

Careers

505 careers

ADMINISTRATIVE MANAGER

Independent, methodical, results-oriented exec. asst. to CEO of small R+D firm & investment companies. Quickbooks accounting, organize & maintain business records. Ideally, you are experienced in managing small Intl. bus. like working on broad range of challenging tasks, do so competently with minimum supervision. Own car. Chinese speaking/writing an asset. 8-10 hours wk. \$20/hr + mileage. Fax: (905) 477-3492, john@saringer.com

505 careers

RETAIL PROPERTY ADMINISTRATOR

5 yrs min. property management exp. required for First Markham Place, a new and unique shopping/entertainment centre at Woodbine (404, and No.7). Strong organizational and communication skills. Customer service oriented, self starter with attention to detail and ability to multi task. Record keeping and report functions, assist with budget research and preparation, A/R and A/P duties, knowledge of condo act, LITA, exposure to lease documents. High level of computer skills a must. Vehicle required. Send resume to attention TD at: Darton Property Advisors & Managers Inc., 12 Sheppard Street, Suite #300, Toronto, Ont. M5H 3A1

510 general help

AVON

Earn extra income in your spare time. Selling quality products to friends & neighbours.
Call Francine at 416-693-8180
or 416-398-9390.

ROSEGLLEN 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

Collections Assistant

Required immediately for major wholesale giftware company Hwy. #404/ #7. Good telephone manner, communications skills, French Bilingual an asset.
Fax resume to:
(905) 731-0872

OWNER/OPERATORS

Required for progressive sand and gravel transport co. Must have late model tractor-trailer equipment. Call Mon-Fri after 6:00pm. **905-640-9632**

LawnMax Corp

An energetic growth oriented company is now accepting applications for the following ft/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

A-Z DRIVER

Wanted to run Automotive parts to and from USA. Home daily, paid weekly, benefit package, good rates. Must have 1 yrs over the road experience, good driving record, police search, lcc medical.
Call **905-723-6118**
Fax **905-723-3797**

F/T POSITIONS REQUIRED

A Markham based lawn and garden maintenance company seeks a lawn care technician, maintenance foreman, and general laborer. Will train. Candidates must be able to lift heavy equipment daily, be neat in appearance, honest, reliable, punctual and a self starter. Must have own transportation to and from work. Job pays \$10 - \$12 per hour.

If you are willing to be trained and meet the above requirements, please call and leave a message with your name and phone number between 9:00 am and 5:00 pm.
(905) 472-4973

HELP WANTED

Markham based Landscape Co. requires 1 full time landscape worker with valid drivers licence. Must have Bob Cat experience & leadership qualities an asset.
Call **905-642-6811**

SWIMMING POOL SERVICE PERSON

Starting April. Valid drivers license required.
Please call Aaron
416-934-3500 #12568

510 general help

KIDDIE KOBBLER

Now hiring!
F/T & P/T positions, days, evenings, weekends. Apply in person with resume at Markville Mall.

RECEPTIONIST/ LICENSING CLERK

Experienced, for large 30 year Scarborough Automotive dealership.
Please fax resumes to
416-609-9987

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**

Part-Time COSMETICIANS

Required for Shopper's Drug Mart, Unionville. Experience preferred.

Part-Time Delivery Driver

Please reply in writing to:
Box: 4581
c/o Economist & Sun
9 heritage Rd.
Markham, Ontario L3P 1M3

Industrial Sewing Machine Operators

Full-time positions to start immediately. Experience with industrial sewing a must. Familiarity with Lycra/ Spandex fabrics an asset. Must be able to communicate well in English. Mon-Fri, 8am - 4:30pm.
Call for an appointment
905-477-1172

HANDYMAN NEEDED

Part-time maintenance person needed, 20 hrs per week for a small nursing home. Must have own tools.
Please send resume to:
Green Gables Manor
R.R. #2, Stouffville, Ont
L4A 7X3

LANDSCAPER

Required for growing Stouffville based landscape company. Minimum 5 years landscape construction and gardening experience necessary. Please call **640-3016**

WAREHOUSE STAFF

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

PAINTERS

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

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Classified Advertising Sales

An opportunity exists in our Classified Advertising Dept.

Qualifications:

- Excellent typing skills
- Excellent command of English
- Typesetting experience (QuarkXpress)
- Multi task oriented
- Sales oriented
- Ability to work to deadlines

The Job:

Incoming Classified Advertising sales
Inside sales of newspaper products

Selling and Typesetting of ads

Servicing of existing accounts

Compensation is based on salary plus commission.

Please contact: **Stacey Allen**
Manager - Classified Advertising

at
905-294-2200 or fax resume to **905-294-1538**

ECONOMIST & SUN - TRIBUNE

505 careers

Established Construction Co. in Scarborough has an immediate vacancy for a

BUYER / STOCKKEEPER

In the equipment repair shop.

The successful applicant should have previous experience in a construction environment, familiar with heavy equipment and vehicles. Further requirements are a positive attitude, good communication skills, work well with people and a team player, able to identify with a broad range of parts and supplies used in a shop environment, possession of some computer skills an advantage.

Please fax resume to: attention Equip. Shop Manager **416-291-3252** or call for appointment **416-754-2299** and ask for Bob or Alton. Salary to commensurate with experience and a benefit benefit plan is offered.

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Advertising Sales Representative

An opportunity exists in our Retail Advertising Department for a person with excellent communications skills, attention to detail, drive and commitment.

This full time position will appeal to the individual who works well to deadlines, has the patience to satisfy customers and the ambition to take on challenge.

Compensation is based on salary, car allowance plus commission.

Should you have related experience and/or a marketing/advertising background - this opportunity will appeal to you!

Please contact:

Phyllis Ritchie
Manager - Retail Advertising

at
905-294-2200 or fax resume to **905-294-1538**

ECONOMIST & SUN - TRIBUNE

510 general help

HAIRSTYLIST & ESTHETICIAN

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

Experienced LANDSCAPE FOREMAN

required for
Stouffville based
design/build company
(905) 642-3030

GENERAL FACTORY

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

Markham based Home Improvement business is currently looking for

TRADESPEOPLE

For all different aspects of the home. Call **905-513-9485**