



# Careers

**525** office help

Our rapidly growing, well established company in the sports apparel industry requires ambitious, energetic, self-motivated people with good computer skills for the following new positions:

### Executive Secretary to President

Preparation of confidential paperwork, Filing, Arrange meetings, Greet guests, Bi-weekly payroll, Coordinate office administration.

### Jr. Accounts Receivable Clerk

Coordinate new account set-up and paperwork. Maintain customer master file, A/R filing. Assist with bank deposits and payment applications.

### Contract Collections Clerk

Three month position to aid in reduction of aged receivables and outstanding disputes.

Please send all resumes to JoAnne White  
 8688 Woodbine Ave., Markham, ON L3R 8B9  
 FAX: (905) 475-2268

**525** office help

### ACCOUNTS RECEIVABLE ANALYST

A Canadian computer company is seeking a person to handle collections and customer account reconciliations at their Head Office location. The right person will have a minimum of 3 years collections experience, demonstrated ability to deal with customers, pleasant telephone manner, familiarity with spreadsheets, strong analytical background, and the ability to excel in a fast-paced environment.

Please fax resume to  
 H.R. Manager (905) 946-1949

**525** office help

### CUSTOMER SERVICE REP.

#### Full Time

Consumer Products Company requires CSR with minimum 3 yrs. experience in order entry and invoicing. Must have pleasant telephone manner and be well organized. Experience with large retail customers and EDI transactions preferable. Fax or mail resumes to:

Operations Manager, Fiskars Canada, Inc., 201 Whitehall Drive, Unit #1, Markham, Ont., L3R 9Y3 Fax: (905) 940-8469

No phone calls please

# Careers

**550** domestic help wanted

**HAZEL**, Alice, or Mary Poppins, we need you!! Busy professional couple with school age children (ages 10-15) need full-time housekeeper for housework, childcare, meals, etc. Markham Village area, near hospital. Pool and pets on site. Some driving. Own vehicle required. Wages and terms negotiable. Please call 472-9169 or fax 472-1421.

**555** domestic help available

**EXPERIENCED** cleaning ladies, great work at great prices! Please call Lisa at 416-370-0041.  
**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.  
**MAID** to order, house cleaning service. Estimates available. Competitive rates. Call Fay: 640-5381.

**525** office help

1:1 Inc. is a newly formed and wholly owned subsidiary of PLM Group Ltd. A Markham based publicly traded commercial printing company. We require an **ADMINISTRATIVE ASSISTANT**

responsible for reception, general secretarial and light bookkeeping. You have good communication and interpersonal skills, are very well organized and have worked in a Microsoft office environment. If you thrive in an exciting and dynamic environment fax your resume to 905-305-0358 to attention: 1:1 Inc.

Large property management company seeks qualified Real Estate and/or Legal Secretary with a min. of 1 yr. experience. Strong organizational skills and the ability to work independently 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

### DATA ENTRY / BASIC BOOKKEEPING

Required for busy office. Quick and accurate data capturing skills and an understanding of basic bookkeeping required. Windows 95/ Accpac experience essential. Good hours, office located in Steeles/ Woodbine area. Please call 947-4444 for interview.

**525** office help

### PART TIME MEDICAL SECRETARY

required in Markham with the following qualifications: Well organized, reliable, excellent communication and interpersonal skills, flexible ability to work independently and knowledge of office procedures. Please fax your resume with salary requirements to (416) 920-4211.

*Only those under consideration will be contacted.*

**525** office help

### FULL TIME RECEPTIONIST

Required for Busy Physiotherapy Clinic in Markham. Please contact Sue at (905) 841-0411 Fax: (905) 841-7311

Mature person needed for part-time RECEPTION work in Dental Office. Approximately 8-15 hrs. per week. Please fax resume to: 905-472-5544 after 6pm.

**525** office help

### RECEPTIONIST

Required by local Electrical Supplier. Full time. Experience a must. Must be fluent in English. Fax resume to 905-475-5425.

**525** office help

**Part Time Technical Assistant**  
 Require experience in Windows 95 Excel (Charting). Need own computer and software. Work from home.  
**Call 905-472-8540**

**530** sales help & agents

Worldwide computer group looking for aggressive self motivated salesperson to sell CPU and memory products and Hard Drives etc. Salary (based on experience) + commission. Markham area.  
**Fax resume to 905-513-7182 or email: acoombes@sprint.ca**

**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 FT hours. 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



**525** office help

### RNS

(registered in the province of Ontario) required to complete pre-insurance medical requirements on a mobile basis. Venipuncture and ECG experience an asset. We are looking for Health Professionals who enjoy meeting new people, can work on their own and are able to meet deadlines. If interested, please fax your resume to: Vice-President, Health Professional Services (416) 493-7881.

**525** office help

### R.P.N. F/T, P/T

For physical assessments and treatments, no medications req. CON registration and 5-8 yr. geriatric experience. Bethany Lodge, 23 Second Street, Markham, L3R 2C2 by April 15th

**545** teaching opportunities

### DENTAL ASSISTANT

PDA full time, some nights and Saturdays required.  
**Call 905-477-6333**

**545** teaching opportunities

### QUALIFIED ESL TEACHERS

Needed in Markham. Part-time, communicative method for July. Must enjoy teenagers. Send CV to: 180 Bloor St. W., #202 Toronto, Ontario M5S 2V6 or fax CV to: 416-968-6916

**545** teaching opportunities

### HELP WANTED

An Evangelical Christian Organization that supports individuals with developmental disabilities is recruiting applicants with relevant education & experience for a short term 40hr. contract lasting approx. 8 wks., as well as relief staff for our Stouffville Program. Interested applicants should send their resume to the attention of Belinda Burston at Christina Horizons, Box 1371, 43 Church St., Bradford, Ont. L3Z 2B7 or they may be faxed to: 905-775-3168. We thank all that respond, however only those applicants who qualify for an interview will be contacted. Applicants must have a valid drivers license & be willing to work shifts including evenings and weekends. Applications deadline April 15th, 1998.

### TEACHERS

Qualified teachers required for the following positions:  
**ELEMENTARY (F/T & P/T)**  
**GYM TEACHER**  
 Knowledge of computers an asset.  
**SCIENCE TEACHER**  
**FRENCH TEACHER**  
**BEFORE AND AFTER SCHOOL TEACHERS**  
**SUPPLY TEACHERS**  
**RECREATIONAL INSTRUCTORS:**  
**SKATING**  
**KARATE**  
**OUTDOOR SPORTS**  
**ART**  
**ABACUS**

### MONTESSORI TEACHERS

Please call 905-474-9888 between 9am & 3:30 pm and/or mail resume to: Administrator, 9400 Kennedy Road, Unionville, Ont. L6C 1N6

**545** teaching opportunities

Positions Available For **QUALIFIED PRIMARY JUNIOR INTERMEDIATE & HIGH SCHOOL TEACHERS**

• **MATH** • **ENGLISH** • **SCIENCE**  
 Please call (905) 201-0094

**545** teaching opportunities

### E.C.E. POSITION & SUPPLY TEACHER

available immediately for Stouffville/North Markham childcare centre. Fax your resume to Gail at York Professional Daycare 905-841-8889

**555** domestic help available

### clean fresh Housekeeping Services

Weekly, Bi-weekly, Monthly or Whenever. For information on our services or a no obligation estimate. Cindy (905) 737-3411 or Chris (905) 852-6687. Reliable. Great Rates. We offer Great Spring Cleaning Rates!