

# Careers Careers

**515** skilled & technical help  
**NORTH MARKHAM MOTORS**  
 Has an immediate opening for a **SERVICE ADVISOR**  
 Fax resume to: Wayne Watt  
 905-477-3063

**515** skilled & technical help  
 Engineering firm seeking **Auto-Cad Technologist**  
 in Municipal & Structural Engineering  
 Min. 5 yrs. Exp. experience.  
 Fax resume to 905-856-7338.  
 Will call eligible candidates for interview.

**525** office help  
**ADMINISTRATOR / SECRETARY / RECEPTIONIST**  
**WANTED!**  
**VERY MUCH ALIVE!**  
 Competent, positive, energetic people-person who takes pride in their work and level of team commitment. Experienced and comfortable with people, computers and telephones. If you are a super servant, willing to pitch in whenever necessary to ensure the team's success, then fax your resume immediately to R.J. at: (905) 479-8364

**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.  
 Please fax resumes to: 905-470-7133

**ORDER ENTRY POSITION**  
 Order entry clerk for Cosmetic distributor in the Warden and Steeles area. Familiar in a computerized environment. Macola experience preferred. Must be a team player and willing to help in other areas when needed. Must be willing to start immediately.  
 Please fax resume to the attention of Controller at 905-474-1238

**Junior Accounting Clerk**  
 A Markham based accounting software development company has an immediate opening for a full time Junior Accounting Clerk. Duties include data entry, A/R and A/P, relief reception and general office duties. The successful candidate should possess an accounting background and good computer skills. Own transportation an asset. Starting salary \$22K+ (plus benefits). Please fax resume to 905-940-0308. Attn: Ms. Leslee Common.

**525** office help  
**BILINGUAL C.S.R.**  
 Required by International Financial organization located in Markham to handle telephone claim enquiries.  
 Qualifications include 1-2 years of "in-bound" telephone customer experience, fluency in both English and French languages, excellent communications skills and telephone etiquette.  
 Qualified candidates are invited to fax their resume immediately to:  
**905-305-4361**

**AP / RECEPTION**  
 Markham based electronics distributor req. full time person. All facets of AP, reception & some secretarial. Exper. with MC-Office req'd. Fax resume and salary expectations to: 905-940-4405  
 Attn: Controller.

**P/T OFFICE CLERK**  
 required immediately. Must be mature. Accounting knowledge an asset. Please fax resumes to Lina at: 905-475-6841

**Secretary/ Receptionist**  
 For busy Markham Real Estate Office. Good command of English and experience in Word Perfect and Excel. Fax resume to: 905-477-0505

**RECEPTIONIST/ DATA ENTRY**  
 Entry level position. Windows 95 experience. Good command of the English language. Excellent telephone manner.  
 Call Victoria 905-888-1368  
 or fax resume to: 905-888-1380

**530** sales help & agents  
**SALES TRAINEE**  
 TO sell computer voice systems to schools. Salary/comm/benefits/advm't. Good verbal/personal skills. Kbrd/computer skills an asset. Hwy7/404 Fax 905-940-1545 or email byron@Synre-Voice.com

**COMPUTER SALES**  
 Inside sales rep. needed for Richmond Hill computer reseller. Must be fluent in both English & French. Excellent income potential, salary & commission. Fax resume to: David, (905)882-1106

**535** hospital, medical, dental  
**R.N.s YORK REGION**  
 Needed immediately for FT & PT ICU cardiology & telemetry assignments in YORK REGION. Must have 1 yr. recent experience.  
 Please call S.R.T. Med Staff (416) 968-0833 (Mon-Fri 10 a.m.-5 p.m. only)

**535** hospital, medical, dental  
**Optical Dispenser**  
 Great opportunity in busy Markham practice  
 Fax resumes ASAP  
 905-471-1763

**548** part-time help  
**ON-SITE PROGRAM CO-ORDINATORS**  
 Peregrine Inbound Services, a Toronto based company that specializes in planning and operating corporate meetings and events for international clients, seeks mature, professional, well-groomed adults for seasonal positions that combine the challenge of a fast paced, multi-task environment with the opportunity to demonstrate a take-charge attitude in busy situations.  
 The company will be conducting recruiting meetings from 10:30 am - 5:30 pm on Wednesday, February 11, at the Metropolitan Hotel, 108 Chestnut St. (corner of Dundas St. W.) Toronto, and from 10:30 am - 3:30 pm on Saturday, February 14, at the Toronto Airport Hilton Hotel. Successful applicants will be trained at the company's headquarters in North York.

**Please Check Your Ad**

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**565** volunteers  
**VOLUNTEER BOARD MEMBERS NEEDED!**  
**The Women's Sexual Assault Helpline**  
 is a volunteer based non-profit agency which serves women 16 years and older who are survivors of sexual assault and/or sexual abuse.  
 We currently require women to serve as volunteer Board members. We are looking for women with previous Board experience as well as knowledge in the following areas:  
 Finance, Human Resources, Legal, Public Education and Fund Raising.  
 Commitment is approximately 6-10 hours per month.  
 For an application or more information regarding our centre, please contact the Helpline at (905) 895-3646, Monday-Friday 9:00am-5:00pm

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**550** domestic help wanted  
**MATURE** housekeeper needed to care for 3 girls, part time or live in. Non-smoker. 905-640-6311.

**550** domestic help wanted  
**HOUSEKEEPER** // Babysitter, F/T, live-out, experienced, mature, non-smoker. Call 905-470-7881

**550** domestic help wanted  
**WANTED** Person to clean house, two evenings per week. Call 294-3170.

**555** domestic help available  
**CLEANING** lady, mature, experienced, thorough and dependable. Call 905-471-7275

# Careers

## Job & Career Fair

The Markham Economist & Sun in cooperation with the Mayor's Youth Task Force is pleased to announce the 2nd Annual Job & Career Fair taking place at Markville Shopping Centre on March 7, 1998.

This is an excellent opportunity for employers to prospect potential employees.

This is an excellent opportunity for young people to prospect potential employers, to find out what skills they need, what education, what experience.

We will have a variety of activities ranging from resume presentation, interview techniques & job searching skills.

### Space is limited!

so please call  
 Kate Dunkeld or Cindy Johnson  
 Classified Advertising  
**905-294-4331**  
 for more information.

**ECONOMIST & SUN** **MARKVILLE SHOPPING CENTRE**

**Seneca** **YIMCA** **COSTI**

**Markham**

**Please Check Your Ad**