

525

office help

Panduit Canada, a leading manufacturer of Electrical/Data Communication products, has the following job openings:

**PROFESSIONAL RECEPTIONIST - SWITCHBOARD OPERATION**

The successful candidate must have experience as a receptionist working in an office environment, excellent communication skills, a polished and professional manner, and be willing to take on tasks as required. Computer skills an asset.

**CUSTOMER SERVICE CLERK**

We are looking for a bright motivated person for our Customer Service Dept. Candidates should have good communication skills. Office experience is an asset as some data entry is required. Entry level position.

Please forward your resume to:

**PANDUIT CANADA**  
140 Amber Street  
Markham, ON L3R 3J8  
Fax: 905-475-1590  
Attn: Human Resources

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general help

**P/T COUNTER HELP**

wanted in office building Mon-Fri lunch hours. Speak English. Apply in person at 80 Tiverton Ct. or call 905-513-1705 before 11am or after 2pm

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general help

**Customer Service Route Driver**

Our client, a coffee service company located in the Toronto area is seeking an outgoing energetic individual to service their existing clients. Duties include delivery of product, taking new orders, promoting new product and maintaining servicing machines (training is provided). Ideal candidate must have a clean driver's record, neat appearance and enjoy working outdoors. Starting salary \$21k + benefits.

Great opportunity for Recent Grad!!!  
Call V.I.P. (416) 443-8857  
Fax (416) 443-0476

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office help

**PART TIME REAL ESTATE SECRETARY**

Busy real estate office needs a dependable real estate secretary for some evenings/every other Saturday. Proficiency in computers, real estate, good people skills and flexibility required. Previous real estate experience preferred. Only those applicants with these skills will be contacted.

Please drop off resume and references to Royal LePage Real Estate Services Ltd., 4261 Highway #7, Markham Ontario L3R 1L5 or fax to 905-940-4199  
*No telephone calls please*

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**CALLING ALL EXPERIENCED RECEPTIONISTS!**

OfficeTeam currently has immediate opportunities for experienced receptionists accustomed to multi-line switchboards. These positions are of a temporary nature. Register now and qualify for OfficeTeam's top notch benefit program!!!

TEL: (416) 226-1051  
FAX: (416) 226-4498

For more information visit our website at [www.officeteam.com](http://www.officeteam.com)

**OFFICE TEAM**  
Administrative Staffing

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office help

**CUSTOMER SERVICE REP./ RECEPTIONIST**

required by new division of a fast growing company. Prefer candidates that have past administrative experience in the home party market.

Fax resume to:  
**(905)294-4856**

*(thank you for applying; only those selected for an interview will be contacted.)*

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sales help & agents



Impact Auto Auctions Ltd. has an opening for an:

**Account Service Representative**

Substantial computer background "a must" including Microsoft Office. Excellent customer service skills and an ability to communicate effectively with clients and co-workers is essential. Please fax your resume to: Impact Auto Auctions Ltd. 16505 Hwy #48, Stouffville L4A 7X4 fax: (905)473-6531

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hospital, medical, dental

**Full Time (HARP Certified) Dental Assistant or PDA**

If you are an enthusiastic outgoing, caring person who would enjoy working in an environment committed to providing patients with superior service and gentle quality care.

Please bring in or fax resume to: 905-475-4809

**Dr. Dennis Azuma**  
4581 Hwy 7 East  
At Kennedy Rd. Unionville  
905-475-5673

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teaching opportunities

**PART-TIME MATH TEACHER**

A Private School in Richmond Hill requires a qualified Mathematics Teacher for Grades 7 to 9. This is a part-time position. Please fax your resume to (905) 763-7746 or call (905) 764-2579 to arrange an appointment.

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teaching opportunities

**PART-TIME ASSISTANT TEACHER**

required immediately for daycare in Unionville, experience preferred.

Fax resume to:  
**905-946-1116**

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teaching opportunities

**HIGHLY** motivated person with *ECE, Rec Skills or CYW Diploma* required to work Before and After school with children aged 6-9 years.

Please fax resume to:  
June Brown-Stern  
905-771-0442

**CAREERS**

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general help

**NEED A JOB? AGE 16-24?**  
Out of School / Work?  
We can help!  
**905-852-7848 ext. 21**  
*Funded by Gov't of Ontario*

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general help

North American financial products marketing company seeking career-oriented individual with leadership ability and a desire to run own business.  
Call Angela @ (905) 294-7315.

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general help

**NATIONAL POST**  
Canada's new national newspaper requires adult carriers for newspaper delivery to households between 2-6am, Mon-Sat. Vehicle a must. Call 1-800-268-7742 or local 416-383-2500

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general help

**Snowplowers Wanted**  
Brokers with late model 4x4 & plows for routes in Markham/Unionville area. Competitive pay packages.  
(905) 472-4842  
Markham Property Services Ltd.

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general help

**WEEKEND NIGHT DRIVER**  
required. Call Econo Taxi  
905-640-5466

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general help

**WINDOW CLEANER**  
FT position. Experience a definite asset. Own transportation, neat appearance, self-starter, bondable. Good starting wage. Call Mon-Fri. 9-5pm only. 905-471-4458

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skilled & technical help

**ELECTRICIAN**

5th year or licensed. Must have experience in service truck. Truck & uniforms supplied.

905-773-4361  
leave message.

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office help

**Administrative Assistant/ Receptionist**

Planning Firm located in Markham has an immediate opening for Admin. Assistant/Receptionist. The candidate will be able to work well in a fast-paced environment, have pleasant telephone manner, minimum of 5 years office experience, work well independently. Computer experience to include MS Excel, MS Word, (Macintosh preferred), familiarity with ISO 9000 processes an asset. Own transportation required.

Please fax/mail resumes to:  
Administrative Assistant  
2800 Fourteenth Ave. Ste. 210  
Markham, Ont. L3R 0E4  
Fax: (905)946-8966

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Progressive packaging company located in the Markham area seeks:

**ADMINISTRATIVE ASSISTANT**

- 3 to 5 days a week (possible full-time)
- 8:30 to 5:00 pm
- proficient in Microsoft word
- fluent in English - written / oral
- competitive wage
- secretarial duties
- 6 person office

Mail resume: 550 Alden Rd. Unit 108, Markham, ON L3R 6A8  
Attn: Office Manager  
Fax resume to: 905-305-0665  
Attn: Office Manager

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**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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office help

**RECEPTIONIST/ OFFICE ASSISTANT**

Busy chiropractic practice is looking for competent office assistant. Experience in front-desk customer service. Multi-tasking essential. Detail-oriented. Computer literate. Fax resume with references to (416) 752-3205.

Salary commensurate on experience.

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**ADMINISTRATION / RECEPTION**

Full time position located in the Warden and 14th Avenue area. Duties include typing (Microsoft Word), reception and general administration support. Job requires good communication skills. Fax resume to Human Resources at (905) 479-4645

To place your ad please call

**Classified Advertising**

at 905-294-4331  
or 1-800-743-3353