

510

general help

Family • Achievement • Integrity • Respect

Perk up.



We've got a HOT opportunity

Donut Baker

full-time (night/day shift)

Paid Training - everything you need to do a great job

Valuable Experience - everything you need for a great future

Good Times - what makes our customers happy is what motivates our employees. Honesty, caring, and a workplace that feels like home

Apply Today, 9251 Woodbine Ave., at 16th Ave.

Fax 905-8555

Tim Hortons

An employer you can count on.

525

office help

ESSC DIVISION a leader in network integration and service requires two self motivated and highly organized individuals who are able to cope with multiple task in a busy, rapidly growing and changing computerized environment.

Service Contract Administrator

Main duties are invoicing of service contracts maintaining a large customer database, issuing service schedules and communicating with customers and co-workers on the phone. Applicant must require experience.

Contracts Data Entry

Main duties are inputting of new customer contracts in a large database, changes, and preparing new contracts.

Applicants must be friendly with good phone personalities. Quick accurate data entry skills. Good P.C. application skills (Excel, Word). Knowledge of computer equipment an asset. Able to work in a team environment. Salary to compensate with experience.

Please fax resume to:

905-882-0412

ATTN: ROBERT GREENHALGH
MANAGER SERVICE CONTRACTS
GENICOM CANADA INC.

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.)

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

Careers Careers Careers Careers

510



Requires:

PART TIME COUNTER HELP weekdays**FULL TIME COUNTER HELP** weekdays**SHIFT MANAGER** evenings & weekends

Apply in person

Weekdays only

2 - 4:30 pm

6030 Highway 7 E.,
Markham

510

MODELS WANTED

between the ages of 7-23. To model casual and formal wear in National's 1998 Toronto Pageant Competitions. No past experience necessary/training provided. Call anytime 1-800-535-8344 for more information

515

skilled & technical help

MARKETVIEW**Insurance Services**

Our business is providing high quality tele prospecting services to the insurance industry. We require strong communication skills, desire and ability to over-achieve, and computer literacy. For more information call 642-8060.

CAD Draftsperson

(Microstation, ACAD)

For surveying / Engineering. Send resume and sample to: 12 Centre Street, Thornhill, Ontario L4J 1E9

525

office help

PART-TIME OFFICE ADMIN/BOOKKEEPING

Experienced mature self starter required by Markham area company. Qualifications include PC and accounting package experience (prefer MYOB). Experience with scanners and word processing an asset. We offer 10-18 hours/wk flexible schedule and positive work environment.

Please FAX resume to: 905-470-0871, Attn File: 98123.

Thanks for your interest. Only those candidates selected will be called.

Busy licence office requires

P/T HELP

Experience preferred.
905-477-2559

BOOKKEEPER/ SECRETARY

Temp to perm, 30 hrs per week (flexible hours). Must have knowledge of computerized accounting packages, also Windows 95, Excel and Microsoft Office. Some drafting experience would be an asset. Please fax resume to: 905-576-8967

CAREER STABILITY UNLIMITED EARNINGS

Prestigious financial institution offers Careers with financially stable company. One of the best compensation plans in the industry. Excellent training. Full line of insurance coverages and financial services for individuals, families, groups, business. Excellent personal insurance plan. Incentive opportunity. National and local advertising support. Management opportunities.

Call today.

Mariana Altomare

Days 905-672-8222 x234

Evenings 905-640-5437

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

NEED A JOB?

AGE 16-24?

WE CAN HELP!

905-852-7848 ext. 21

WANTED

Windows & Door installer's helper or partner with driver's license and good record. Will train. East Markham. Call Jerry 9045-472-1474

Reputable 43 year old Jewelry Company in Major Expansion Program.

Part Time Hours Fulltime Wages

Own your own Business

Set your own hours - NO QUOTAS!

FOR INTERVIEW

Call 905-471-5081

Fax 905-471-5408

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.

530

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

**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

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

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

FREIDAS Cleaning Personal Service. In business since 1970. 3200 sq. ft. \$60. 905-470-7975. call 416-567-2065

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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