

CAREERS

510 general help

LANDSCAPE
 ✓ Skills appreciated?
 ✓ Opportunity for advancement?
 ✓ Earning enough?
 Landscaping firm in Thornhill is looking for the right applicants for maintenance & installation positions. Benefits, wages to \$15. D.O.E. Must have 2-3 yrs. experience.
Call: 905-889-2691

525 office help

LA GARDERIE DES MOUSSAILLONS
 Garderie francophone pour enfants âgés de 18 mois à 10 ans est à la recherche d'assistant (e) éducateur (trice) suppléant (e) pour travailler des heures variées.
 Veuillez contacter:
 Nicole Williams
 111, Boulevard John Button
 Unionville, Ont. L3R 9C1
 905-477-4081

525 office help

Jr. Accounting Clerk
 Required immediately for a Property Management Company. Responsibility will be for helping senior accounting staff with various duties. Mail or drop resume at
 327 Renfrew Dr., Ste. 101
 Markham On, L3R 9S8
 (no faxes please)
 Tel: (905) 940-2345

505 careers

PRONTO SINCE 1979
AUTOMOTIVE PARTS & SERVICE
 IS NOW ACCEPTING APPLICATIONS FOR THE FOLLOWING POSITIONS
GENERAL / SERVICE MANAGER
 EXTENSIVE EXPERIENCE IN THE AUTOMOTIVE REPAIR INDUSTRY
RECEPTION / COUNTER PERSON
 DUTIES INCLUDE: ESTIMATING, SERVICE WRITER, INVOICING, LIGHT BOOKKEEPING, GENERAL OFFICE DUTIES
EXHAUST TECHNICIAN
 MUST BE FULLY EXPERIENCED IN CUSTOM PIPE BENDING
 REFERENCES REQUIRED FOR ALL POSITIONS
 PLEASE FAX RESUMES ATTN: MR. R. GRILLS
 905-294-3383
 PHONE CALLS MAY BE ACCEPTED BETWEEN 6-7 P.M.
 905-294-9476

IMMEDIATE OPENINGS!!!
Richmond Hill
 Automotive Industry - \$8.85/hr.
 •General Labourers
 •Press Operators
 Applicants must have
 •Own transportation •Safety boots
 •Related work exper. •Work references
 •Must be available immediately
 Call for appointment
 Krista (416)250-2600
 Meena (416)250-2611
CONTEMPORARY PERSONNEL

Looking for
3 FRIENDLY OUTGOING PEOPLE
 with good telephone manner and some computer experience.
 Please send resume to:
 Box 2592, c/o The Era-Banner,
 580 Steven Court,
 Newmarket, ON L3Y 4X1

Bilingual Customer Service Representative
 For busy environment.
 Computer skills required.
 Woodbine/Steeles location.
 Fax resume: 905-415-8194
 Attention: Melissa

Local accounting firm requires a
P/T BOOKKEEPER/ OFFICE ADMINISTRATOR
 with small business experience. Working knowledge of Quickbooks, Word Perfect Word, and Excel an asset. Qualified candidates, fax resume to 905-947-0165.

510 general help

Markham Economist & Sun
VERIFYING POSITIONS
 Part time Evenings
 University, College & High School students with reliable transportation wanted who are willing to work part time up to 20hrs per week afternoons, evenings & occasional Saturdays with possible extra hours while off school. The Economist & Sun is seeking someone who is enthusiastic, self motivated, able to work under minimum supervision and understand the importance of high standards.
 Duties will include phone verifying door to door and newspaper deliveries, light office duties, trouble shooting and various other duties. Excellent phone skills, a reliable vehicle and an excellent command of the English language. Good hourly rates including mileage offered with flexible hours.
 Interested applicants can fill out an application at:
 9 Heritage Road, Markham
 between 11am - 5pm to the attention of
BARRY GOODYEAR

Full & Part time
COUNTER HELP, WAIT STAFF & ASSISTANT MANAGER
 Apply in person
 Plantation Coffee & Tea Co.
 3636 Steeles Ave. East

ADMINISTRATIVE ASSISTANT
 required for growing Restoration Company. Candidates should be proficient in Microsoft Office 97, type 35 wpm, possess exceptional communication skills & have the ability to think creatively. Accounting experience would be an asset. Minimum 3 years office related and customer service required.
Please fax resume to: (905) 415-8550

530 sales help & agents

THE STRAND
 Full and Part time positions are currently available for experienced Sales Associates in our Mens, Womens, Childrens and Home Decor depts. You supply great people skills and a winning attitude. We reward with a terrific pay package, benefits and advancement opportunities. Please fax resume to: 905-415-1492 attention: Karen Mansell

LANDSCAPERS WANTED
 Seasonal work. Must have own transportation.
 Three positions available.
Call 905-649-6024

Part time Receptionist
 For Busy Real Estate Office. Must have strong communication skills and be available to work evenings and weekends.
Call 905-472-7151 to discuss.

535 hospital, medical, dental

Busy multidisciplinary chiropractic/sports/rehab clinic requires a
KINESIOLOGIST AND A RECEPTIONIST/ASSISTANT
 Please fax resumes to 905-294-0480, phone 905-294-0454

WINDOW CLEANER
 Full time position, year round. Experience a definite asset. Own transportation, neat appearance, self-starter. Good starting wage. Call Mon-Fri ONLY 8am - 3pm leave message: 1-905-473-3242

Family/ Civil Litigation
Legal Secretary/Assistant
 With at least 10 years experience.
 51 Main Street Markham N.
 Call 905-771-0025 or Fax 905-294-9883

525 office help

PIONEER
 The Art of Entertainment™
BILINGUAL CUSTOMER SERVICE
 PIONEER ELECTRONICS, a major distributor of home audio, car audio and video products has an opportunity for an enthusiastic team player in the Customer Service Department.
 THE successful candidate will be bilingual in French/English in both written and verbal communications. Previous experience on a AS/400 would be an asset but not mandatory.
 Applicant must be responsible, self-motivated and possess excellent interpersonal skills and feel comfortable in a fast-paced multi-tasked environment.
 We offer a competitive salary and a complete range of benefits.
 Please fax your resume, stating salary expectations to:
 Manager - Administration
PIONEER ELECTRONICS OF CANADA INC
 300 Allstate Parkway
 Markham, Ontario L3R 0P2
 Fax: (905) 946-7427

SCHOOL BUS DRIVERS WANTED
 B or E license preferred. Immediate openings
STUDENT EXPRESS
 (905)883-6665

Markham Firm seeks
SECRETARY
 With 2-4 years litigation experience. Full benefits.
 Fax 479-5017.

540 hotel, restaurant

Friendly and courteous
wait staff required for full-time or part-time Woodbine and Steeles area.
 Call after 2:00 pm
905-415-0078

Experience
KITCHEN HELP
 Wait experience an asset. Part time evenings, Markham.
 Call (416) 299-8247

AR CLERK
 reception relief, fluent in English - opening in Richmond Hill. Experienced in all aspects of AR in Windows LAN environment. Fax resume to: 905-709-1625

ANGUS GLEN GOLF CLUB
 requires
 • Full-time dishwasher
 • Kitchen help
 Call Frank at
887-0090 ext. 208

P/T REAL ESTATE RECEPTIONIST
 Good telephone manner, experienced in typing & computer. Monday to Wednesday 9am-9pm. Please fax resume to: Aileen Mak at 905-940-9215

HELP WANTED
FAMILY GOLF CENTRES
 at Markham
 Fax resume to:
475-2271

Maples of Ballantrae requires
P/T WAITSTAFF
F/T DISHWASHERS
 Apply in person with short resumes to: 14248 Hwy #48, Stouffville, Ont.

525 office help

Rand McNally//ALLMAPS CANADA
CARTOGRAPHERS & RESEARCH ASSISTANT
 An immediate opening for a Cartographer with supervisory experience is available. A Recent Graduate of Cartography from a community college course or has two years experience is also required.
 The Research Assistant candidate must have good organizational and computer skills.
 Fax your resume to: Gary Baker @ 905-477-7408

525 office help

PART TIME RECEPTIONIST
 for busy Dental Office
 Experience Preferred.
 Please send resume to:
 Dr. Rosenberg
 37 Sandilford Drive, Unit 104
 Stouffville, Ontario L4A 7X5
 or call 905-640-1144

RECEPTIONIST/TYPIST
 Part time evenings & weekends. Some real estate & computer experience preferred.
 Fax resume to:
 905-889-3322

545 teaching opportunities

A.M.I. MONTESSORI TEACHERS
 Required immediately for new school. Please call
Call 905-294-3373

RECEPTIONIST
 for new home builder. Must be able to work Monday & Tuesday, 12-8pm & Saturday and Sunday, 11-6pm. \$10 per hour.
 Fax resume to: 905-471-5938

555 domestic help available

Mirage Cleaning Service
 Residential & Commercial
 • Office and Banks
 Bonded, Insured & references
 Free estimates - 24 hr service
416-412-0905