

525 office help

EXECUTIVE ASSISTANT TO THE MERCHANDISE MANAGER

Gentec International is Canada's leader in consumer electronic accessories.

We are looking for a highly motivated, energetic person for the position of Executive Assistant to the Merchandise Manager able to work in a fast paced environment.

Candidates must be proficient with MS Office with import/export background, strong interpersonal skills, mature and able to take initiatives.

Please fax resume with covering letter indicating salary expectation to the attention of Personnel Manager (905) 513-7740 or E-Mail to "marketing@gentec-intl.com"

We thank all applicants, however, only those under consideration will be contacted.



TECH SYSTEMS LTD FULL TIME ACCOUNTING CLERK

To join our team in a dynamic fast paced data communication company in Richmond Hill.

Responsibilities will include processing of work orders to invoicing stage, collections, deposits and relief reception.

We require a hands-on individual with strong communication, analytical & organizational skills who has a minimum of 5 years previous Canadian experience & has worked in a Windows 95 environment.

We offer a competitive salary and benefit package.

Fax resume by Sun. Nov. 1st to: (905) 882-8367 - Attention: H.R.

SHISEIDO (CANADA) INC.

A leading prestige Cosmetics Company is looking for an experienced and responsible individual to fill the position of receptionist. In addition to the duties associated with a receptionist's position, the incumbent will also handle a variety of other duties as assigned.

Qualified applicants must possess MS Office skills, initiative, excellent communication skills and be a team player. If interested, please mail your resume to:

Shiseido (Canada) Inc.
60 Leek Crescent
Richmond Hill, Ontario
L4B 1H1
or fax to: 905-763-8636

Only those applicants selected for an interview will be contacted.

OFFICE ADMINISTRATOR

High growth Company in the Steeles/Pharmacy area seeks an energetic Office Administrator. Challenging opportunity with responsibility for Payables, Receivables, Bank Reconciliation & Inventory Control.

Requires: - Knowledge of bookkeeping, business procedures, Microsoft Office & computer terminology; ability to work well with others; good business judgment.

Must be: dependable, trustworthy, and able to work independently. Preference is for candidates with own vehicle.

Competitive salary and benefits package available. Interested applicants should fax resumes to: 416-493-3379 or EMail to: ccraft@shaw.wave.ca

510 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

Please Check Your Ad

510 general help

Perkin Home Hardware
8650 Woodbine Ave,
Markham
will accept resumes for
PART TIME POSITIONS
High school graduates or college students preferred.
Please call Jamie Perkin
905-477-8810
or fax resume to
905-940-5539

Grisanti's
Casual Italian Restaurant
Mature
COOKS & SERVERS
Apply in person
Grisanti's Casual Italian Rest.
3760 Hwy. #7 East
or Fax: 905-940-1302

535 hospital, medical, dental

Medical Office - Markham
NURSE - R.N./R.P.N.
Part Time
RECEPTIONIST
Part Time
Please fax resume to:
905-887-9403

LAB ASSISTANT
For Medical Clinic in Stouffville. Must be experienced. Please fax resume to: 905-479-0749

530 sales help & agents

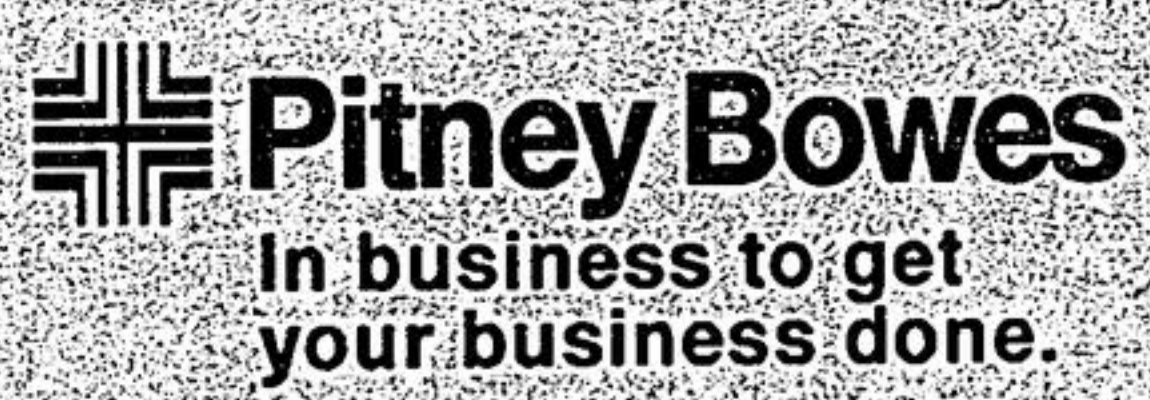
For Those Who Place Outstanding Service First

At Pitney Bowes, we know what it takes to be successful: A leader in the office products industry and a Fortune 500 company, our commitment to providing our customers with added value day in and day out - sets us apart from all others in our business. Our continued success has led to this excellent opportunity for skilled professionals eager to establish their careers with an industry leader. Bilingual opportunities exist for these positions.

Inside Sales Representatives - Pickering

Recent expansion has led to a number of opportunities for highly motivated outbound telesales reps to generate leads, sell our products, and participate in promotional programs. You'll enjoy the challenges of serving all Pitney Bowes Product Divisions in our fast paced, highly charged environment. You have superior verbal communication skills, excellent listening abilities, and professional and persuasive negotiation skills as 100% of the position is on the telephone. You must also have the flexibility to work various shifts between 8am and 7pm. Post-secondary education in business, marketing or their equivalent is required. Computer literacy and previous sales and/or telemarketing experience are definite assets. File # OTR-01 (english) or OTR-01B (bilingual)

We offer a competitive salary as well as bonus opportunities. For immediate consideration, please fax your resume, quoting the appropriate reference #, to: Human Resources, Pickering, ON. Fax: (905) 837-5201 or (905) 839-9717. While we wish to thank all applicants for their interest, only those candidates to be interviewed will be contacted. Pitney Bowes supports the principles and practices of employment equity.



In business to get your business done.

535 hospital, medical, dental

EXPERIENCED, MATURE PART-TIME RECEPTIONIST
required for evenings and flexible days for a Podiatry office. Excellent telephone manner, good command of English language, computer and typing experience essential. Please drop off resume with references, on November 3rd or 4th between 11am - 4pm to:
Markham Podiatry
4997 Hwy. 7, Markham
(Those selected for an interview will be contacted.)
NO PHONE CALLS PLEASE.

545 teaching opportunities

Upper Canada Child Care Centres
Upper Canada is a growing family of child care centres throughout York Region. We are currently looking for enthusiastic individuals to join our team of child care professionals. Positions currently available in the Markham area.
Code APM: Part time teaching assistant from 3-6 pm, Mon-Fri.
Code APMT: Part time teaching assistant in preschool classroom.
Include position code on cover letter. Applicants must be at least 18 years of age. Please fax resumes to
(905) 946-1116

540 hotel, restaurant

Licks
HOMEBURGERS & ICE CREAM
is looking for friendly, energetic, motivated individuals for the following Full time Positions:
• GRILL
• PREP
• CASH
• DRESSER
Benefit package available. Please apply in person. Mon - Fri 2-5pm to 5308 Hwy #7

MATURE PERSON
wanted for weekends. Breakfast and lunches. Small cafe, Main Street, Unionville. Call 905-576-0056

545 teaching opportunities

Positions Available For
QUALIFIED PRIMARY JUNIOR INTERMEDIATE & HIGH SCHOOL TEACHERS
• MATH • ENGLISH
• SCIENCE.
Please call (905) 201-0094

CAREERS