

525 office help

EXECUTIVE ASSISTANT

International Software Firm has a full time Executive Administrator position available in their corporate office located in Markham, Ontario.

Reporting to the President, you have a minimum of five years experience as an effective Executive Assistant. Your top-notch computer skills in Word, Excel & PowerPoint will compliment your ability to manage budgets, prepare reports and design presentations. You thrive on being organized and proficient in your day to day tasks.

Excellent remuneration package will reward you for your experience and dedication.

(Woodbine/Hwy. #7 location). Must have vehicle. Please Fax resumes to (905) 477-7829.

525 office help

A one of a kind opportunity SHAMROCK SEMICONDUCTOR INC.

Requires the services of an energetic person for the position of **OFFICE MANAGER**

Shamrock Semiconductor Inc. is a new microelectronics company located in Concord, Ontario. The company provides design services to microchip companies and will be designing its own microchip products. The Office Manager will work closely with the President and a group of talented engineers in this start-up operation.

Your successful track record will include experience and/or exposure to accounting, systems, human resources and premises. This position will include a competitive salary, benefits and stock options.

If you are interested in pursuing this exciting opportunity, please send your resume in confidence to:

Mr. Lance Greggain
President, Shamrock Semiconductor Inc.
56 Pennsylvania Avenue, Unit #10
Concord, Ontario L4K 3V9

525 office help

A/R COLLECTION PROFESSIONAL

Markham wholesaler requires bright personable A/R Collection Clerk with 2+ years experience in credit and collections. Successful candidate will be dedicated and persistent, must have excellent communication and interpersonal skills, and be proficient in computerized accounting. Only resumes with cover letter and salary expectations will be considered.

Please fax 905-475-1072.

530 sales help & agents

SALES REPRESENTATIVE

Old Port Marketing Ltd. has been an importer and national distributor of quality giftware and decorative accessories for over 18 years. We are seeking a confident, outgoing and energetic salesperson, who has worked in the giftware industry within the Toronto area. The successful candidate will need the skills to be their own account manager, travelling within the Toronto area, growing the territory and Old Port's product exposure.

We offer a pleasant and professional home base office in Port Perry. This position not only requires travel within the Toronto area but also industry trade shows across Canada. Compensation includes base salary plus commission.

Please mail or fax your Resume by Friday, June 12, 1998 to:

Old Port International Marketing Inc.
16050 Old Simcoe Road
Port Perry, On
L9L 1P3

Attn: Sales Manager
Fax No: (905) 985-0676

Only applicants to be interviewed will be responded to.

Careers Careers

510 general help

STOUFFVILLE IGA

6327 MAIN STREET

requires an experienced

Meat Manager

Apply in person, or fax resume to:

905-640-8407

510 general help

Permanent full time

BARN STAFF

Large barn in the Stouffville area. Some horse knowledge an asset. Call 640-7232

510 general help

WANTED

Haunted Adventure Actors

Aged 16+. Call now to work weekend nights in October.
640-2347

510 general help

Handyman

Required for drywall and cement work, and renovations. Must have some experience on renovations.

Call 905-294-8170

525 office help

Colley, Borland & Vale

Insurance Brokers requires a

F/T CUSTOMER

SERVICE REP.

RIBO Lic. required. Please

fax resume to:

905-477-0424 or call

Phil Colley at 905-477-2720

525 office help

**RECEPTIONIST/
OFFICE ASSISTANT**

Growing Markham based company is seeking a mature, well mannered professional with PC skills. English is mandatory and French would be an asset. Fax resume to: 905-946-9612

525 office help

**GENERAL OFFICE
WORK**

Part Time, Monday - Friday, 3-4 hrs./day. Computer knowledge an asset. Will train. Call:

Joseph Caldeira

905-640-4854

525 office help

Whitchurch-Stouffville Public Library

DESK CLERK

TEMPORARY POSITION

Evening & Weekend Work

Must be able to work

on a "Call-In" basis

Typing skills required

Apply in writing,

no later than June 12/98 to:

C.E.O.

Whitchurch-Stouffville

Public Library

6240 Main Street

Stouffville, ON L4A 1E2

ONLY THOSE SELECTED FOR AN

INTERVIEW WILL BE CONTACTED

525 office help

**ACCOUNTS PAYABLE
CLERK**

Must have a minimum of 4 years experience using a computerized AS/400 A/P System, you have the ability to handle a large volume in a high pressure, demanding environment and you possess excellent communication skills. We offer a competitive and company benefits package. Please fax resume to: 905-475-7578

530 sales help & agents

TRANSIT

Transit Shoes is looking for ambitious and dynamic

SALESPEOPLE

with retail experience. Drop off your resume to our Markville or Hillcrest location.

535 hospital, medical, dental

para-med
HEALTH SERVICES

H.S. II Position

Available For Evening & Week-end Shifts in Markham area.

Pediatric and special needs experience required. Must have car.

Also H.S. II
Flexible assignment positions available in Southern York Region.

Please fax resume to:
D. Mancini at (905) 853-5937

535 hospital, medical, dental

Parkview Home for the Aged

Stouffville requires part time

CLIENT SERVICES CLERKS

to provide evening and weekend assistance of Residents, families, visitors. One weekend and five evenings every three weeks. Will suit senior high school or post secondary students. Personal experience with seniors or current enrollment in post secondary health/ activity programs would be an asset. Call 640-1911 ext. 0 during business hours for a copy of the job description and an application form.

535 hospital, medical, dental

DENTAL HYGIENIST

Brimley/Steeles, new grads welcome. Wednesdays & Saturdays to start. Please call 905-475-2848

540 hotel, restaurant

WAIT STAFF

Needed for busy bar/restaurant. No experience necessary, but preferred. Will train. Please fax resume to: 905-472-0581

540 hotel, restaurant

Required for Greek Restaurant
**WAITERS/ WAITRESSES
SHORT ORDER COOK**

Experience preferred but willing to train. Please call 905-887-3336 from 9 am - 11 am or from 2:30 pm - 5:30 pm

540 hotel, restaurant

**F/T & P/T EXPERIENCED
COOKS, DISHWASHERS
AND WAITSTAFF**

Please call 905-470-8831 (between 2pm - 6pm) or fax resume to: 905-470-6720

545 teaching opportunities

KING'S CASTLE DAYCARE

is now hiring!

F/T & P/T positions available. Drop off or mail resume at 9899 Hwy #7 (south of Major Mac) Markham, Ontario L3P 3J3

548 part-time help

Care for vacant homes part time in the Markham area. Weekly visits, grass/snow, light cleanup. Must be bondable, have own equipment, car and access to fax. Monthly commission. The Housesitters, 1-800-304-6873, Ext. 802.

555 domestic help available

EXPERIENCED cleaning available. Quality service at excellent rates. Call Julie at 416-759-9410

FREIDAS Cleaning personal service. In business since 1970. 3200 sq. ft. \$60. 905-470-7975, cell 416-528-7395

555 domestic help available

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, windows, ledges and baseboards. Call Kathy or Rita: (905) 479-4945