

**525** office help

**SECRETARY**

Swiss Herbal Remedies is seeking the right person to work with the Manager, Sales & Marketing. Minimum of 3 years experience with exceptional organizational skills. Knowledge of Windows 95, WordPerfect, and Lotus essential. Must have excellent English, written and spoken to prepare and distribute all marketing correspondence and have experience in co-ordinating and maintaining all activities associated with media (magazines, newspapers, radio etc.) Please send resume to:

35 Leek Crescent  
Richmond Hill, Ont.  
L4B 4C2  
Attention: Human Resources

Only suitable candidates will be contacted for interview. Please, no telephone inquiries.

**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.

We thank all applicants for their interest. Only those invited to an interview will be contacted.

**525** office help

**SECRETARY/ ADMINISTRATIVE ASSISTANT**

Sought by consulting engineering firm. Position is temporary (maternity). Potential for permanent. Excellent English skills, knowledge of MS Word, Lotus 123 and MS Excel. Send detailed resume to:

Ms. Carol York  
Cumming Cockburn Limited  
65 Allstate parkway, Suite 300  
Markham, Ontario L3R 9X1  
Fax: 905-475-5051

**525** office help

**Full Time SECRETARY / RECEPTIONIST**

Required immediately for fast paced Markham accounting firm (404 / Hwy #7 area). Must be highly motivated, possess strong organizational skills, be proficient in MS Word and enjoy client contact. Accounting knowledge is an asset. Hand delivery resume to:

Francis & McKinney Chartered Accountants  
305 Renfrew Drive, Ste. 301, Markham  
(No telephone or fax inquiries please.)

**525** office help

**PART-TIME ADMINISTRATIVE ASSISTANT REQUIRED**

We are looking for a person to work 5 half-days or 3 full days in our busy computer software firm located in Richmond Hill. This position requires a sound knowledge of Microsoft Office 97 product suite, excellent keyboarding skills, and a good command of English. If you have 2-5 years experience in the administration field, and are looking for a permanent part-time job, please fax or email your resume to:

Human Resources Dept., Syntax Systems Limited  
#105 - 95 Mural St, Box 16  
Richmond Hill, ON L4B 3G2  
FX: (905) 709-4467  
EMAIL: kgalloway@syntax.net  
WEBSITE: WWW.SYNTAX.NET

**525** office help

**Johnson Pest Control**

**CUSTOMER SERVICE REPRESENTATIVE**

We are seeking an energetic, highly motivated individual, capable of working with large corporate customers, and who enjoys dealing with the public on a daily basis by phone. Must be able to work independently and feel as we do that Customer Service is our Top Priority. Must possess an excellent command of business English, both written and spoken. Administration functions are necessary in this position and will be trained to successful candidate. Excellent typing skills, telemarketing experience and good knowledge of MS Word and Excel are essential.

We offer a competitive salary and excellent benefits package. Interested candidates please reply with resume and handwritten covering letter stating salary expectations to:

Fax: 416-754-7077  
CSR Position  
Attention: Bill Blodgett  
380 Finchdene Square #7  
Scarborough, Ontario  
M1X 1C9  
No phone Inquires Accepted.

**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  
Rate \$10 - \$12 per hour

Please attend one of our recruitment sessions:  
Wednesday, March 4th, 1998 - 1:00 pm or 5:00 pm  
Richmond Hill Central Public Library  
(Corner of Yonge & Major MacKenzie)

Interviews to be held on-site. Please bring resume, two professional references and both original and photocopied certificates

**535** hospital, medical, dental

**COMCARE HEALTH SERVICES**

**COMMUNITY VISITING RN'S AND RPN'S REQUIRED IMMEDIATELY**

Provision of direct nursing care to clients in community settings throughout Durham Region.

- Current certificate of competence
- Community based experience
- Vehicle necessary

Please forward resume to:  
Human Resource  
#210-200 Bond St. W  
Oshawa, ON L1J 2L7  
or fax to 905-433-2353

While we appreciate all applications received, only those contacted for an interview will be acknowledged.

**535** hospital, medical, dental

**RNs/RPNs**

Special Care People has been a leader in the delivery of pediatric home care nursing services since 1987.

Currently we have positions for pediatric RNs/RPNs to provide professional homes in the Markham, Newmarket and Stouffville areas. As a community nurse you have established sound professional judgment paired with a commitment to caring in an organized manner. In addition, you are flexible and have access to a reliable vehicle.

Fax Resume to Special Care People (905) 823-5231.

**535** hospital, medical, dental

**COMCARE HEALTH SERVICES**

**PERSONAL SUPPORT WORKERS HOME SUPPORT WORKERS HEALTH CARE AIDES REQUIRED IMMEDIATELY**

- Vehicle necessary

Please forward resume to:  
Human Resource  
#210-200 Bond St. W  
Oshawa, ON L1J 2L7  
or fax to 905-433-2353

While we appreciate all applications received, only those contacted for an interview will be acknowledged.

**535** hospital, medical, dental

**BUCKINGHAM MANOR RETIREMENT HOME**

requires

P.T. RPN/Charge Nurse position Day/Evenings & alternate weekends.  
P.T. HCA Nurse's aid required for early am shift & evenings.

Contact: Elizabeth Gundy  
905-640-6660, Mon - Fri: 9-5 p.m.  
or fax resume to (905) 640-4772

**535** hospital, medical, dental

**RPN**

Needed for a teenager with special needs, some tutoring required in pm (Commitment is essential) Monday to Friday 0630-0800, 1500-1730. Please fax resume to Special Care People (905) 855-8214 attention Lynn Bowring, HR.

**535** hospital, medical, dental

**R.N.s YORK REGION**

Needed immediately for P.T. & P.N. I.C.U. cardiology & telemetry assignments in YORK REGION. Must have 1 year recent experience.

Please call S.I.R.T. Med Staff, (416) 968-0833 (Mon-Fri 10 a.m.-5 p.m. only)

**545** teaching opportunities

**TEACHERS**

A Little Extra Help Tutoring Service requires Teachers in the Markham, Stouffville, Thornhill areas. K-adult, all subjects, including French. Fax resumes to: 416-225-2281

**545** teaching opportunities

**LANGUAGE TUTORS WANTED**

Japanese and Mandarin. Car required. Please fax resume to: 905-775-7425 or call 905-775-2775

**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.

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

Space is limited!  
call Kate Dunkeld or Cindy Johnson  
Classified Advertising  
905-294-4331  
for more information.

**555** domestic help available

**AFFORDABLE** thorough & reliable cleaning available. References. Call Lisa 416-499-9164.

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, windows, ledges and baseboards. Call Kathy or Rula (905) 479-4945

**HOUSECLEANING** service available. Call 416-412-7227. After 6pm please leave a message.

**MAID** to order house cleaning service. Phone estimates available. Competitive rates. Call Fay 640-5381

**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.

Careers Careers Careers