

S/U

**525** office help

**ORDER ENTRY DESK/  
CUSTOMER SERVICE**

**'CONTRACT POSITION'**

(Start January 19, 1998 to June 5, 1998)

We require a person who is well organized and detail focused.

Duties will involve accurate order entry, taking telephone orders and some customer service.

The ideal candidate will have 3+ years order entry experience.

Knowledge of A-PLUS order entry on AS400 would be a definite asset.

Hours: 9:00 to 5:00 Monday to Friday



Mr. Peter Hardtke  
Zwilling J. A. Henckels Canada Ltd.  
60 McPherson St.  
Markham, Ontario L3R 3V6  
Fax: (905) 475-0635

**510** general help

*Uxbridge Township Public Library seeks the following:*

**UxLIB 01:** Part-time library assistant to perform circulation desk duties. Hours are Tuesday and Thursday evenings and Saturdays. Qualifications: Grade 13 or OAC, 2 years work experience, preferably in a library.

**UxLIB 02:** Part-time student to perform shelving and other duties. Qualifications: Ability to work evening and weekends. Previous library experience desirable.

Please apply in writing to: Jane Durbin, Head of Circulation, Uxbridge Public Library, PO Box 279, Uxbridge, Ontario L9P 1P7 by January 31, 1998 quoting the appropriate job reference (UxLIB1 or UxLIB 02).

**515** skilled & technical help

**MACHINE  
SETUP / OPERATOR**

Required by Markham area manufacturing company to set up and operate automatic induction brazers. Rotating shifts. Full benefits package.

Call Ms. Eremita at:  
**905-475-1999**  
or fax resume to:  
**905-475-0347**

**525** office help

**Administrative  
Assistant**

Reception, customer service, invoicing, filing, typing and willingness to provide sales and accounting support. Must be proficient in MS Word, Excel and Power Point and be organized with excellent oral and written communication skills. A positive team player attitude is also required. Must be self-motivated and eager to accept added responsibilities as required.

Please fax your resume to:  
**905-415-8603**

**520** computer data processing

**Desktop Systems  
Technical Specialist**

Great opportunity for the right person. 3rd level support for Windows NT, Windows 95, MS Office, Novell, etc. MS certification an asset. Markham area.

Tel: **1-905-729-0441**  
Fax: **1-905-729-4456**

**525** office help

**BOOKKEEPER**

Small Markham based company requires experienced bookkeeper to assist with general accounting duties. Responsibilities included: processing biweekly payroll, knowledge of ACCPAC and CADP preferred. Fax resume to: 905-474-1697.

**520** computer data processing

**DATA ENTRY /  
CLERICAL**

Major distributor seeks bright self-starter for order entry. Bilingual and experience a plus. Fax resume to: 905-470-0301

**525** office help

**P/T RECEPTIONIST**

For wedding photography studio in Markham area. Must be bilingual English/Chinese. Call **1-800-741-6132**

**525** office help

**Drake Flexible Staffing** is currently recruiting for 25 highly motivated and flexible individuals to work on a 3-4 month project on behalf of our financial services client for the upcoming taxation season. Orientation training provided.

**QUALIFICATIONS:** Ideally an accounting technician or accounting co-op student with accounting and prior T1 preparation experience in addition to strong computer input skills.

Commencing January 26 to April 30, flexible hours from 9:00 am to 9:00 pm, up to six days a week overtime where applicable.

For more information, please telephone **1-800-463-7253** ext. 1103



**530** sales help & agents

**SALES PERSON**

We are a high end footwear and outdoor wear boutique located on Main Street Unionville. Experience in retail sales & French an asset. Full time & part time. Please fax resume to: **905-881-0052**

**545** teaching opportunities

**ECE / 2ND YEAR / CYW**

Position available part time for before and after school daycare. Hours 7-9am and/or 3-6:30pm. Call **905-479-9855** (during above hours) or **905-475-3596**

**525** office help

BT Canada Ltd is a world leader in the manufacture and supply of internal material handling equipment. We provide a quality solution to our customers by a first class after sales network. Due to our continued growth we now have an opening in the following entry level position:

**Hand Pallet Truck  
Sales / Technician**

Interested applicants should have a strong mechanical background, have the ability to work independently, possess excellent communication skills, customer service experience is an asset.

Interested applicants may fax or mail a detailed resume to:

Human Resource Administrator  
**(905) 475-6495**

BT Canada Ltd., 195 Royal Crest Court,  
Markham, Ontario L3R 9X6

Only those applicants to be interviewed will be contacted.

**START YOUR YEAR OFF RIGHT  
LET OLSTEN PUT YOU TO WORK  
OPEN HOUSE**

on Wed January 14/98

Light Industrial Positions \$7-\$9 per hr

**MUST HAVE**

- SIN card & photo I.D.
- Two work related references
- Reliable transportation

Come in between 9am-3pm

Application process will take approx. 3 hrs.



**Olsten  
Staffing Services**  
10625 Yonge Street  
(just north of Elgin Mills)  
Richmond Hill  
**(905) 737-4300**

**Harvey's Serving Swiss Chalet  
NOW HIRING**

Part time days,  
Full time / part time nights  
Experience not necessary,  
will train.

Apply within  
**15 Sandale Rd., Stouffville**

**P/T PHARMACY ASSISTANT /  
COSMETICIAN /  
MERCHANDISER**

Flexible hours required. Days/evenings/weekends. Previous experience preferred. Please fax resume to: **905-294-4796**

**SNOW SHOVELERS  
Landscape company  
requires shovelers with  
own vehicle.  
Please call 640-1594**

**PART-TIME RECEPTIONIST**

We are an engineering consulting firm located on Woodbine near Steeles. We require an outgoing, enthusiastic individual to provide reception (15 lines) and clerical duties three days per week - Wednesday through Friday, 8:00 a.m. to 5:00 p.m.

An excellent command of the English language is required as well as a strong knowledge of computers.

Please forward your resume by January 20 to:

**COSBURN PATTERSON MATHER**  
7270 Woodbine Ave., Suite 300  
Markham, Ont. L3P 4B9  
fax: **(905) 474-9889**

We appreciate all applications, however we are only able to respond to those selected for an interview.

**535** hospital, medical, dental

**"Health Care Job Fair"**

Regional Nursing Services has recently been awarded a significant portion of the York Region CCAC contract for Homemaking/Personal Support Services.

We have exciting opportunities throughout all of York Region for qualified:

**Home Support Workers, Health Care Aides and Personal Support Workers**

Community Health Care experience an asset

- Dates:
1. Thursday, January 15th, 1998  
2:30pm - 8:30pm
  2. Saturday, January 17th, 1998  
9:00am - 4:00pm

Place: Regional Nursing Services  
21 Bedford Park Ave.  
Richmond Hill, Ontario

or  
if you are unable to attend please fax your resume to: **905-737-6126**



**Regional  
Nursing  
Services**

**FULL-TIME  
Senior Travel Consultant**

Galileo preferred. Excellent remuneration and benefits package.  
Uxbridge Travel  
Box 1089  
Uxbridge, Ont. L9P 1P6  
Fax: **905-852-4875**

**ROLL-OFF  
DRIVER DZ**

Steady work. Must know city.  
Weekdays **1-800-771-5058**  
or **905-477-1100**

**515** skilled & technical help

**WANTED  
JR-BUILDING  
DESIGN MECH ENGINEER**

With 0-1 yr exp. Must be eligible for A.P.E.O. Autocad.  
Fax resume to:  
or Fax **(416) 491-4998**

**525** office help

Large property mgmt. company seeks qualified Real Estate and/or Legal secretary with a min. of 1 yr. experience. Strong organizational skills and the ability to work independently a must. Kindly fax or mail resume to:

Centrecorp  
2851 John St., Suite #1  
Markham, Ontario L3R 5R7  
Attn: Human Resources  
Fax: **905-477-7390**

**525** office help

**RECEPTIONIST**

Part time **MATURE**, experienced individual for half days and vacation relief. **MUST** speak and write English fluently. Please drop off or mail resume to: Human Resources, 225 East Beaver Creek, Suite 300, Richmond Hill, Ontario L4B 3P4. **NO STUDENTS & NO PHONE CALLS PLEASE.**

**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**

**555** domestic help available

**RELIABLE** cleaning lady available with references, full or part-time. Please call Sandra at: **905-294-8294/416-564-5389**

**555** domestic help available

**RELIABLE** home cleaning performed by experienced house cleaner. Dependable, affordable, references available. Call Connie **(416) 285-4959**

**675** announcements

**NOTICE  
TO  
READERS**

Before responding to any advertisement requesting that money be sent, you may wish to investigate the company and the offer. The publisher can not assume responsibility for the validity of the offering advertised within the classified pages.