

**525** office help

**EMPLOYMENT OPPORTUNITIES**  
 Sheridan Nurseries in Unionville requires energetic, aggressive, reliable and organized team players in the position of:  
**CASHIER**  
 Candidates have an enthusiastic approach to customers with cash experience a preferred asset. Permanent and temporary positions are available.  
 Apply in writing to:  
 Joe O'Hearn  
 Unionville Store Manager  
 4077 Hwy #7  
 Unionville, Ontario L3R 1L5  
 Fax: (905) 477-0389  
 E-mail: unionville@sheridan-nurseries.com  
*Only those candidates selected for an interview will be contacted.*

**CANSULT GROUP LIMITED**  
**Receptionist/Junior Secretary**  
 Cansult is a consulting engineering and project management firm with an immediate opening for a Receptionist/Junior Secretary.  
 Candidates must have previous reception experience with computer skills in Microsoft Word, Excel and Powerpoint and a valid driver's licence.  
 We offer a good starting salary and an excellent benefits package.  
 Please reply in confidence by mail or fax (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  
 (Only shortlisted candidates will be contacted)

**Brookfield LePage Johnson Controls** is the leading facility management organization in Canada. We are accepting applications from highly skilled team players to fill the following positions located in our Markham Head Office:  
**Accounts Payable Supervisor**  
 The Accounts Payable Supervisor reports to the Corporate Controller. The Accounts Payable Supervisor is responsible for training and supervision of 4-6 Accounts Payable Clerks. S/he controls the creation of new vendors, and responds to client and vendor requests in a timely manner. The Accounts Payable Supervisor administers journal entry and accounts payable data entry, and the mailing of cheques to vendors. This position ensures that accounts payable team members follow company procedures and controls the accounts payable process.  
 This position requires excellent time management, organizational, and problem-solving skills. The ability to work in a team environment within critical deadlines is essential. As well, strong computer skills, Windows 95 and Office 97, are required. Candidates familiar with Oracle Financial Systems are preferred. A minimum of two years experience in a similar position is required.  
**Closing date for resumes is no later than October 22nd, 1998.**  
 We thank all applicants for their interest but only those selected for an interview will be contacted.  
 Please forward all resumes to:  
**Brookfield LePage Johnson Controls**  
**BCE Place**  
**181 Bay Street, Suite 260**  
**Toronto, Ontario M5J 2T3**  
**Attention: Julie Delaney**  
**Fax: (416) 369-0586**

**510** general help

**Economist & Sun ADULT CREW**  
 Wanted immediately to deliver door to door every Tuesday, Thursday & Saturday and other special deliveries. A reliable vehicle is a must. Good remuneration.  
**Call Megan**  
**294-8244, Mon.-Fri., 9-5**

**Do you Love Reading?**  
 Markham based marketing communication and graphic design company is looking for proofreaders who can do more than "proof read".  
 We need a person who is proficient in the English language and who has an eye for mistakes and how to correct them. Previous experience would be an asset but not essential. Our client needs are unique and exacting and we will provide the training.  
 Proficiency in MS Word is required. Two positions. Parttime hours 4:00pm to 8:00pm. Fulltime hours 12:00pm - 8pm.  
 Fax resume to Schelle DeLuca at 905-940-0204 or e-mail sdeluca@pgcomm.com

**515** skilled & technical help  
**Woodworking company requires skilled & general labour.** Immediate positions available.  
**905-640-4788**

**525** office help  
**SALES SECRETARY**  
 A dynamic sales agency in Markham is seeking a highly motivated and organized person to coordinate our sales office and provide multi functions in supporting our outside sales force.  
 Must be proficient in Word, Excel and Quattro Pro. Good salary and benefit package. Send or fax resume to:  
**Multi Mark Agents Ltd.**  
 200 Cochrane Dr. Unit #4  
 Markham, Ontario L3R 8E8  
 Fax: 905-475-5176

**OFFICE PERSON**  
**Denison & Warden**  
 Markham Company requires office person to perform varied office duties including secretarial, reception, and customer service. Proficient in Word Perfect 5.1, 6, Quickbooks and Excel. Hours 9am - 5:00pm Monday - Friday.  
 Fax resume to:  
**(905) 475-1874**

**ADMIN. ASSISTANT**  
 Part-time. Must have Word Perfect & Excel experience. Good telephone manners & proficient in English. Self-motivated, organized. Fax resume 905-475-5127.

**EMPLOYERS LOOKING FOR:**  
 Receptionist/Secretary  
 Customer Service  
 Bookkeeper  
 Administrative Assistant  
**Fax resume to:**  
**(905) 709-8691**

**Secretary/ Receptionist**  
 For busy Markham Real Estate Office. Good command of English and experience in Word Perfect and Excel. Real estate experience a must. Fax resume to: 905-477-0505

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**ADMINISTRATIVE MARKETING ASSISTANT (Part time)**  
 Well established Markham sales organization is looking to add to their sales team. Previous experience in the administration of a marketing or communications program is preferred. Other requirements include strong organizational, verbal written and computer skills. Please fax your resume to Alpha Controls and Instrumentation (905) 477-4219.

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**OFFICE HELP**  
 Warden & Denison area. Permanent P/T, flexible hours, must be fluent in English. Bookkeeping experience an asset. Fax resume with salary expectations to: 905-479-4990

**535** hospital, medical, dental  
**Markham Rehabilitation Associates Inc.** is currently looking for:  
**PHYSIOTHERAPIST**-FT & PT, McKenzie/Manual therapy req'd  
**KINESIOLOGIST**-PT evenings  
**MEDICAL SECRETARY** PT 3 evenings/Sat am.  
**REG. MASSAGE THERAPIST**  
 Fax resume to:  
 Markham Physiotherapy Clinic  
 Jennifer A. Hicke  
 905-471-3751

Barb McCleave R.N., formerly of York Health Services is looking for staff for **Quality Health Care Inc.**  
**\*R.N.'s \*R.P.N.'s**  
**\*H.C.A.'s and \*Companions**  
**905-895-5959 905-954-1296**

**OPTOMETRIC Assistant/Receptionist**  
 Required for busy Markham office. Experience and people skills essential. Fax resume to 905-294-0009

**RECEPTIONIST**  
 Optometric practice in Markham has a vacancy for a full-time Receptionist. Join a great team with excellent working conditions and benefits. Experience preferred but will train appropriate person.  
 Send resume ASAP to:  
**Fax: (905) 471-1763**

**530** sales help & agents  
**TELESALES PROFESSIONALS**  
 Shifts - days 8am to 5pm  
 - evenings 5pm to 8pm  
 - Saturdays 10am to 5pm  
 On location - Beaver Creek area  
 November thru mid December  
 Guaranteed Wage - \$12/hr  
 Plus Bonuses  
 Easy sale. Customer in-bound leads. Will train.  
 Computer knowledge an asset.  
 Clear English  
 Call 905-833-4459

**SALES HELP WANTED**  
 25% Com + Base for Sales Rep. Will train. Multimedia Company. Fax resume to (905) 948-8876

**555** domestic help available

**DIAMOND Home Cleaning** From \$60 thorough consistent reliable cleaning supplies provided fully insured & uniformed. Free estimates. 24 hrs. 416-818-6237.  
**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, window edges and baseboards. **RULA'S CLEANING (KATHY)** (905) 479-4945  
**SO for you tried the rest. Now it's time to try the BEST!** Roula's White Glove, 43 Hughson Dr., Unionville. Free estimates, low prices, special rates for Mondays. Call 416-706-9284

**535** hospital, medical, dental  
**STAFFING CO-ORDINATORS/PLANNERS**  
 Required  
 Full Time & Part Time Positions available  
**Qualifications:**  
 ♦ RPN or Medical Secretary with 2 yrs. planning experience preferred.  
 ♦ Must be able to work in a Team Environment.  
 ♦ Day Position Mon-Fri. must be available for evenings & weekends as required.  
 Please call 905-737-0700 or 1-800-567-8195 to arrange for an interview or fax your resume to Cathy @ 905-737-6126

**540** hotel, restaurant  
**Timber Creek Lodge, Markham now hiring HOSTESSES and SERVERS**  
 Outgoing personalities & high energy is a necessary asset.  
 Apply in person after 1 pm  
 5328 Hwy. #7

**NOW HIRING**  
 Energetic, fun servers  
**905-201-9699**

**545** teaching opportunities  
**TEACHERS NEEDED**  
 Certified Teachers all areas  
 • Primary/Junior  
 • Intermediate/Senior  
 • High School Math/Science  
 Daytime, evenings, and / or Saturdays for learning center in Unionville  
**GRADE EXPECTATIONS LEARNING CENTRES**  
 Call: 905-940-1944  
 or fax resume to 940-8720

Montessori School is looking for  
**A TEACHER, ASSISTANT TEACHER AND ECE TEACHER.**  
 Please fax resume to:  
 905-948-1785

**548** part-time help  
**STUDENTS NEEDED**  
 for part-time temporary and Christmas help.  
 Retail clothing store. Experience required.  
 Please fax resume to:  
 905-415-1526