

525

office help

**ACCOUNTING CLERK**

We have an immediate opening for an Accounting Clerk/Reception Relief. The ideal candidate must possess good computer and communication skills, including data entry. Previous inventory experience an asset. Must have a vehicle available.

**CUSTOMER SERVICE REPRESENTATIVE**

The successful candidate will have excellent communication skills, a pleasant telephone manner, and working knowledge of Microsoft Word and Excel. Previous waste industry experience a definite asset. Six month contract, to start immediately.

Interested applicants are invited to send a resume to:

Assistant, Human Resources  
Miller Paving Limited  
P.O. Box 4080  
Markham, Ont. L3R 9R8



We thank all applicants, however, only those selected for an interview will be contacted.

**LEGAL SECRETARY**

**Markham Law Firm**

Required for busy Corporate & General Law practice. Some experience preferred and must feel confident working independently. Windows, WP 5.1 & PCLAW FAX resume to: 905-294-9141 or send to:

MINGAY & VERESHCHAK,  
81 MAIN STREET NORTH,  
MARKHAM, ONTARIO L3P 1X7  
ATTN: ADMINISTRATOR

520

computer data processing

**GRAPHIC ASSISTANTS**

**GRAPHIC DESIGNER**

Markham area manufacturer seeks exp. graphic designer to create sales and promotional materials. Must be an energetic self-starter with good computer skills. Fax resume in confidence to 416-425-6956.

525

office help

**RECEPTIONIST**

Are you a people person? We are a small busy office looking for a friendly, mature, well organized person. As part of our team your responsibilities will include reception, light bookkeeping and general office duties. You should have previous experience, a great telephone manner, and typing skills min. 40 wpm. A winning attitude is essential. Please fax your resume ASAP to Holly at (905) 472-5355. No phone calls please.

**INSIDE CUSTOMER SERVICE COORDINATOR**

required for a computerized HVAC company. Fax resume to: 905-475-3170

**WORD PROCESSOR**

We are growing again, and are in need of someone who possesses exceptional word processing skills in WORD and EXCEL.

This position will initially be on a full-time contract basis for approx. four months, and may turn into permanent full-time or part-time employment.

Please forward your resume by April 6 to:

COSBURN PATTERSON MATHER  
7270 Woodbine Ave., Ste. 300  
Markham, Ontario L3R 4B9  
Fax: (905) 474-9889

We appreciate all applications, however, we are only able to respond to those selected for an interview.

**Junior Office Clerk**

Busy Markham office requires organized person for filing, relief, reception, ordering supplies and various general office duties Woodbine & Hwy. 7 area. Fax resume to: 905-477-0025

530

sales help & agents

**CONSTRUCTION SALES**

Motivated individuals who want to excel. Intensive training program, hard work, long hours. Ability to earn 30k-100k. Fax resume to: 905-940-8438

535

hospital, medical, dental

**R.N.'s, R.P.N.'s VISITING NURSING & SHIFT NURSING**

**York Region**

For more than 17 years, S.R.T. Med-Staff, a Canadian owned & operated company has been providing client focused holistic home health care to the community. Due to a significant increase in service volumes, we are expanding our nursing teams and will guarantee F.T. hours (P.T. positions are also available).

If you're a caring, compassionate R.N. or R.P.N. with 2 years of recent work experience, we invite you to join our progressive, dynamic, fast-growing team.

Fax your resume to Betty Deveaux at (416) 968-3652



545

teaching opportunities

**CHILD CARE CENTRE ASSISTANT TEACHER**

required

Thornhill location. Previous experience working with children an asset. Fax resume by: April 4th, 1998 - 905-881-2534

**ELEMENTARY QUALIFIED TEACHER**

Required by Montessori private school for permanent P/T position. Interested candidates please fax resume to: 292-3711 or call 299-9328 10 am - 6pm

**QUALIFIED ESL TEACHERS**

Needed in Markham! Part-time, communicative method for July. Must enjoy teenagers. Send CV to:

180 Elcor St. W. #202  
Toronto, Ontario M5S 2V6  
or fax CV to: 416-968-6916

**CHILD CARE ASSIST.**

Required for after school program turning full time in the summer. School age program located at Hwy #7/ #48. Fax resume 905-887-2540.

**Tax Time**

**Jentax Tax Services**

E-FILE TAX RETURNS from \$19.99 (416) 297-1422 5005 Steeles Ave. East Suite #206, Scarborough

**TAX RETURNS**

TO ALL OUR CLIENTS This year, we are operating from our home and not from Fortino's or WalMart. You may drop your papers at our house or use our FREE pick-up service. Call Omar at (905) 471-9813

Can-Pro Tax & Accounting Inc.

**INCOME TAX RETURNS**

E-File Prepared by Former Revenue Canada Auditor ALIM'S ACCOUNTING & TAX SERVICES 5650 Sheppard Ave. E. Suite 201, Scarborough (416) 412-1475

**Professional Directory**

**FIGHT THAT TICKET**

FORMER POLICE OFFICER TO ASSIST YOU IN COURT CALL 905-294-8345 1-888-661-6006 THE TRAFFIC COURT DEFENCE EXPERTS THOMAS GILES AND ASSOC. INC. 6070 Hwy. #7E (Second Floor), Markham

**ACCOUNTANT/BOOKKEEPER**

Experienced, full set of books. Available evenings and weekends. Call 905-471-0196

**ANDREW FELDSTEIN & ASSOCIATES**

Barristers & Solicitors • Litigation • Matrimonial • Corporate • Wills & Estates • Real Estate Bus: 905-415-1636 Res: 905-763-0726 Weekend & Evening Appointments FREE initial Consultation.

**C.P.P. PENSIONS**

Ted Purvis - Pension Advisor Specializing in Canada Pension Plan, disability and survivors applications Appeals representation before review tribunals Over 20 years experience in C.P.P. 613-269-4918

**Feldstein & Associates**

CHARTERED ACCOUNTANTS • Accounting • Audit • Bookkeeping • Personal & Business Income Tax FREE INITIAL CONSULTATIONS Evening & Weekend appts. avail Bus: 415-0913 Mark Feldstein Warren Feldstein Res: 731-0673 Res: 731-5203

**Service Directory**

**B & D Decorating**

Interior & Exterior Painting Wallpaper Free Estimates We treat your home as we treat ours Darryl 946-9819, Bill 852-4892

REPAIRS REPAIRS REPAIRS REPAIRS REPAIRS REPAIRS REPAIRS REPAIRS REPAIRS

**DUN-RITE ROOFING**

Shingles • Flat Roofs • Repairs • Chimney Work • Gutter Cleaning \$35 up • Roof Coating • Skylights • Leaking Basements • Animal Removal • Chimney Cleaning LICENCED 207-8288 7 days/week 10% OFF SENIORS

**B & M WINDOWS**

Supply & Installation Windows, Doors, Glass Storm Doors, Porch Enclosures Quality, Warranty, Service Best prices guaranteed Free Estimates Sam (416) 742-3630

**BASEMENTS, DECKS and MORE**

Basements • Kitchens • Bathrooms • Sundecks • Reputable Service • Competitive Pricing • References Avail. • Free Estimates Quality Workmanship Phone 470-0730 or (416) 265-3688

**There is No Job Too Big or Small Call DIAL A HUSBAND**

We Do It All! From changing A Lightbulb to Major Renovations • 50 Yrs. combined Experience • Top Notch Accurate Tradesmen (416) 724-0101 Seniors Discount

**Careers**

515

skilled & technical help

**DRAFT PERSON**

for misc. and architectural metals. Min 5 yrs experience. Send resume by fax or mail M.R.M. Ltd., 4556 Steeles Ave. East, Markham L3R 0L2 fax# 905-477-4910

Automotive Supply House requires 2nd or 3rd year Counter Person must be able to read books and operate computer. Please state salary expectations and send resume to:

Box 3705 c/o Stouffville Tribune 6244 Main St. L4A 1E2 Stouffville

**LAYEROUT**

for misc. metal fabricator. Min. 5 yrs experience in layout of stairs and railings. Apply to: M. R. M. Ltd., 4556 Steeles Ave. East, Markham L3R 0L2

525

office help

**JR. LAW OFFICE CLERK**

Computer and accounting skills required. Please reply to: P.O. Box 940, Stouffville, Ont. L4A 8A1 or by fax to 905-640-8161

570

employment wanted

**SEEKING PARTNERSHIP**

Ambitious designer with a degree in Pattern Making in Ladies Jr. Wear seeking partnership in new business. Reply to Box # 4587, c/o Markham Economist & Sun, 9 Heritage Road, Markham, Ont L3P 1M3