

# Careers

525

office help

## WAREHOUSE MANAGER

Old Port Marketing Ltd. is an importer/exporter of giftware and decorative accessories both nationally and internationally. We are almost 20 years old and continue to grow rapidly.

We are currently seeking an individual to supervise the day-to-day operations of our warehouse. Duties include quality control of product & services, maintaining productivity levels, as well as over all supervision of warehouse staff.

The qualified applicant must have supervisory experience as well as excellent communication and organization skills. Basic computer skills are a requirement. As multi-tasking will be a large part of this position, flexibility with working hours is necessary.

This position report to the Operations Manager

Please reply in writing by May 1, 1998 to:

**OLD PORT MARKETING LTD.**  
16050 Old Simcoe Road  
Port Perry, ON L9L 1P3  
ATTN: Operations Manager  
FAX: (905) 985-0676

Only those applicants selected for an interview will be contacted.

## RECEPTIONIST/SECRETARY

J.J. BARNICKE LIMITED • ONCOR INTERNATIONAL, a leader in commercial real estate services, requires an experienced receptionist/secretary in its Markham office to join a key team of real estate specialists.

We require a team player who works in a fast-paced, dynamic, highly professional and sophisticated environment.

A background in office/retail and/or industrial leasing, combined with a desire to apply your knowledge in the commercial real estate brokerage business, would be an asset, together with experience with Microsoft Office in a Windows 95 environment.

Send your resume to:

**J.J. BARNICKE LIMITED • ONCOR INTERNATIONAL**  
60 Centurian Drive, Suite 101  
Markham, Ontario L3R 8T6  
Attention: S. Maher  
Fax: 905-940-7999

## RECEPTION / ORDER DESK

Full Time

Seeking experienced person to work on Order Desk (on line order entry) and replace on Main Reception Desk (2 days/week). Must have excellent English, previous office experience, enjoy dealing with public and be dependable. Please send resume with reference to:

**Order Desk**  
35 Leek Crescent  
Richmond Hill, Ont.  
L4B 4C2  
or Fax: (905) 887-5434.

Please no telephone inquiries.

## CUSTOMER SERVICE ADVISOR

*Bridlewood Heating & A/C*  
requires a well spoken individual able to work under pressure for busy service department.

**DUTIES WILL ENTAIL:** Customer Liaison, Invoicing, Collections, Mailing, Filing etc.  
• Computer experience in Windows 95 and DOS-based programs very necessary.  
• Experience in the industry an asset.  
• F/T position with good salary & benefits

**Fax resume to: 905-479-4514**  
**a Union Energy Company**

Only those considered suitable will be contacted

510

general help

## Required immediately LUBRICATION TECHNICIAN

Experience necessary

## SHOWROOM RECEPTIONIST

With switchboard exp.

Apply in person

**UNIONVILLE MOTORS**

Larry Gannon

or Paul Mortillaro

4630 Hwy. #7 Unionville

510

general help

## ORDER DESK

Must have good telephone manner, min. 40 words per minute. Some accounting experience. Please fax resume to: 416-757-5131

510

general help

## A-Z DRIVER and TEAMS

Wanted to run for Canada's No#1 Transport Co. new equipment and good working conditions. We also have openings to run automotive parts to and from U.S.A. Home daily. We offer competitive rates, paid weekly, automatic deposit and benefit package available. We require good driving record, ICC medical and police search.

Call 905-723-6118  
Fax 905-723-3797

510

general help

Aircraft part manufacturer requires person for very light factory work for marking, gluing and finishing small metal parts. Full time entry level position, no experience necessary.

Call 471-6050  
before noon for appointment

## TIMBER CREEK GOLF

is looking for mature, enthusiastic, self-motivated & reliable University students to join our staff.

### COUNTER HELP

Serving customers, food preparation, organizing birthday parties and large groups, daily set-up of activities, gardening

### OUTSIDE MAINTENANCE

Cutting & trimming grass, maintaining the Driving Range. Experience with lawn maintenance equipment required.

Please drop off or fax resume to:  
12772 Ninth Line, Stouffville, ON  
Fax: 905-642-5174

510

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## 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

510

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## AVON

Limited Time Offer!

### FREE REGISTRATION

valid until April 29th/98  
Earn extra income selling to friends & neighbors  
Opens available in Markham & Stouffville.  
Call 905-509-1163 or 416-398-9390

510

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## Toromark Furniture is looking for a P/T TRUCK DRIVER

2-3 evenings delivering furniture with a helper  
Call 905-294-2581

510

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### FIRST CHOICE HAIRCUTTERS

Stouffville

### Part-time Hairstylist

\$7.00 per hour to start. Immediate start if possible. Benefit plan, birthday pay & profit sharing. If interested please call 905-640-9555

510

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### ANGUS GLEN GOLF CLUB

Requires a

### FULL TIME COOK

For banquets and dining room. Minimum 4 years experience.

Call Frank for details  
905-887-0090 ext. 208

510

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### MORNING CHEF

For restaurant in Markham. Must have experience.

### P/T & F/T WAITSTAFF

Must have 2 yrs. experience.  
905-475-1890 after 10 am

510

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### FEMALE ATTENDANT

Personal care/attendant needed for a woman with a disability. Overnight shift, beginning at 7pm. Need someone dependable, organized, fluent in English, good physical condition, exp. not necessary, training will be provided. Drivers license required. Call 905-472-4220

510

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### AZ Drivers required

also

### Assitant Operations Manager

with mechanical experience.  
Call 905-852-3037

510

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### SUMMER JOBS

College Pro Painting is currently hiring painters for the summer. Please fax or call Doris @  
Fax (905) 761-9408  
Phone (905) 761-0596

510

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### Route Sales Driver

Personable and outgoing route driver wanted. Presentable with sales and service savvy. Full time clean driver abstract and DZ Licence an asset.  
Salary plus commission 35-50,000  
Fax resume to 905-415-9525

510

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## IGA

UNIONVILLE IGA

has a position available for

### MEAT CUTTER

Full time position

Please apply in person or fax resume to:

4721 Hwy. #7 East,  
Unionville, Ontario  
Fax# 905-475-6675

510

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## Save The Rouge is hiring DOOR-TO-DOOR CANVASSERS

Membership/Donation May 4th to Aug 17, Mon-Fri, 4pm-10pm. Paid training. \$300/wk salary plus \$150 in bonuses (depending on performances). Contact Linda Joseph at: (416) 282-9983.

510

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### PERMANENT PART-TIME

Morning Help Wanted

At Cleaners

Will Train

Call 905-640-4836

510

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### COURIER BROKERS

Must be experienced, have own car or van. Commission guaranteed weekly. No radio fees. Call 905-884-4282

510

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### ANGUS GLEN FARM LIMITED

Grounds Maintenance Person

Required Immediately

Apply: 887-5009

510

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### The Plantation Coffee & Tea Co.

Experienced WAITSTAFF/COUNTERHELP required immediately for busy, high volume restaurant. Please apply in person with a resume between 2pm - 6pm 3636 Steeles Ave. E.

510

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## HAIRSTYLIST

F/T or P/T position

For interview call

Sue 905-471-4888

## WOMEN NEEDED

To try on clothing for leading ladies garment manufacturer. This person will be needed on a temporary basis throughout the year to try on new collections. No prior experience necessary.

We are seeking women between the ages 30 to 45, height 5'4" to 5'8", size 12 to 14, who would be available during office hours. Interested applicants please fax your name, tel#, age, height, and body measurements (bust, waist and hip) to:  
**Susan Lichovnik, Design Systems**  
90 Tiverton Court, Markham  
Fax: (905) 474-0877