

## Careers

**510** general help

### SUZY PETITES

A Fashion retailer which specializes in the sale of affordable clothing for women 5'4" and under (sizes 2-14) is inviting you to be a part of our team at The Markville Shopping Centre.

#### Manager

Qualifications: administrative flair \*experience managing a store along with proven leadership abilities \*highly motivated and eager to motivate others \*a firm commitment to excellence \*superior communication and interpersonal skills.

Send resume to: Suzy Petites, Upper Canada Mall Unit #GG6, 30 Yonge Street, Newmarket, Ontario, L3Y 4Z1 ATTN: Shelley Renie or Fax to 905-836-7583.

Only the candidates selected for an interview will be contacted.

**525** office help

#### SIMCOE YORK DISTRICT HEALTH COUNCIL

This recently restructured District Health Council located in Ontario's most rapidly expanding region is committed to its mandate of providing vital health planning linkages between the local community, health care providers, various levels of government and the Ministry of Health. In order to support its mandate, the Council is seeking to hire a qualified individual for the position of:

#### SECRETARY

The successful candidate for this full-time position at the Newmarket office will have exceptional written and interpersonal skills in both English and French, proven experience in all areas of office support and management, computer education and experience with Windows Word Perfect 6.1, Lotus, Approach, data base management and maintenance, and strong organizational skills.

The ability to provide clerical support to volunteer committees and boards outside of regular working hours will be required, and some travel between Newmarket and Barrie offices will be necessary.

This highly motivated individual will appreciate working in a team environment that is committed to quality and innovative solutions.

Qualified applicants should apply in writing only by Friday, June 26, 1998 to:

Graham Constantine, Executive Director  
Simcoe York District Health Council  
1091 Gorham Street, Suite 300  
Newmarket, Ontario L3Y 7V1  
(905)830-9903 Facsimile

Only those applicants chosen for an interview will be contacted.

The Ontario Nursing Home Association has two support staff positions available:

#### Receptionist/Data Entry Position

A full-time position responsible for:

- reception and secretarial services
- inter-office mail distribution and assisting with bulk mailings
- data entry, accounts receivable/payable and bank deposits
- filing, faxing, typing, meeting set-up

The successful candidate will have business school training and/or a minimum of 2 years secretarial/bookkeeping experience. Salary range \$22K - \$25K.

#### Mail Clerk

A 6 month contract position responsible for:

- photocopying and collating of bulk mailings
- photocopying all association material
- filing publication orders
- maintenance of docket system and database mailing lists
- purchasing of office supplies
- filing, faxing, typing

The successful candidate will have experience in photocopying, bulk mailings and the use of binding equipment. Salary range \$22K - \$25K.

Both positions require a team player with a customer service focus and excellent telephone and written communications skills as well as proficiency in a Windows environment including word processing and data base applications.

Send resumes by June 22nd to ONHA, 345 Refrew Drive, Suite 202, Markham, L3R 9S9 or by fax (905) 470-9595.

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#### WAREHOUSE/SHIPPER Part-Time

We are looking for an individual with some warehouse experience to work in our shipping department. Duties will include picking / packaging of product and processing through computer shipping systems. Successful candidate must enjoy working in a team atmosphere, have an eye for detail and able to work with minimum supervision. Hours will be 8:00 am to 1:00 pm., Monday to Friday.

Please send or fax resumes to:

Personnel Dept.  
Cook (Canada) Inc.  
111 Sandiford Dr.  
Stouffville, Ont. L4A 7X5  
Fax: 905-642-3119

#### TAXI DRIVER

Weekend/ Nights. Requirements: Preferred Stouffville resident at least 25 yrs. old with 5 yrs. driving experience. Clean driving abstract. Well mannered & neat appearance. If interested call Econo Taxi 640-3127 leave message.

#### CUSTOMER SERVICE POSITION

Markham Telecommunications Company  
Experience preferred.  
FAX: 905-513-4714 or  
E-MAIL: enzah@delphi-inc.com

### LAIDLAW

Laidlaw Transit requires school bus drivers for Sept '98 in the Markham, Scarborough and North York areas. Training will be done during the summer months. Please apply in person at any of the following branches:

- Laidlaw (Markham)  
30 Heritage Road
- Laidlaw (North York)  
33 Gurney Cres
- Laidlaw (Scarborough)  
35 Crockford Blvd

#### SECOND CUP

in Unionville.  
has immediate openings for  
**PART / FULL TIME**  
**POSITIONS**  
Customer Service experience  
Call 905-477-6755

### AVON

Earn extra incomes in your spare time. Selling quality products to friends & neighbours.

Call now & receive a FREE summer pamper pack!  
Call Francine at 416-693-8180  
or 416-398-9390.

#### Markham Co. requires Temporary Warehouse Help ORDER PICKERS PACKERS GENERAL WHESE.

Experience preferred. Fluent in English, spoken and written a must. Available to work flexible shifts. Must have reliable transportation. \$7-\$8/hr. Fax resume to: Attn. M. Maskery 905-470-4115

**510** general help

The Bluestone Bistro is now hiring the following positions:

- F/T Wait Staff
- F/T Bartenders
- F/T Line Cooks

Must be experienced. Fax resume to: 905-475-9519

#### Wanted mature experienced WAIT, BAR, & KITCHEN STAFF

Please apply in person to Food and Beverage Manager  
Bushwood Golf Club  
10905 Reesor Road  
Markham, L6B 1A8

#### New Office Opening in Markham

Looking for key people to expand our financial services business in this area. Experience not necessary. Call Rob for an interview (416) 712-1839 ext. 41

#### AZ DRIVERS

Earn up to 34 c/mile  
North East US Runs  
RIM TRANSPORTATION  
416-740-3111

#### PETS ON TV

Dogs, Cats, Birds and Exotic Animals needed for TV commercials, series, films, catalogues and brochures. Send picture with name and phone number with info on pet to: P.O. Box 58541, 197 Sheppard Ave. E. Tor, M2N 3A8

#### HAIR STYLIST

Req. for *Beautyclub Spatique* - Full-Time for busy salon. Experienced. No clientele necessary. Salary + Commission + Health & Dental Benefits. Call: (905) 898-2582 Newmarket

#### P/T ORDER DESK

MON - FRI, 11:00AM - 4:30 PM  
Must have good telephone manner, min. 45 words per minute. Some accounting experience. Please fax resume to: 416-757-5131

Kelly & Sons Roofings requires

#### LABOURERS

For our shingling company.  
Call 905-649-3700

**510** general help

#### RETAIL VITAMIN OUTLET IN MARKHAM

seeking full & part time help. Knowledge of the industry a definite asset.  
Michael 905-475-5366

**515** skilled & technical help

Immediate opening for our production facility located in Richmond Hill:  
**INJECTION MOLD OPERATOR/SET-UP TECHNICIAN**  
Afternoon Shift

Ability to trouble shoot injection molding process with min. 3-5 years experience setting up and operating all related equipment to safety and quality standards.

Please forward resume to:  
Speedstamp Manufacturing  
273 Enford Road  
Richmond Hill, Ontario  
L4C 3E9  
Attn: Maria Alessi, HR Manager

**515** skilled & technical help

#### CNC PROGRAMMER & SET-UP PERSON

required to operate CNC lathe and CNC mill. 5 years experience. Able to read blue prints, able to work to close tolerance. Must have knowledge of Seiki Multi, Mazatrol and Fanuck controls (download from Cad Key). Day shift, top wages for qualified person. Please fax your resume to: 905-888-9365

#### WELDER/FITTER

req'd for steel fabrication & misc. Mig welding. Able to read blue prints & make jigs. Please fax your resume to: 905-471-0532 or apply in person at: 18 Laidlaw Blvd, Markham

#### HANDYMAN (M/F) JACK OF ALL TRADES

10 or more yrs experience. Need a vehicle and tools for Carpentry, Electrical, Plumbing, Painting etc. Call 884-7678

**525** office help

#### CUSTOMER SERVICE REPRESENTATIVE

Required for an expanding Richmond Hill based Promotional Marketing company. Successful candidate will have minimum two years experience in customer service. Excellent people skills and fluent English required. Problem resolution, order tracking and expediting, quality control, some shipping and receiving, knowledge of Microsoft Word. Must be able to thrive in a fast paced environment. Please state salary expectations. Fax resume to: 905-886-7848 after 5pm or E-Mail: TSP@direct.com anytime

#### RECEPTIONIST/ SECRETARY

7 month assignment available with possibility for permanent employment. A residential building and development company in Markham requires a pleasant person with accurate typing skills, a working knowledge of Windows 95, Word 6.0 and Excel 5.0. Industry experience an asset. Please send your resume with salary expectations by fax to:

PARADISE HOMES CORP.  
Attn: Jane Reid, E.A.  
(905) 940-2946

#### SERVICE/RECEPTION CLERK

required by RV Trailer Dealership with excellent organizational and communication skills. Knowledge of computers/inventory programs an asset. Will train Markham area. Send resume to: Box 4576 c/o Markham Economist & Sun, 9 Heritage Road, Markham L3P 1M3

#### PART TIME OFFICE ASSISTANT

Busy, growing engineering office requires part time office assistant. Flexible hours available, friendly environment. Please fax Resume to: 905-474-9186

#### FAST GROWING TELECOMMUNICATIONS COMPANY IN DURHAM

requires Full Time Trilingual (English, Chinese, French) Customer Service Representative. Great salary and benefits. Fax resume: Attn: H.R. Department 905-427-6725