

525 office help

CUSTOMER SERVICE REP. ORDER DESK

Bilingual: English/French

A rapidly expanding Markham based company requires a customer service rep for their order desk.

You should enjoy working in a fast paced environment, have excellent phone skills and be able to pay attention to detail.

We offer a good benefits package, excellent working environment and competitive salary. Please forward your resume to

CSR Manager:
Box 4579

Markham Economist & Sun
9 Heritage Rd. Markham, Ontario L3P 1M3

CUSTOMER SERVICE POSITION

Richco Plastic Canada has an immediate opening for a Customer Service Person. This individual must be a self starter, well organized and capable of handling a number of customer service, office and light shipping duties within a computerized environment.

Please forward your resume along with a hand written covering letter indicating remuneration expectations in confidence to:

Richco Plastic Canada
121 Granton Drive, Unit 17
Richmond Hill, Ontario L4B 3N4
Attention: General Manager

Executive Administrative Assistant

You may be tired of a long commute from Markham to your current office, or you are looking to work in a fast paced entrepreneurial environment for a company that is growing. This might be the opportunity you have been waiting for.

Merchant Card Acceptance is Canada's leading sales agent of Merchant Services. We market VISA, MASTERCARD, and INTERAC card acceptance to prospective merchants across Canada.

This opportunity, based out of new MARKHAM office, calls for an individual who enjoys a fast paced work day and can work as a team player. You would be responsible for providing support to the two key executives of the firm, assisting in the development of sales materials, handling general customer enquiries, and managing the day to day operational needs of the office. Work hours could be flexible for the right candidate if need be. Please reply in confidence to:

Merchant Card Acceptance Corp
3075 14th Ave Unit 6
Markham Ont. L3R 0G9
or fax 905-305-9526

No telephone calls please. Only those applicants under consideration will be contacted.



565 volunteers

Every 8 minutes another Canadian is diagnosed with Diabetes

VOLUNTEERS - WE NEED YOU

The Canadian Diabetes Association York Region Branch needs Volunteers. We have positions available in the following areas: Executives, Office Staff, Fund Raising, Special Projects.

As a volunteer, you can share your experience, practice on new skills, explore possible careers, and you'll find exciting challenges. But most of all you will be part of a team of volunteers helping to find a cure for diabetes.

Let us know how much time you have and we will find a position that matches your requirements.

Please call 905-508-1506 Extension 2.

Diabetes STOP the Epidemic!

Canadian Diabetes Association (CDA) is an independent organization with over 50,000 members from the health care professions and the general public. Our mission is to promote the health of Canadians through diabetes research, service, advocacy and education. CDA is proud to be part of the York Region Community.

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PAYROLL ADMINISTRATOR

Small Markham base formal wear rental/ retail company requires a Payroll Administrator. You will be responsible for all aspects of our biweekly payroll, personnel administration and related general accounting functions. Candidate must work well independently and be detailed oriented. You will report directly to the controller and owner/manager. Experience with Canadian ADP software will be an asset.

Please fax resumes to
Alec @ 905-474-1697.

A rapidly growing Markham based communications company is offering a full time position for a

RECEPTIONIST

The successful candidate will have good skills in Word and Excel, be bright and personable. A strong desire to succeed and excellent communications skills are also necessary for this position. Please fax your resume to 905-474-0913.

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

Publishing company in Markham requires full time receptionist including switchboard and general admin duties. Must be outgoing and accommodating with strong PC skills (Word, Excel)

Pls write or fax to:
Camar Publications
130 Spy Crt, Markham On
L3R 0W5
Fax 905-475-9560 attn: Gloria
No Phone calls Please.

JUNIOR TELEPHONE COLLECTOR

Expanding Markham Law Firm seeks junior 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

Receptionist/ Admin.

Small importing firm has immediate opening for an energetic, enthusiastic, flexible person to work in a high growth environment.

Fax resume to 905-731-3042

Bookkeeper Required

4-6 hours weekly.
905-479-8887

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A service based company in the 407/ Leslie area has an immediate opening for a

BILINGUAL ACCOUNTING CLERK

The successful candidate should be a self-starter, well organized and work well under pressure.

The position requires someone who can: Perform exceptional telephone customer service in both French and English. Process large volume invoices and payables. Prepare journal entries, and be able to reconcile and analyze accounts.

The successful candidate should have: 2nd-3rd level CMA/ CGA. Prior experience to trail balance. Excellent French/ English skills. Excellent Computer skills (MS Office).

Please fax resume attention Manager of Accounting, stating position and salary requirements to 905-771-3022.

We thank all applicants, however only those candidates selected for an interview will be contacted.

525 office help

Expanding Markham Insurance Brokerage Requires:

RIBO LICENCED CSR/ PRODUCER

Full and Part-time positions available. Please fax resume to: 905-472-0183.

RECEPTIONIST

Experience necessary. Full-time Mon-Fri. Good benefits. Must have neat appearance and pleasant telephone manner. Computer experience an asset.

Fax resume to: 905-513-9150
Attn: Mr. B.K. Stanford

530 sales help & agents

SALES ASSOCIATES (Up to 24 Hours per Week)

ACTMEDIA Canada's largest in-store marketing company has immediate openings for Sales Representatives to promote an exciting new wireless telecommunications product at various retail outlets across the greater Toronto area. These contract and permanent part-time positions require individuals with strong leadership, communication and analytical skills to work various retail hours each week. Sales experience a definite asset.

The successful candidates will be dynamic, self-starters with good people skills and some knowledge of computers or technology. Must enjoy working in a Kiosk setting. Retail management experience an asset.

To apply for this unique opportunity that provides an exciting work environment, hourly wage and offers incentives for top performers, call or forward your resume to:

Attn: Retail Program
ACTMEDIA Canada Inc.
(416) 743-8740 Ext. 398
1-800-665-5426 Ext. 398
Fax: (416) 743-0885

E-Mail: Jobs@ACTMEDIA.USA.COM

We thank all applicants, however only those selected for an interview will be contacted.

530 sales help & agents

DOOR KNOCKERS

\$ 15/hr. no selling, personable and motivated Markham resident. Starting salary, no commission. Car a Must! Call Joseph: 1-800-465-0593

548 part-time help

DRIVER female to drive teen downtown for appointments after school. Occasional, usually once a week 471-2222

555 domestic help available

EXPERIENCED cleaning available. Quality service at excellent rates. Call Julie at 416-759-9410.

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

RELIABLE cleaning lady available with reference, full or part-time. Please call Sandra at 905-294-8294 anytime.

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NORTH POINTE

We require a **FULLTIME SALES REPRESENTATIVE**

This is an excellent opportunity for a highly motivated individual who possess a team spirit and an enthusiastic attitude.

CAR CLEANUP/DETAILER

To prep cars for delivery & undercoating. We offer competitive wages, company benefits & an excellent working environment.

Please fax resume to:
905-294-9858
Attn: Brian McPake
New Car Manager

535 hospital, medical, dental

HOME RELIEF

Health Services Inc.
Home Care & Nursing Services
Requires:

*Part Time On Call Scheduling Coordinator (s) to work from home. Experience in Community Health Care and Scheduling an asset.

*Part-time Office Coordinator Assistant in our Markham Office. RPN or previous nursing experience required. Scheduling experience an asset.

Fax resume to 905-472-0862

COMCARE has immediate openings for shift work/live-ins for experienced

• **HOME SUPPORT WORKERS**
With level I or II certificate
• **HCA**
Own car required

545 teaching opportunities

Positions Available For
QUALIFIED HIGH SCHOOL TEACHERS MATH, SCIENCE, ENGLISH
Please call
(905) 201-0094

Part time, experienced E.C.E.
Part time, experienced assistant for Daycare Centre
Please fax resume to
(905) 509-9754