

Careers

510 general help

NICHE DECOR Decorating Store needs experienced: **SALES PERSON** **BOOKKEEPER** "Quick Books Pro" Please call us at: **905-479-8385**

AZ DRIVERS

Required full and part time for RIM Transportation Ont/US runs. Long and short hauls. Competitive rates. DOT Medical, Police Search, Drug testing, recent abstract, and good driving record required. Call (416) 740-3111.

Stouffville Rec. Centre snack bar needs a mature, friendly individual for part time weekend work. This position would be perfect for a stay at home mom who would like to get out 10-15 hrs/wk. Driver's license required. Call Michele, **640-8750**

Travel Company required **P/T AND F/T RESERVATION AGENTS** English and good telephone manner required. Willing to train. Call 905-882-9655

ESTHETICIAN

Required with own equipment to work on Percentage basis in a leading weight loss and tanning salon in Markham. Call 905-472-8870 or fax resume to: 416-497-5884

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

Women in Motion Fitness Centre requires mature, **F/T MEMBERSHIP COORDINATOR** (Flexible hours) Call Melissa at 905-201-8356

DRIVER/GENERAL WAREHOUSE

Must have valid and clean drivers license, be able to drive standard and read and write English. Call 905-471-6050

The Automotive Store requires immediately an experienced counter person. If you qualify, please apply at the store. 5694 Hwy. 7 East, Markham Sherwood Plaza, at Galsworthy

2 POSITIONS AVAILABLE 1 - DRIVER - Full time 1 - Pharmacy Assistant - Part time **SHOPPERS DRUG MART** Unionville Please call Wally at **905-479-4044**

515 skilled & technical help

HANDYMAN (M/F) JACK OF ALL TRADES With 15 or more years of experience. Need a vehicle and tools for Carpentry, Electrical, Plumbing, Ceramics etc. Call (905) 884-7678



Plymouth CHRYSLER Jeep Eagle

★ SERVICE ADVISOR ★ LARGE CHRYSLER DEALERSHIP ADDING TO OUR SERVICE TEAM CAN YOU SCORE 8 OUT OF 10?

DO YOU HAVE?

1. Reynold & Reynold computer skills
2. Advisor or foreperson experience
3. Chrysler dealership experience
4. Willing to work long hours?
5. Good communication skills?
6. Well organized?
7. Team player?
8. Common sense approach to problem solving?
9. Willing to go the extra mile to surpass customer's expectations?
10. Self-motivated?

If you score 8 out of 10 or better please contact:

Art Rainey, Service Manager (905)841-1233 (416)798-4970

ELECTRONIC PREPRESS

Must be experienced in a commercial printing environment. Film output and scanning skills are essential. Proficiency in Quark, Photoshop, Pagemaker and Illustrator are a must. Experience on Mac platform is required. PC experience is an asset. Qualified candidates please fax resume to **416-495-6630**

525 office help

A plastic, blown-film converter co. is looking for a front desk **Receptionist/Accounts Receivable** Motivated and hard working with a pleasant character. Customer communication and organization skills. Very good command of English language a must. Apply in person to: 25 Passmore Avenue, Scarborough.

PERMANENT OFFICE ASSISTANT Required 4 days/week from April - November. Must be self-motivated. Must be able to work on your own in a fast paced environment. PC experience a must. Accounting knowledge an asset. Please send resume to Box 3704, The Stouffville Tribune, 6244 Main St., Stouffville L4A 1E2.

BOOKKEEPER

Required full time to perform all accounting tasks up to trial balance for a construction company in the Stouffville Road / 404 area. Must have experience in construction accounting including job costing in a computerized environment. The successful candidate will be hard working and able to work independently. Fax resume to: **Mark at (905) 475-6577**

525 office help

Administrative Associate Markham company requires a person for Order Entry, Reception, Customer Enquiries and related Administrative duties. Experience using ACCPACC, MS Word and EXCEL is required. Must have strong verbal and written communication skills in English. Reply in confidence to: Box 4572, c/o Economist & Sun 9 Heritage Road Markham, L3P 1M3

Administrative Assistant Part Time Permanent Computer Company seeking self-motivated individual with organizational skills, must have good command of the English language, good phone personality. Must be computer literate (MS Word/Excel/Internet). Required Mon/Wed/Fri 9-4pm. Car required. Woodbine/14th. Fax resume: 905-477-1143

530 sales help & agents

Advertising Sales Citi Design Group, Canada's largest cartoon maps company. Seeking professional **SALES REPS** M/F. Full training. Excellent commission. Reliable car. Required. Call 705-431-0909

SALES PERSON WANTED Male or Female for the Mattress Firm. Will train. Contact (416) 524-9008 leave message

535 hospital, medical, dental

JEWELS BY PARK LANE We're looking for people to sell our exciting line of jewelry. Work at your own pace, as much or as little as YOU like. Call Janet after 6p.m. (905) 294-8406

Busy York Region orthodontic office requires **Dental Assistant / Receptionist**, 2-4 days/week. Growth opportunity for employee with initiative. H.A.R.P. certified. Experienced only, please. Call 905-642-3642 Fax 905-642-9692

Optical Dispenser Great opportunity in busy Markham practice Fax resumes ASAP 905-471-1763

540 hotel, restaurant

HELP WANTED New upscale Unionville Restaurant seeking experienced cooks, waitstaff, diningroom managers and bartenders. Please fax resumes to (905) 479-5694

WAIT STAFF Required for Fine Dining Restaurant in Unionville. Experience preferred. Apply in person with resume to: 205 Main St. Unionville

525 office help

OFFICE MANAGER

Required for a small but busy office. Duties include reception, subscription database maintenance, basic bookkeeping, office management, and support to the President and staff. Working in a fast-paced environment in the field of energy and economic information & publishing, the ideal candidate should be creative, flexible, enthusiastic and willing to take initiative. The position requires excellent telephone skills, solid computer skills (preferably in a Macintosh environment), database experience, ability to plan and coordinate and good organizational skills. Some experience in computerized accounting systems would be helpful (Quickbooks Pro), as would experience in meeting and conference planning and in desktop publishing. This position will be of interest to an individual who is interested and willing to learn, and who can manage several tasks concurrently. Salary based on skills & experience. Please forward resume no later than February 12th, 1998, including salary expectation to: **Box 4570, c/o Markham Economist & Sun 9 Heritage Road Markham, Ont. L3P 1M3**

525 office help

Bookkeeper and Accounts Payable Clerk A Richmond Hill Retail Organization requires two individuals for the following positions: **Bookkeeper** Responsibilities include: retail accounting functions up to the trial balance. Other duties include the A/P, payroll, gov't remittances, sales audits and year-end working papers. **Accounts Payable Clerk** Responsibilities include entire A/P cycle, including data entry. For both positions: Retail Accounting experience, knowledge of Accpac and Lotus are a definite asset. Good communication skills are required. Fax Resumes to 905-881-6141

530 sales help & agents

Telesales & Outside Sales Position We are a progressive computer supplies, accessories and peripherals distributor, located in Markham, seeking two career minded individuals to join our sales team. **Telesales/ Inside Sales Position** - you will be required to complete telesales projects as directed and maintain the accuracy of our database. Previous telesales experience and a background knowledge of Windows and Automated Database Systems is an asset. We offer good growth potential and bonus programs. **Outside Sales / Account Manager Position** - you will be responsible for developing a territory by contacting existing and prospective customers in Fortune 500 corporations and government agencies to promote our products and services. Professional sales and relationship building skills are a must. Experience with Database Management Systems and a reasonable level of PC aptitude an asset. We offer a salary package based on a draw + commission with bonus programs for those ambitious candidates with a drive to succeed. Fax resume to 905-479-3478 or E-mail resume to fabco@fabcodata.com Attention: VP, Sales & Marketing.

530 sales help & agents

Sales Representative "We are expanding" We are looking for an energetic, self-motivated, experienced Sales Representative. The individual will possess a RIBO license. We offer a competitive salary/bonus package including excellent medical, dental, other benefits. **The Insurers** is a reputable, established and growing General Insurance Brokerage offering Financial Services to over 10,000 customers in the York Region. Please send resume to: Christopher Milton or fax 477-5097. **The Insurers Inc.** 200 Town Centre Blvd, Suite 101 Unionville, Ontario L3R 8G5