

york region

C·A·R·E·E·R·S

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

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

525 office help

CHURCH SECRETARY
St. Andrews
United Church
Must possess strong interpersonal skills, & have experience in administration duties. PC skills required (windows 95) Hrs 9am to 3pm Monday to Friday.
Send Resume to
St. Andrews United Church
32 Main St.
Markham L3P 1X6

EXECUTIVE RECEPTIONIST
Markham
to \$26K
Multi-tasked individual to handle busy board. Exceptional communications and customer service skills.
Proficient with Excel
Fax resumes to:
(905) 837-0627
INTERIM PERSONNEL

RECEPTIONIST
A telecommunications company is looking for an enthusiastic receptionist for our busy Markham office.
Candidates should have a superb telephone manner, plus excellent computer skills (MS Office) and organizational abilities.
Salary commensurate with experience. Benefits included. Fax resume to (905) 415-3676 or mail to 7676 Woodbine Ave., Unit #2, Markham, Ont. L3R 2N2.
No later than April 16, 1999

530 sales help & agents

TELEPHONE SALESPERSON
for Image Magazine
The Guide To Exclusive Living
• Experience in getting new clients & selling over the phone required
• Commission only! (50%)
• Working at home an option
Resume 33 Harbour Sq. #1418, Toronto M5J 2C2

535 hospital, medical, dental

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



MEDICAL SECRETARY / RECEPTIONIST

Wanted immediately for busy multidisciplinary Clinic. Full-time position, experience preferred. Must be ambitious, hardworking, super-organized, an effective communicator, and willing to learn. Seeking someone with passion and heart. Only those with all of the above qualities need apply.
Please fax resume & three references to Kim
© 905-471-8020

510 general help

MARKHAM ECONOMIST & SUN
NEWSPAPER VERIFYING POSITIONS
PART-TIME EVENINGS
Available in our verifying department located at 9 Heritage Road, Markham. Currently have two positions available to work selected weeknights 4pm-8pm and Saturday 7am - Noon. This is a great student position. Must be reliable and have a pleasant telephone manner and a good command of the English language. Ability to speak Cantonese fluently an asset. Must have own transportation. Interested applicants please call for more information.
Call Barry at 294-8244
Monday to Friday 10am - 5 pm

535 hospital, medical, dental

A "Make It Great" approach to patient care ... a work environment that puts the freedom of professional satisfaction in the hands of our staff. This is what makes us the leader in innovative health care.

Health Records Administrator
In this temporary, full-time role, you will handle coding and abstracting of surgical day-care visits and inpatient stays, process error reports, and complete and submit abstracts to CIHI. You have successfully completed an approved Health Records Administrator program, hold current CCHRA membership, and have 3-5 years of coding and abstracting experience. You must also be familiar with ICD-9-CM coding conventions, CIHI data abstraction, retrieval and interpretation, CMGs/RIWs and their impact on funding. Knowledge of statistics, medical terminology, pharmacology, anatomy, physiology and disease processes is imperative.
Interested applicants are invited to forward their resumes, by April 21, 1999, to:
Human Resources
381 Church Street
Markham, Ontario, L3P 7P3
Fax: (905) 472-7055
E-mail: humanres@msh.on.ca
Visit our website at: www.msh.on.ca

COMMUNITY RNS & RPNs
YORK & SIMCOE REGIONS

GUARANTEED HOURS & P/T POSITIONS AVAILABLE
WE OFFER: Flexible scheduling • Comprehensive orientation
• Ongoing training/in-service education • Competitive compensation/RRSP • An innovative, client-focused professional practice model.
REQUIREMENTS: Registration with the CNO • Valid CPR certificate
• Recent medical/surgical nursing experience • Vehicle/valid driver's licence • Faxing capability
Specialized experience in the areas of post surgical care, medication management, skin care, IV therapy, palliative care, paediatrics, enterostomal therapy, orthopaedics and mental health care is an asset.
If you are interested in pursuing a challenging career in our Visiting and Complex Care Nursing Programs, please forward your resume to:
Saint Elizabeth Health Care,
Home Office, 90 Allstate Pkwy.,
Suite 300, Markham, Ontario
L3R 6H3; Fax: (905) 940-8977

535 hospital, medical, dental

"Health Care Job Fair"
Home Support Workers II,
Health Care Aides
Personal Support Workers
RN's, RPN's
Full-time and Part-time opportunities available in Community Settings throughout York Region.
MUST have a Car.
Come and meet with us at the
STOUFFVILLE CHAMBER OF COMMERCE
Stouffville Go Station
Wednesday, April 14th, 1999
12:00 noon to 6:00 p.m.
Or send your resume to:
Regional Nursing Services
21 Bedford Park Avenue
Richmond Hill, Ont. L4C 2N9
Fax: 1-905-737-6126

535 hospital, medical, dental

Preferred Health Care Inc. **Interface Personnel Inc.**
We are accepting resumes to deliver home-making services in York Region in partnership with the Community Care Access Centre
We are accepting resumes for:
• Home Support Workers
• Health Care Aides
• Personal Support Workers
We offer:
• Competitive salaries
• Health benefit package
• Ongoing education
Please fax resumes in confidence to:
Carol Weldon
Director of Client Services
Interface Personnel Inc.
111 Avenue Road
Toronto, Ont. M5R 3J8
Fax: 416-924-8755

540 hotel, restaurant

Licks
HOMEBURGERS & ICE CREAM
We are now seeking friendly, energetic and enthusiastic people for the following Full and Part Time positions:
• Assistant Managers
• Cashiers
• Food Preparation
• Grill
Please apply in person Monday to Friday between 2 and 5 p.m. to:
5308 Highway 7 East
(Just East of McCowan Rd.)

TIMBER CREEK LODGE
Hiring for several key positions in the dining room and the Kitchen. Apply in person after 4:30 p.m.
5328 HWY 7
Call: 905-471-1901
Fax: 471-1906

560 part-time seasonal help

Markham residents needed to participate in a market research focus group. Cash incentive if selected.
If interested call
416-967-1596 ext 750

540 hotel, restaurant

WE'RE BUSY AND GETTING BUSIER
We are looking for full and part time experienced fine cooks and wait staff.
Apply to **The BlueStone Bistro**
Fax: 905-475-9519
905-475-6999

545 teaching opportunities

TEACHERS/TUTORS
The Academy for Math and Science, an international educational co, seeks teachers for our North York and Markham learning centers. We require: OTC &/or University degree. Able to teach math from gr. 9-OAC. Must be fluent in English. Hours: flexible, weekdays from 4:45 p.m. &/or Saturday.
Fax resume to Deon:
905-709-3045

TEACHERS

A Little Extra Help In-Home Tutoring Service requires qualified Teachers; all subjects, all grades.
Fax resume:
416-225-2281

540 hotel, restaurant

Call Classified Today
To place your ad
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or
1-800-743-3353



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Tuesday, April 13th, 1999
9:00 am to 6:00 pm
Holiday Inn, 7095 Woodbine Ave.
just north of Steeles

Or send your resume today!
Attn: Fion Lee, Wendy's Restaurants of Canada, Inc., 6715 Airport Rd., Suite 301, Mississauga, ON L4V 1X2.
Fax: (905) 677-5297

