

CAREERS

525 office help

CANSULT GROUP LIMITED Intermediate / Senior Secretary

Cansult, a consulting engineering and project management firm has an immediate secretarial opening in the Urban Engineering Dept.

Candidates must have a strong secretarial / administrative background and five years experience with computer skills in Microsoft Word, Excel and Powerpoint.

We offer a good starting salary and an excellent benefits package.

Please reply in confidence by mail/ fax/ email. (No phone calls please) to:

Manager of Human Resources
Cansult Group Limited
60 Renfrew Drive, Suite 300
Markham, Ontario, L3R 0E1
Fax: (905) 470-1543
Email: spectrie@cansult.com

(Only shortlisted candidates will be contacted)

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ADMINISTRATIVE ASSISTANT

One of Canada's leading financial services organizations has an immediate opening for an Administrative Assistant.

This position provides administrative support and gives daily relief for the Receptionist.

Qualifications include excellent computer skills; specifically Word, Excel, Powerpoint, minimum typing speed of 60 WPM, and excellent organizational skills.

Please send a detailed resume by August 17, 1998 to:

J. Moncrieff
300-200 Yorkland Blvd.
North York, Ontario
M2J 5C1

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OFFICE ADMINISTRATOR

Dynamic, motivated individual with a post-secondary education as well as proven computer and interpersonal skills needed. This position entails duties such as managing the accounts payable / accounts receivable, interacting with clients on support issues, as well as development and implementation of marketing documentation.

The pay structure is geared towards a recent graduate and the position has significant growth potential for the appropriate candidate.

All resumes should include a cover letter addressing the above requirements and salary expectations. Receipt via fax only at (905) 940-0767.
Only applicable applicants will be contacted.

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CLINTAR GROUNDSKEEPING SERVICES RECEPTIONISTS/ OFFICE ADMINISTRATOR

Canada's largest and fastest growing year-round groundskeeping company is looking for a multi task individual.

Candidate must have PC skills, Goldmine including Word and Excel. Excellent phone skills. Capable of maintaining customer files and knowledge of basic bookkeeping. Job costing experience is an asset.

If your experience fits with our needs, mail or fax resume to:

Clintar Groundskeeping Services
4210 Midland Avenue
Scarborough, Ontario M1V 4S6
Fax: (416) 291-6792

510 general help

STOUFFVILLE COUNTRY

MARKET REQUIRES:

P/T GENERAL OFFICE DUTIES.

Computer skills a must
Sat & Sun

CLEANER

general maintenance duties & table rentals. Sat & Sun

SNACK BAR HELP

Evenings & weekends.

Call Rob at 905-640-3813

REGIONAL ENVELOPE

We are currently looking for ENVELOPE MACHINE OPERATORS

Must be able to do shift work.
Please call Linda at:
(905) 513-8511

STAFF REQUIRED

For Children's Programs.

7-8:30 am and/or 3:30-6 pm.
Qualifications: ECE, B of Ed., Rec. Leadership, Child & Youth Worker, Student or Grad. Locations in Markham, Unionville & Stouffville. Suitable for mature person. Must be 18 years of age.

Please fax your resume to
905-294-8869

ALSO HIRING ASSISTANTS

Telecom Equipment

Cleaning & repair

needs m/f apprentice tech.

Fax resume and wage expectations

after 5 pm 905-479-5458

PLAY IT AGAIN SPORTS

We are searching for sports enthusiasts, with hockey being your number one sport. Play It Again Sports buys & sells more hockey equipment than anyone else in North America!

Please contact The Managers
At the Markham Location:
fax # 905-471-9642
At the Richmond Hill Location:
fax # 905-763-0666

Rapid Photo

photofinishing excellence

Full-time sales & lab technician positions available.

Apply in person to:
Rapid Photo
Markville Shopping Centre

MODELS WANTED

From Canada between 2-19 to compete in this year's 1998 Toronto Pageants. Over \$20,000 in prizes and scholarships. Including trips to Nationals in Las Vegas.
Call today 1-800-367-2125 Ext. 239

Markham Firm requires
LANDSCAPER and
LANDSCAPE MAINTENANCE PERSON
Experience needed.
Call 905-887-1129

510 general help

CHILDCARE POSITIONS

The Works Fitness Centre has a F/T childcare position available. An E.C.E. or equivalent education is required and experience is preferred. This position is for M-F 9-3.

A P/T Childcare position is also available. Experience is preferred. This position is weekday mornings.

Please fax your resume to:
471-7903 or mail it to 190 Bullock Dr. Markham, On L3P 1W2 Attn: Childcare Positions.

Bushwood Golf Club is now accepting applications for:

FULL & PART TIME PRO SHOP AND FOOD & BEVERAGE POSITIONS

Please contact Jeff Knight at (905) 640-1233, extension 27 or fax resume to (905) 640-9877

515 skilled & technical help

METAL MANUFACTURING OPERATOR

Required for a rapidly expanding PRIMARY METAL MANUFACTURER in the 404/Steeles area. Applicants should have mechanical aptitudes, enjoy working in a fast paced plant environment, and be fluent in English. Community College technical training and/or experience in non-ferrous metal manufacturing preferred. Candidates must be bondable. Please fax resume to 905-475-0703 or call 905-475-6197 (between 10 a.m. and 3 p.m. only, on Wednesday or Thursday)

ELECTRONIC PRE-PRESS

Must be experienced in a commercial printing environment. Film output and scanning skills are essential. Proficiency in Quark, PhotoShop, Pagemaker and Illustrator are a must. Experience on Mac platform is required. PC experience is an asset. Qualified candidates please fax resume to 416-495-6630

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SECRETARY / RECEPTIONIST.

(Req'd for Maternity leave)

Applicants must have at least 2 years secretarial experience, pleasant telephone manner, 60 wpm, excellent command of the English language, good organizational skills and aptitude for figures. Computer experience with proficiency in WP 5.1 required. Call Teresa 905-709-4488 or fax resume 905-881-7283

CUSTOMER SERVICE REPRESENTATIVE

A progressive Real Estate office in Markham requires a Full Time Customer Service Representative. This position will control the leads management system for the branch. Qualified candidates must have a real estate licence. In addition, the successful candidate will possess excellent communication skills, be a self starter and have strong computer skills. Qualified candidates should fax their resume to (905) 471-0832.

525 office help

Receptionist/Secretary

for a busy real estate office. Computer and organizational skills a must. Real Estate experience an asset. Fax resume to 905-513-1055

RECEPTIONIST

Full time position. Must be fluent in English, have good communication skills and excellent telephone manner. Experience in MS Word, Excel, Windows and Newviews Accounting, Invoicing and general office duties. Fax, mail or drop off resume to:

Kennson Bindery Services
110 Torbay Rd., Unit #7,
Markham L3R 1G6
905-474-1822

530 sales help & agents

Sales Position

• Have you been out of the work force for a few years, raising a family?

• Do you enjoy home decorating & helping people?

• Are you looking for a career that is challenging & rewarding?

If so, we may have the perfect job for you!

• We are a successful chain of furniture & gift boutiques located in Ontario shopping malls.

• We need you to work 15-35 hrs per week during daytime, evening & weekend periods.

• We will provide you with extensive training, including a full tour of our factory.

To join our team, apply in person, with a resume to:

Crate Designs Ltd.
Markville Shopping Centre,
5000 Hwy #7 East, Markham

Inside Sales Representative

THE PERSON - Ambitious, self-motivated, outgoing salesperson with good organizational skills.

THE JOB - To help administer ongoing account supervision/support with over 1,500 existing clients in order to upsell them into our seminars and coaching programs.

THE EXPERIENCE - Inside sales experience and/or Real Estate sales experience preferred but not essential.

For further prerecorded information about this opportunity, call 24hrs to: 1-800-326-5582 & enter I.D. # 9090.

SALES PERSON

We are a high end footwear and outdoor wear boutique located on Main Street Unionville. Experience in retail sales & French an asset. Full time & part time.

Please fax resume to:
905-881-0052

555 domestic help available

MOLLY MAID

"Making a difference"

905-472-2575

• Domestic light housekeeping on a regular basis • Bonded • Insured • Uniformed
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More affordable than you think