

york region

# CAREERS

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## RECEPTIONIST / SECRETARY

Join our dynamic team. An opportunity exists with a growing commercial service company located in Markham. The right person will have strong organizational and people skills. Duties include reception, filing, and word processing MS Office. Full benefits available. For consideration, please fax resume to the attention of Managing Director, 905-477-9268.

525 office help

## PRO-DENTEC CANADA

seeks a part-time Administrative Assistant for its Canadian Head Office. Duties are Database management, general office duties and customer service. Must have good computer skills (MS Word and Maximizer preferred) and good communication skills in both English and French. Approx. 16 hours/week. Fax/send resume:

Pro-Dentec Canada  
H/R Department  
#101, 1 Valleywood Drive  
Markham, ON L3R 5L9  
Fax (905) 479-8906  
E-mail: pdcsjardins@prodentec.com

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## Kiddie Kobbler Markville Shopping Centre NOW HIRING

Full-time position  
(Days, nights & weekends)  
Apply in person with resume  
Mature applicants only.

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## BUS DRIVER WANTED

5 days a week. For Markham, Aurora, Don Mills and return. Hawthorn School for Girls. Please call 416-444-3054 or email @ webhome.idirect.com/ -hawthorn attention Chris.

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## RECEPTIONIST

Join Our Winning Team. This is a full time contract position. Contact Mr. Kelly Jamieson 905-477-1666

**unionville**  
MOTORS

PONTIAC-BUICK-GMC

525 office help

## SALES SECRETARY

A successful, Canadian company located in Markham has an opening for a Sales Secretary. Responsibilities include: Secretarial Services for a team of Sales Management and Representatives. Duties also include relief switchboard. The successful candidate will be high school graduate with a minimum of 2 years experience. Proficiency in Excel, Word and Word Perfect. Some exposure to Power Point would be an asset. Salary commensurate with experience.

Please forward your resume in confidence to:

Box 4598  
Markham Economist & Sun  
9 Heritage Road  
Markham, Ont. L3P 1M3  
Only those under consideration will be contacted

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## BOOKSELLER WANTED FOR SCHOOLS

Our warehouse is in Brampton. Van an asset. \$8.00/hour or 15% commission. York Region area available. Call Claude @ 905-624-6364

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## LINE/PREP COOK

Experienced, required by busy Markham restaurant. Call 294-0134 or fax resume 294-0487

540 hotel, restaurant

Plantation Coffee & Tea Company is currently seeking experienced full time and part time

## WAIT STAFF & COUNTER HELP

For busy high volume restaurant. Fax resume to 905-946-9859 or drop off at 3636 Steeles Ave. East

535 hospital, medical, dental

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

## MANAGER, RESIDENT CARE

Full time position required to manage nursing care for 162 LTC residents, supervise staff of over 100 and manage a budget of over \$2 million. The successful candidate must possess a RN Certificate of Competency for Ontario. A Bachelor of Science in Nursing or post RN education in Gerontology is also required. Must have excellent leadership, organizational, interpersonal and communication skills and be computer literate. Ability to drive change and foster team development are also essential.

Fax resume by no later than December 18, 1998 to:

Unionville Home Society  
Human Resources, Jennifer Tait  
Unionville Home Society  
4300 Highway #7  
Unionville, Ontario L3R 1L8  
Fax #: (905) 477-6080

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

## PROFESSIONAL DIRECTORY

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