

York region

CAREERS

Serving York Region through The Economist & Sun, The Tribune, The Era-Banner & The Liberal.

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

510 general help

ACCOUNT COORDINATOR

New account wins combined with company growth & expansion has created a new position at Data Imaging Division of Optus Corporation.

We are a fast paced data driven printing & communications company looking for an Account Coordinator to service & manage projects with one of our key accounts. You must have at least 2 years experience in project coordination, & the ability to multi-task under strict deadlines. You will have access to the latest in technology, so computer skills are a must. A strong customer service focus is necessary, self-motivation & you must have an eye for detail.

If you meet the above criteria, & are looking to build a career, please submit your resume by February 5th to:

Director of Sales
Optus Corporation - Data Imaging Division
66 Northline Road
Toronto, ON, M4B 3E5
Fax: (416) 752-5042
Email: bruce.seater@optuscorp.com

Only candidates selected for interviews will be contacted.

525 office help

RECEPTIONIST/CLERK and EXECUTIVE ASSISTANT

required for an International Christian organization. Both positions require excellent oral and written communication skills as well as strong computer skills. Must have post secondary education and a minimum experience of two yrs. and five yrs, respectively.

Please forward resume, including work experience, academic qualifications, computer skills and other accomplishments/ areas of interest, to the attention of the Vice President, Administration, P.O. Box 3220, Stn Industrial Park, Markham, ON L3R 9Z9 or fax to (905) 415-0287 by February 5, 1999.

525 office help

CUSTOMER SERVICE REPRESENTATIVE

Growing Markham manufacturer is seeking a bright, enthusiastic and energetic person to add to our customer service team. Superior telephone and computer skills a must! Sales experience an asset but not essential.

Fax: 905-948-1926
email: info@justincase.ca

540 hotel, restaurant

Holiday Inn

HOTEL & SUITES
TORONTO - MARKHAM

Full time Maintenance Person

Afternoons and Weekend Coverage
Basic Plumbing, Electrical & Carpentry Skills required

Full Time Sous Chef & Jr. Sous Chef

3 years experience as Chef de Partie
CCCA papers
Culinary skills - Hot & Cold
Restaurant and Banquet Experience
Good leadership and interpersonal skills

Full time 2nd Cook

Apprentice cooking certificate
Experience in hot and cold line
Banquet functions
Flexible for days and evenings

Fax resume to: 905-474-1877
Attn: Human Resources
NO PHONE CALLS PLEASE

525 office help

PART TIME DATA ENTRY

"We are expanding"

We are looking for an energetic, self motivated, experienced Data Entry Clerk. Insurance experience would be an asset.

We offer a competitive salary.

The Insurers is a reputable, established and growing General Insurance Brokerage offering Financial Services to over 10,000 customers in the York Region.

Please send resume to:

Attn: Bonnie Koehnke

The Insurers Inc.

200 Town Centre Blvd. Suite 101

Unionville, Ontario L3R 8G5

Fax 477-5097

Email: HR@theinsurers.com

The Insurers
The home and auto experts

530 sales help & agents



Change Means Opportunity...
And At BiWay, We've Changed!!

Sales Associates

We are currently looking for dynamic individuals for our new location in Markham. You are energetic, flexible, and are able to provide fast and friendly service that exceeds customer expectations. You are a dedicated individual with great communication skills and a professional appearance. The ideal candidates will have some retail experience.

BiWay offers exciting career opportunities within Canada's foremost neighbourhood retailer.

Please forward your resume or fill out an application at the following location:

BiWay, Heritage Mall, 8567 McCowan Rd.
Markham, Ontario L3P 1W9
Attention: Manager



Canada's Leading Specialty Retailer is Building for the Future

No phone calls please. We thank all applicants in advance, however only suitable candidates will be contacted.

525 office help

ADMIN. ASSISTANT

The Academy for Mathematics and Science is an International Educational Co. We seek a P/T Admin. Assistant for our Markham school.

WE REQUIRE: fluent English, flexibility and energy, good organization and people skills.

HOURS: Mon.-Thurs., 3pm-8:30 pm.

Fax resume to Deon at:
905-709-3045

525 office help



OPEN HOUSE

FRONT DESK COORDINATOR
Markham Board of Trade is currently seeking a top-notch individual with exceptional multitasking abilities. This challenging opportunity has a wide variety of admin. duties. If you have excellent computer, typing & communication skills and enjoy meeting people - **APPLY NOW!**

Sharon
Tel: (905) 272-4344
Fax: (905) 896-4907
www.adecco.ca

530 sales help & agents

SALES STAFF

Betz Pools Store requires part time sales staff: Days, evenings and Saturdays. Ideal for mature person. Apply at:
5688 Main Street, Stouffville.

530 sales help & agents

Cellular Representatives

Ambitious individuals/retail outlets required to promote cellular products/service. Sales exp./product knowledge preferred. Commission. 416-918-2624 or E-Mail resume: cellunet@acmecity.com

535 hospital, medical, dental

PHYSIOTHERAPIST

Required PT-3 afternoons per week.

KINESIOLOGIST

FT/PT. Rehab experience required

Fax resume to Jennifer Zavitz Hicke

905-471-3751

Markham Physiotherapy Clinic

535 hospital, medical, dental

DENTAL ASSISTANT/

P/T leading to F/T. Must have CDA or PDA and min. 1 year experience. Fax resume/ salary requirements to:
Dr. Craig Jeffery, (905) 471-0140.

540 hotel, restaurant

EXPERIENCED HOSTESS/HOST

required nights at The Octagon Restaurant. Apply in person at:
7529 Yonge Street, Thornhill.

540 hotel, restaurant



Mature people required. Must be friendly & outgoing. Good benefits.

ADMINISTRATIVE ASSISTANT (PT)

WAIT STAFF

BUSSER

HOST/HOUSTESS

KITCHEN STAFF

Apply in person
3760 Hwy #7 East
Fax: 905-940-1302

540 hotel, restaurant

KITCHEN MANAGER

Full time kitchen manager required for Stouffville sports bar.

Call Tony between 2-6 p.m.

@ 905-640-1919

545 teaching opportunities

TEACHERS NEEDED

Certified Teachers all areas.
• Primary/ Junior
• Intermediate/ Senior
• High School - Math/ Science
Afternoon, evenings and / or Saturdays for learning center in Unionville

GRADE EXPECTATIONS LEARNING CENTRES

Call 905-940-1944

or fax resume to 940-8720

545 teaching opportunities

MONTESSORI PRIVATE SCHOOL

Requires immediately a full-time physical education and computer teacher for children ages 3- 8 years. Previous teaching experience necessary.

Interested candidates please fax resume to: 292-3711
or call David @ 299-9328

525 office help

FLEXIBLE PART-TIME POSITION

A busy North Markham business requires an energetic part time data input person/ reception. A great position for someone with school children. Non smoking environment. 905-472-6487

525 office help

NOTICE TO READERS

Before responding to any advertisement requesting that money be sent, you may wish to investigate the company and the offer. The publisher can not assume responsibility for the validity of the offering advertised within the classified pages.

EMPLOYERS LOOKING FOR:

Receptionist/ Secretary

Customer Service

Bookkeeper

Administrative Assistant

Fax resume to:

(905) 709-8691

PERSON FRIDAY

Required 3 days per week for busy office in north Scarborough. Pleasant telephone manner. Fax resume to 416-724-5501.