


525 office help

White Rose Crafts and Nursery Sales, a premier provider of innovative decorative craft and plant products, currently requires a detail-driven...

Merchandise Associate

Self-motivated, you'll utilize superior organizational and communication skills to support buying functions, create analytical reports related to various operations, and liaise with buyers and vendors to coordinate the timely and accurate flow of relevant data. Your PC abilities (Excel, Word, Quark, and Powerpoint) are backed by knowledge of business mathematics and, ideally, store operation experience and fluency in English and French.

If you're a team player, please apply 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.**



525 office help

ACCOUNTING ADMINISTRATOR

An international Sewing Machine Company is looking for an energetic, organized and accurate person who likes to work in a busy office with a variety of duties.

Responsibilities will include Accounts Payable, Invoicing, reconciliations and miscellaneous accounting functions, including customer contact. Experience on AS400 an asset. Office located in Markham. Please fax resume to 905-415-8863.

Careers

550 domestic help wanted

HELP! Stressed out Mom of 3 needs a caring "Homemaker" to help keep our home in order. Cleaning and laundry a few hours a day. Call Karen at 472-2132. Hurry!


RECEPTIONIST/WORDPROCESSOR required immediately in Unionville area. Must have excellent computer skills (Window 3.1, Wordperfect 6.1) and a good telephone manner. Fax resume to: 905-513-7650

GENERAL CLERK

Duties for this entry level position in a computer company located in Gormley will include reception, service dispatch, inventory work and other work depending on skills.

Please fax resume to: **905-888-1453**
Attn: Christine

535 hospital, medical, dental



CHATS Community Home Assistance To Seniors

HOME SUPPORT WORKERS LEVEL II HEALTH CARE AIDES PERSONAL SUPPORT WORKERS

Needed for southern York Region

Starting rate \$10/per hour, paid mileage & travel time. If you...

- possess a certificate
- have excellent communication & organizational skills
- have access to transportation
- are flexible to work days, evenings, weekends

Please attend one of the recruitment sessions:
144 Main Street North, Suite 206, Markham
Thursday, November 27th, 1997 ~ 9:30am
8199 Yonge Street, 2nd floor, Thornhill
Tuesday, December 16th, 1997 ~ 9:30am

510 general help

RECEPTIONIST/CLERK

Fast paced, multi-task service bureau looking for highly motivated and dynamic personality. Successful candidate must possess strong communication and computer skills. Book-keeping or customer service background would be an asset. Markham location.

Fax resume to: **MARY DRISCOLL 905-415-8194**

WORK FROM HOME \$10 per hour

Reading information from micro-film and writing onto worksheet. Design your own hours. Minimum 40 hours per week. Full training provided.

Fax hand written cover letter with resume to: 905-513-0404.

PERSON FRIDAY

Full time: Monday - Friday, 9am - 5pm. Typing & computer knowledge required. Jr. position.

CAR JOCKEY

Par time. Must have valid drivers licence and clean abstract.

Fax resumes to: 905-477-5902

DH TOWING INC.

Tow truck operators required with experience. Must have a valid drivers license and a current abstract. Markham resident preferred.

Call 471-2885

Tim Hortons

Now Hiring F/T P/T Supervisors

Must have experience in food industry, Good communication skills, and flexible (shift work). Apply in person at 2851 John St. Markham 905-946-8855

CASE UNILoader OPERATORS

Required for snow removal. Call 905-472-0879 or cell 416-523-9538

SNOW PLOWERS

Brokers required, experienced driver with newer 4x4 for Scarb./Markham / North York routes. Guaranteed hours. Call 416-288-0313

HANDYMAN / MAINTENANCE PERSON

Part time Maintenance position available in a Markham area long term Care faculty. Knowledge of building maintenance required. Plumbing, electrical, and carpeting experience desirable.

For an interview call 905-477-3838 bet. 9am - 3pm, Mon. - Friday

510 general help

HELP WANTED

Physical outside labour required. \$8-\$10 per hour. Part time / Full time days. Call 472-2622 or pager 416-600-2795

Markham Video Store

Seeking Mature full time person. Must have retail sales experience and customer service skills.

Reply by resume only to: Box #4585 c/o Economist & Sun 9 Heritage Road, Markham, Ont. L3P 1M3

515 skilled & technical help

LICENCED MECHANIC

required for automotive shop in Markham. Must have own tools. Send resume to: Markham Total Auto, 180 Bullock, Units 9 & 10 No phone call please!

525 office help

RECEPTIONIST NEEDED

F/T receptionist required immediately for a Thornhill based Telecommunications company. Experience in Windows '95 and Excel a must. Basic office duties, answering phones, faxing, filing, etc... Starting 17K. Please call Silvana @ (905) 709-3750 or leave a page message after 6p.m. Fax resume (905) 709-3575

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

RECEPTION/GENERAL OFFICE

Individual with 2 years reception experience required full time for Richmond Hill office. MS Office 95, excellent communication skills and good command of the English language a must. Fax resume to: Masscomp Electronics Ltd. 905-764-7476

525 office help



DATA ENTRY/FILE CLERK (For Maternity Leave)

Responsibilities will include researching information for credit notes, order entry, filing. Data entry experience required. Qualified applicants only, please fax or mail resume to: Gentec International, 80 Bentley Street, Markham, Ontario L3R 3L2 Attn: Mrs. Green, Fax No. (905) 513-7740

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

535 hospital, medical, dental

MEDICAL SECRETARY / RECEPTIONIST

To start immediately. Full-time hours. Must be energetic, enthusiastic, experienced, organized and pro-active. Work in a fast paced, team setting with many doctors and therapists.

Fax resume +3 references by Nov. 28 to: Ms. J. Wong 905-471-8020

535 hospital, medical, dental

R.N.'s R.P.N.'s


Visiting Nursing in York Region

S.R.T. Med-Staff has immediate openings for F.T. & P.T. Visiting Nurse assignments throughout York Region.

REQUIREMENTS:

- minimum of 2 yrs. recent work experience
- Community Nursing Diploma &/or community nursing experience
- valid drivers licence & use of vehicle

Please fax resume to: S.R.T. Med-Staff Attn: D. Hardy-Rose (416) 968-3652.



HCA'S NEEDED

For nights, evenings, days and 7am - 11 am, Mon. - Fri. and 4pm - 8pm, Mon. - Fri. Must have HCA Certificate.

Please drop your resumé off at: **GREEN GABLES MANOR 13621 Ninth Line Stouffville**

NURSES • HCA's •

Join a growing community based health care team. Part time/flexible hours • staff relief • wellness clinics • community care.

Fax your resume: Toronto & Scarb. (416) 438-8209 York Region (905) 780-0705



PART-TIME HYGIENIST

for Pediatric Dentist in Unionville. Call 905-513-7722

Firstat Nursing Services

Health Care Aides/Homemakers required for York Region. Nursing Home/Private Duty/Live-In. Car required. Mail or Fax resume to: 9221 Woodbine Ave. Ste. 201, Markham, Ont. L3R 0K1 or Fax (905) 477-1956. Only successful candidates will be contacted.

540 hotel, restaurant

Busy bar restaurant in Markham seeking a:

SHORT ORDER COOK

Must be able to run kitchen, experience preferred. Please fax resume: 905-472-0581 Attn: Jason

555 domestic help available

SCOTLAND & YARDE Cleaning Services

• Homes Cleaned thoroughly for \$60
• Commercial rates available

905-479-0345 Cell 416-523-2127



555 domestic help available

HOUSECLEANERS, only \$60. Vacuuming, dusting, floor washing, washrooms, kitchens, window ledges, baseboards. Call Rula or Jordan 416-424-3093.

WINTER CLEANING

Maid to Order Quality home cleaning service on a weekly or biweekly schedule. Competitive rates & phone estimates available. Call Fay at 640-5381.

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 & baseboards. Call Kathy or Rula: (905) 479-4945