly rate required to:  
**P.O. Box 358,  
Markham, Ontario L3P 3J8**

**525** office help

**LEGAL ASSISTANT/ LAW CLERK**  
Required for busy Banking/ Commercial Real Estate practice. You are familiar with commercial mortgage preparation, secured transactions and banking documentation. As a team player you are proactive and have excellent interpersonal, organizational, WP, administrative and analytical skills. You are committed to providing a high standard of client service. You are a flexible individual and have the ability to adapt to change. WP6.1, Windows 3.1, PC Law.  
Please fax resume to:  
**WILSON, VUKELICH**  
Office Manager 905-940-8785.  
We appreciate the interest of all applicants.  
Only those under consideration will be contacted.

The Tech-Met Division of Emerson Electric, a leader in the metallurgical/ materials testing field is currently seeking an experienced and enthusiastic individual for:  
**BILINGUAL SECRETARY/  
RECEPTIONIST - Part-Time**  
The successful candidate will act as receptionist, secretary and general office support for the Tech-Met Division. Applicants must be bilingual (French/English), have excellent word processing skills and reception experience.  
We offer a competitive salary and benefits package. Interested candidates should forward their resume to:  
  
**EMERSON** Lois Marshman  
Emerson Electric Canada Limited  
9999 Highway 48  
Markham, Ontario L3P 3J3  
Fax: 905-475-4630

**TX/communications Canada Inc.** is presently seeking a **Receptionist**. Applicants must have good command of the English language and a pleasant telephone manner. The position will include typing and other clerical duties. Due to TX's location, a vehicle is necessary.  
Interested candidate can drop off resume in person to:  
**TX/communications Canada Inc.**  
1 Gormley Industrial Avenue  
Gormley, Ontario  
L0H 1G0  
or fax: 905-888-9300

Local Insurance Office requires  
**EXPERIENCED CSR**  
(RIBO LICENSED).  
Small, but busy office. Experience with Agena Premier, DAS & CompuQuote preferred. Reply in confidence by fax to (905) 294-2104 or in writing to THOMAS B. O'NEILL INSURANCE BROKERS LTD, 37 Main Street Markham N., #208 Markham, Ont. L3P 1X4  
**NO PHONE CALLS PLEASE**

**Data Entry Clerk**  
Required by progressive company located in Markham. Entry level position. Responsibilities include data entry, filing, and mailing. Benefit packages included. Please fax resume with salary expectations to:  
**Mr. Castro @ 905-882-2250**

**SECRETARY/RECEPTIONIST**  
Fashion industry part time make your own hours during business day, 2-3 days per week. Pleasant telephone manner and must work on Windows 95.  
Please call 905-470-0780

**Careers**

**555** domestic help available  
**AFFORDABLE**, thorough & reliable cleaning available. References. Call Lisa 416-499-9164.  
**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  
**RELIABLE** cleaning lady available with reference, full or part-time. Please call Sandra at 905-294-8294 anytime.