

CAREERS

510

general help

Allstate Career Fair

You don't have to travel far to find a rewarding career.

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Allstate is growing like never before... which means exciting opportunities in areas such as Claims, Insurance Operations, Information Technology and Sales.

Bring along your resume and see what we're all about.

Allstate Career Fair
Saturday, October 3, 1998
9 am to 2 pm
10 Allstate Parkway
Markham, Ontario

If you're interested in the opportunities we have available, but are unable to attend our Career Fair, please forward your resume to: Allstate Insurance, Human Resources Department, 10 Allstate Parkway, Markham, Ontario L3R 5P8. No phone calls or agencies please. Visit us at www.allstate.ca

510

general help

Canadian Tire Growing Pains!

Busy Auto Centre Requires
Full Time or Part Time SERVICE ADVISOR

Must be energetic, dedicated and have previous experience.

Please apply in person at
185 Bullock Drive, Markham

525

office help

REAL ESTATE ASSIST / LAW CLERK

Required for a busy Banking/Commercial Real Estate practice. You have a strong real estate background and are secure and confident in your skills. You enjoy responsibility and exercise the ability to work independently. You are familiar with commercial mortgage preparation, secured transactions and banking documentation. You have experience in supporting a pro-active practice management process and are committed to providing a high standard of client service. You also possess superior computer skills. Qualified candidates should submit their resumes, in confidence, to:

TRUSTS & ESTATES ASSIST / LAW CLERK

Required for a busy tax & estates planning practice, a law clerk or legal secretary with a minimum of 5 years legal experience. You must be able to work independently in the preparation of domestic trusts and wills and to handle their maintenance and administration. Your experience in dealing with sophisticated estate planning needs and your strong technical skills will be important components. You also enjoy working as part of a team and are committed to providing a high standard of client service. Qualified candidates should submit their resumes, in confidence, to:



Jennifer Norman, Office Manager,
Wilson, Vukelich,
60 Columbia Way, Suite 710,
Markham ON L3R 0C9
or fax: (905) 940-8785.

We appreciate the interest of all applicants.
Only those under consideration will be contacted.

525

office help

PARTICIPATION HOUSE, Markham

OUR MISSION STATEMENT: Foster recognition and respect for persons with disabilities while providing a continuum of quality care to meet their holistic needs.

ACCOUNTING ASSISTANT (Contract Position)

Planning, organizing and executing all accounting, payroll and banking functions for monthly/annual statements and reports.

Proficiency with a computer required, including Windows, AccPac Plus, Lotus and Word Perfect in Network environment.

Post-Secondary School Education, with CMA/CGA enrollment preferred.

Please fax a resume to:

Mrs. Frances DiCarlo, Human Resources Dept.
Participation House, Markham
(905) 294-7834

By October 2, 1998

Please be advised that only those persons selected for an interview will be contacted. Thank you.

540

hotel, restaurant

Waiter/Waitress

Required immediately. Full time, competitive wages.

Meadowbrook Golf
905-887-5801

DISHWASHER / PREP COOK

For upscale restaurant in Unionville.

Fax resume to 905-640-8831

CAREERS

535

hospital, medical, dental

R.N.'s VISITING NURSING

York Region

S.R.T. Med-Staff is continuing to experience rapid growth in our Visiting Nursing program. We require FT R.N.'s to join our progressive, dynamic nursing team. If you are a caring, compassionate R.N. with 2 yrs. recent work experience, please fax your resume to:
Betty Deveaux, (416) 968-3652



DENTAL ASSISTANT

Part time for
Pediatric Dental Office
in Unionville.
Call 905-513-7722

STUDENTS

Required to work P/T evenings. Please drop resumes off to Dr. J. Gorman's Office, 4981 Hwy #7 East.

PART-TIME / FULL-TIME DENTAL ASSISTANT

Reply to:
Box 3712, Stouffville Tribune
37 Sandford Dr., Suite 306
Stouffville L4A 7X5

540

hotel, restaurant

AMARETTO RESTAURANT & BANQUET ROOM

requires immediate

Full & Part Time

COOKS

WAITSTAFF

DISHWASHERS

& BANQUET STAFF

Call 905-642-6524

540

hotel, restaurant

Maples of Ballantrae is under new management. We need an experienced HOUSEKEEPER

Fax resume
Attn: Theresa 642-0469
By appointment only.

545

teaching opportunities

TEACHING POSITION

available immediately for kids ages 3-5 years
Mon. - Thurs. 3-6 pm.
Phys Ed. background an asset.
Call (905) 707-1420

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Mark Feldstein • Warren Feldstein
Res: 731-0673 • Res: 731-5203

ACCOUNTANT

Available to act as Accountant / Bookkeeper for small/medium size businesses. Can work as required on contract @ affordable rates.
Call 475-9231

DR. M. ALBERT FAMILY PHYSICIAN (905) 472-9493

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NOTICE TO READERS

Before responding to any advertisement requesting that money be sent, you may wish to investigate the company and the offer. The publisher can not assume responsibility for the validity of the offering advertised within the classified pages.

525

office help

Order Desk/Customer Service Accountant

Strategic Vista Corp. has openings for two individuals reporting to the Chief Financial Officer at its Head Office in Markham.

The responsibilities of the Order Desk/ Customer Service are varied. Key responsibilities include: all aspects of order processing such as entering orders, invoicing, preparation of customs documents for exports, processing credit applications, preparing deposits, applying payments to customer accounts, and other duties as assigned. Applicants should have excellent computer skills, an aptitude to learn and be able to work with a minimum of supervision.

The key responsibility of the Accountant will be the preparation of monthly financial statements but the individual will be expected to assist the CFO in various areas. This position would be of interest to students following a professional accounting program.

Interested candidates should forward their resume to the CFO, Strategic Vista Corp., 300 Alden Road, Markham, L3R 4C1, or fax it to (905) 947-0138, or email it to colin@strategicvista.com. No calls please.