

CAREERS

525 office help

Markham based computer distribution firm seeks:

ADMINISTRATIVE ASSISTANT/RECEPTIONIST

- Full-time position, Monday - Friday
- Secretarial duties
- Proficiency in written and oral English
- Knowledge in PC, MS Windows 95/98, MS Office (Word, Excel)
- Experience preferred

Please send your resume by fax: (905) 415-8551 or email: ansonr@linkup.on.ca

525 office help



THE GARDEN BASKET FOOD MARKETS
"Quality & Freshness Since 1929"

Mature responsible person required for:

FULL-TIME ACCOUNTS PAYABLE CLERK

at our Head Office location.
ACCPAC EXPERIENCE IS REQUIRED.

IMMEDIATE EMPLOYMENT.
Serious applicants only please.

Please send resume to
THE GARDEN BASKET FOOD MARKETS
7100 Woodbine Avenue, Suite 214
Markham, Ontario L3R 5J2
(Woodbine/Steeles)
Fax: (905) 305-8221

We appreciate all responses, but regret that only those selected for an interview will be contacted.

535 hospital, medical, dental

Unionville Home Society, a charitable organization offering housing and care for the elderly, requires ...

PERSONAL SUPPORT WORKERS

Caregiver professionals required for both full time and part time for our Home and Community Services (Supportive Housing) Program. Duties include assisting clients with personal care and assistance with routine activities of living. Must have a HCA Certificate with three years experience. Will be required to complete the PSW program within one year of hire. Candidates must have a demonstrated ability to work independently. Excellent communication skills and ability to take direction well are required.

HEALTH CARE AIDES

Casual relief basis, require Health Care Aide Certificate and good communication skills. Experience in LTC setting. Send resume by no later than November 16, 1998 to:

Human Resources, Jennifer Tait
Unionville Home Society
Fax #: (905) 477-6080

No phone calls please. We sincerely thank all applicants for their interest. Only applicants chosen to be offered an interview will be contacted.

EXPERIENCED RECEPTIONIST

Young, dynamic Markham based Engineering Firm has an immediate opening for an experienced Receptionist. You must be able to handle a busy multi-line switchboard, be comfortable in a computerized environment and be willing to work daily 12:00 to 6:00. Position includes an attractive benefits package plus an opportunity for advancement.

Please send resume to:
Peter Holland, Controller
85 Valleywood Drive
Markham, ON L3R 5E5
(or fax to: 905-470-9579)

ADMINISTRATIVE ASSISTANT

expanding Markham Co. requires an aggressive individual to assist a busy manager in the day to day operations. We are seeking a well organized, detailed orientated person to excel in this position. Strong computer skills, an ability to meet deadlines and a sense of humor round out this position. Fax resume to 905-470-4115, quote position #1

CA firm at Hwy. 7 & Leslie requires a

FINANCIAL STATEMENT TYPIST
Experienced in all general office duties for 7 month contract to start immediately. Ideal candidate will have experience typing financial statements in CA environment. Microsoft Office 97 experience required.
Please fax resume to: 905-882-2441

SALES SECRETARY/TELEMARKETER

Required by a national computer distributor, applicants must have interests pursuing his/her career in marketing and sales; fresh graduates are also welcome; training will be provided; please fax resume to (905) 474-5161

RECEPTIONIST/ADMINISTRATION

Required for growing company. Looking for a motivated, pleasant individual. Skills should include; computer, payables and receivables.
Fax Resume to 905-415-7767 or call 905-415-7766

525 office help

ACCOUNTING CLERK
required for fast paced environment in the Markham area. You will be responsible for a variety of duties - CMA/CGA levels 2-3 and 2 years general working experience. Applicants must have excellent command of English and communication skills. Superior Excel knowledge required. FAX resumes to: 905-887-0077

CUSTOMER SERVICE

Experience with major accounts an asset. Data entry, proof reading and computer system knowledge a must. Small, friendly office environment in Markham. Fax resume to: 905-470-4115 quote position #2

LEGAL SECRETARY

Labor/Employment Law or Litigation background. Small firm in central Markham/Richmond Hill location.
Fax resume to 905-888-1462

P/T ACCOUNTING POSITION

Newviews exp. preferred. Superior communication skills & positive attitude req'd. Mail resume to:
Box 116 c/o The Liberal
P.O. Box 390
Richmond Hill, Ontario L4C 4Y6

530 sales help & agents

SALES PERSON

We are a well established greenhouse operation, located in Richmond Hill, seeking a highly motivated sales person. We have the need for a well organized, creative & positive individual with good communication and people skills. The ideal candidate will have a business degree and 3-5 years experience in sales. Greenhouse or growing experience is a definite asset.

Please fax cover letter & resume to:
905-884-9032

Admin. Sales Representatives

Needed for Communications Store in Markham. Please fax resume or apply within: Markville Mall Bell Mobility Centre.
Fax (905) 305-6222

SALES/CUSTOMER SERVICE

Fax resume to:
(905) 709-8691

535 hospital, medical, dental

Home Relief Health Services
HCA's/ PSW's
for Facility - Private - Live-In also **LIVE-IN HOMEMAKERS** for regular short stay Live-in
Call Monday to Friday between 10am and 4pm
905-472-0709

535 hospital, medical, dental

Scarborough General Hospital, the regional centre for renal dialysis, pacemakers and vascular surgery, has the following opportunity available:

Occupational Health Nurse

Completion or evidence of working toward CNA Certification or OH Certification is required. Applicants must also have knowledge of WSIB, O.H. & S. legislation, modified work programs, employee rehabilitation and designated health surveillance. Registration with the College of Nurses of Ontario and current BCLS are also essential. Please forward your resume to:
Wanda Leach,
Human Resource Practitioner
before November 20, 1998.

SCARBOROUGH GENERAL HOSPITAL
3050 Lawrence Avenue East,
Scarborough, Ontario M1P 2V5;
Fax: (416) 431-8186; E-mail: sghhr@network.com
We thank all applicants for applying. Only candidates selected for an interview will be contacted.

PATIENTS ARE PRIORITY

We value diversity.

FRONT DESK PERSON

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

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 F.T. 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



540 hotel, restaurant

DISHWASHER / PREP COOK

For upscale restaurant in Unionville, DAYS.
Fax resume to 905-640-8831

540 hotel, restaurant

CHEF

For breakfast & lunches and banquet prep, some dinners. Fine dining experience an asset. Resume required. Maples of Ballantrae
Phone 905-640-4882 or fax 905-642-0469

545 teaching opportunities

Positions Available For
QUALIFIED PRIMARY JUNIOR INTERMEDIATE & HIGH SCHOOL TEACHERS

• MATH • ENGLISH • SCIENCE
Please call (905) 201-0094

535 hospital, medical, dental



CHATS is a non-profit agency assisting seniors to maintain an independent lifestyle, in York Region. Our services include Homemaking, Caregiver Relief Program, Meals on Wheels and a wide range of volunteer assisted programs. We are seeking individuals for the following positions in Markham and Thornhill:

SERVICE COORDINATORS - F/T and P/T RELIEF SERVICE COORDINATORS - P/T, Flexible Hours

You will coordinate services to our clients, with a primary emphasis on the Homemaking Program. This includes scheduling and supervision of Homemaking staff, assessment and intake of client needs for homemaking, caregiver relief and community programs. Successful candidates will have a degree in health, social services or equivalent, or social service worker/gerontology diploma, combined with supervisory and care planning experience.

SUPPORT STAFF - Part-time, Flexible Hours

You will provide administrative support for billing and payroll purposes and provide reception duties to a fast-paced branch office. Successful candidates will possess a minimum of grade 12 education plus office administration training, excellent keyboarding skills and exceptional telephone skills.

All candidates must have a customer service focus, strong communication and interpersonal skills, computer literacy, and effective team participation skills. We offer a competitive salary and exciting challenges in a progressive community health care environment.

Qualified candidates should forward their resume to:
Human Resources, CHATS, 628 Davis Drive, Suite 106, Newmarket, ON L3Y 8P8 Fax (905) 898-3626

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