

Careers Careers Careers

505 careers

ACCOUNTING MANAGER

Our client requires a mature self motivated individual to carry out complete accounting functions in a busy office environment. Responsibilities include the daily processing of accounting data, complete month end functions including financial statement preparation and analytical reporting to management. This is a one person accounting office with little supervision.

The successful candidate must have a thorough knowledge of the ACCPAC Plus accounting system as well as a good understanding of computer maintenance issues. At least 2 years experience running an accounting department is a must.

Our client is located in Markham, has been in business since 1958 and is experiencing tremendous growth.

Please submit a detailed resume by **March 13, 1998.**

FAX TO:

Mrs. Robin Boys
Cranston & Krozonouski
Chartered Accountants
Fax: (905) 709-0072

NO PHONE CALLS PLEASE.

510 general help

WASTE DISPOSAL

Part time workers with chemical knowledge required for household hazardous waste depots on Saturday & one weekday.

Depots are in Georgina & Markham. Work will suit students who are available on a regular basis throughout the year. Training will be provided.

Fax a resume to (416) 481-7976
TechWork

510 general help

LawnMax Corp

An energetic growth oriented company is now accepting applications for the following f/pt positions; office skills, MSOffice97/ Quikbooks/ Java-HTML an asset, Lawncare tech lic. 1/3, Grounds mtc persons, Irrigation (cert), Nightlighting, Mechanic. Reply fax 640-1227 Email max@lawnmax.com.

510 general help

ROSEGLENN WEIGHT LOSS & WELLNESS PLUS FITNESS has a full-time position available. If you are a motivated self-starter with both sales and fitness experience, please fax your resume to: **905-640-0135**

510 general help

GENERAL FACTORY

help wanted. Good finger dexterity. Apply in person between 10am - 12pm daily. J & V DESIGNS ACRYLICS, 155 Anderson Ave., Unit #1, Markham

510 general help

HAIRSTYLIST & ESTHETICIAN

Great opportunity for the right persons. Stylist must be experienced in the latest hair trends. **905-852-7733**

510 general help

WAREHOUSE STAFF

Full-time junior positions available at Markham computer company. Keyboarding skills an asset. Fax resume - **905-513-8150**

510 general help

P/T CLEANING PERSON

Housekeeping company is looking for. Must be motivated and have a pleasant personality. Call **905-472-3881**

510 general help

PAINTERS

Required by local contractor. Experience preferred. Call Mike **472-1095** or pager **416-582-1533**

525 office help

P/T RECEPTIONIST Real Estate Office

Busy real estate office needs a mature, dependable, efficient, part-time receptionist to be available to work evenings and weekends. Proficiency in computers, real estate, good people skills and flexibility required. Typing must be at least 60 wpm. Previous real estate experience preferred. Only those applicants with these skills will be contacted.

Please drop off resume and references to Royal LePage Real Estate Services Ltd., 4261 Highway 7, Markham, Ontario L3R 1L5 or fax to 905-940-4199. *No telephone calls please.*

525 office help

Required Experienced LEGAL SECRETARY

for busy a practitioner involved primarily in corporate, municipal and estate law. Experience in W.P. 5.1 required. Dicta and shorthand would be an asset. Position for maternity leave with possibility of permanent position. Please send resume and salary expectations to:

Cattanach Hindson Sutton
VanVeldhuizen
52 Main St. Markham North
Markham, Ont. L3P 1X5
Fax: 905-294-5688
Attn: Donald C. Hindson

525 office help

Large property management company seeks qualified Lease Administrator with a minimum of 2 yrs. experience. Must be familiar with Offers, Leases and other related legal documentation. The ability to work independently and strong organizational skills 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
Only candidates chosen for an interview will be contacted.

525 office help

RECEPTIONIST / EXPEDITER

Minimum 3 years experience required for progressive Markham Mfg. Must have excellent knowledge of MicroSoft Office and experience with import/export an asset. Fax resume to: Annie **905-475-2609**

525 office help

Engineering Firm in Concord (Hwy. 407/ Dufferin) looking for experienced part time

BOOKKEEPER

1-2 days per week. To handle complete set of accounting records using AccPac. Fax resume **905-761-7256** or call **905-761-7255**

525 office help

OFFICE HELP

Lighting Firm seeking pleasant junior entry level invoice typist/receptionist. Knowledge of Windows 95, 40-50 wpm. Professional and courteous attitude with excellent command of English a must. Call Victoria **905-888-1368**

530 sales help & agents

FINANCIAL SERVICES

Leading Canadian Company Requires **FULL-TIME SALES REPRESENTATIVES** GUARANTEED INCOME - BONUSES, FULL PENSION AND BENEFITS

CALL JOHN MCCABE @ **416-443-0611**

535 hospital, medical, dental

R.N.'s VISITING NURSING

R.N.'s required immediately for visiting nurse assignments throughout YORK REGION with the following skills & experience:

I.V., Mental Health, Chemotherapy or Enterostomy Therapist

Please fax resume to (416) 968-3652.



540 hotel, restaurant

CHEF

Experienced Chef / Kitchen Manager required.

Please apply in person with resume to 53 Main St. N., Markham

540 hotel, restaurant



is now hiring F/T POSITIONS

Please apply in person to 5308 Hwy. #7, (Living Lighting Plaza) after 2 p.m. Mon-Fri

550 domestic help wanted

LIVE-IN & LIVE-OUT POSITIONS

available in Markham, Stouffville, Uxbridge & Richmond Hill. Drivers preferred. Call **905-666-2228** or **1-800-219-8059** Cardinal Nannies & Companions Inc.

555 domestic help available



"Making a difference" **905-472-2575**

• Domestic light housekeeping on a regular basis • Bonded • Insured • Uniformed

CALL FOR A FREE ESTIMATE

EXPERIENCED FREEDAS Cleaning ladies, great Personal Service. In work at great prices! business since 1970. 3200 Please call Lisa at **905-660-905-470-7975** call **416-370-0041** **416-526-7395**

525 office help



BILINGUAL CUSTOMER SERVICE

PIONEER ELECTRONICS, a major distributor of home audio, car audio and video products has an opportunity for an enthusiastic team player in the Customer Service Department.

THE successful candidate will be bilingual in French/English in both written and verbal communications. Previous experience on a AS/400 would be an asset but not mandatory.

Applicant must be responsible, self-motivated and possess excellent interpersonal skills and feel comfortable in a fast-paced multi-tasked environment.

We offer a competitive salary and a complete range of benefits.

Please fax your resume, stating salary expectations to: Manager - Administration
PIONEER ELECTRONICS OF CANADA INC.
300 Allstate Parkway
Markham, Ontario L3R 0P2
Fax: (905) 946-7427

535 hospital, medical, dental

WANTED

AUTOMOTIVE SALES PROFESSIONALS

Increased business has created immediate openings for Sales Reps

We offer:
• 18 car showroom
• Monthly & yearly bonus
• Strong floor traffic
• High Commission plan
• Excellent working conditions
Automotive experience is preferred but will consider candidates with a strong sales background. For a confidential interview please call
Mike Halberstadt, 905-474-1350 Fax: 905-474-0952
McArthur Ford
8021 Kennedy Rd. (south of Hwy. #7)

You offer:
• Professional attitude
• Good working habits
• Desire to succeed
• Strong closing ability
• Willing to learn