

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

510 general help

Lawn Maintenance
Reliable, experienced landscape personnel required for lawn maintenance position.
Call 905-473-5785

Experienced
LANDSCAPER
Full and Part Time.
Licence preferred.
Call 472-2622, 416-600-2795
or 416-984-8444

CLEANING LADY NEEDED PART-TIME
for Markham area. Days only.
Must have own car!
1-888-298-9989

CASH PAID NIGHTLY
Want to earn some cash every night? Help yourself and help a charity. Reliable people needed for door to door campaign.
Call 1-800-791-4075

ICE CREAM VENDORS WANTED
in Markham. Cash paid daily.
Call 416-824-8404

FULL TIME FACTORY HELP NEEDED
Woodbine/ Steeles area
\$7.00/hour to start
+ bus fare
Call Mon to Fri: 905-475-2402

CONVENIENCE STORE CLERK
Required Immediately
Night & Weekend Shifts available.
Call Dee, (905) 640-0331
between 8 am - 3 pm Mon. - Fri.

F/T EXPERIENCED BARTENDERS NEEDED
York Downs Golf and Country Club.
Call Peter Goering
905-477-3105

EARN \$200, \$300, \$500 OR MORE PER WEEK,
assembling products in the comfort of your own home. Send a self addressed stamped envelope to: O.P.M. 6-2400 Dundas St. West, Suite 541, Ref #694, Mississauga, Ont. L5K 2R8

BARTENDER/ SERVER
Mature help required
Spring Lakes Golf Club
Call 905-640-3633

TELEMARKETERS
Earn extra cash. Part time evening work. **MARKHAM LOCATION.**
Students or homemakers welcomed.
Call Lee 416-757-5717

515 skilled & technical help

LICENSED AUTOMOTIVE TECHNICIAN
required for Markham Auto.
Full-time, hourly wage.
Call 905-472-5100

525 office help

SECRETARY/ OFFICE HELP
Must have experience with AccPac, MS Word to do AP, AP and payroll. Good telephone skills and a command of the English language.
Fax resume (905) 294-2504.

COLLECTION OFFICER
Accounting experience required and Small claims court experience an asset. Must be computer literate and be proficient with Windows 98 and Word. Must be energetic and able to work well in a team environment. Non-smoker required.
Please call J. O'Donnell,
(905)475-1661

Allied International Credit, an established leader in the Collection Industry has several positions available.

- ✓ Customer Service
- ✓ Collections & Telesales

Enthusiastic, highly motivated individuals with excellent interpersonal, negotiating, organizational and verbal communications skills will be given highest consideration for these entry level positions. Fax resumes attention Human Resources
(905)470-8155

FULL TIME DATA ENTRY CLERK

Experienced data entry person required for full time position. Must have a thorough working knowledge of English as some switch-board duties will be required. Ability to problem-solve essential. Forward your resume to Betty Brown indicating it is for the Data Entry position.

FULL TIME ACCOUNTS PAYABLE CLERK

Experience A/P clerk required for full-time position. Must have a thorough working knowledge of English and be able to solve problems and effectively interact with suppliers and co-workers. Forward your resume to Chris Chasmer indicating it is for the A/P position.

FULL TIME INVENTORY CLERK

Inventory clerk required, no experience necessary but good keyboard skills are essential. Must be fluent in English and able to work well in a team environment. Some heavy lifting will be involved. Forward your resume to Flo Bressou indicating it is for the inventory position. No telephone calls will be accepted.

Cole Vision Canada, Inc.
80 Centurian Drive
Markham, Ontario, L3R 8C1
Fax: 905-940-2473

FULL TIME RECEPTIONIST

Full-time receptionist (Mon-Fri., 9-5) required for Markham graphic arts firm. General office duties required including PC capable with Microsoft Office knowledge preferred. Efficient, reliable, excellent command of English a must. Call 940-2400

525 office help

ACCOUNTS RECEIVABLE CLERK
Distributor and Manufacturer
Birchmount 14 Ave location
Responsibilities include Collections Credit approval, Bank reconciliation. Must possess good communication & basic computers skills. We offer an excellent benefit package.
Fax resume to 905-470-9040

The Keith Bagg Group.

SHOW OFF YOUR BILINGUAL SKILLS
\$14/HR
Are you looking for a challenge? We have an amazing temp. to perm. opportunity for you! A major supplier to financial institutions requires experienced Customer Service Reps. Shift between 8am - 8pm. Mon. - Fri. French/ English a must and car required due to location.
Call Tamara @ 416-863-0154 ext. 382 or fax 416-350-9620
www.bagg.com

DATA ENTRY CLERK

25-26K
+ \$3 per day gas allowance
Our client located at 404/ Sheppard has a Permanent position open for an individual with the following skills:

- 10,000 key strokes
- Filing
- Daily banking (own car required)
- Switchboard relief
- Knowledge of WP 8.0 and Lotus 123 (asset)
- Excellent communication

Please fax resume to:
Ishbel Wilkie
Norrell Services
Fax: 905-726-2863

535 hospital, medical, dental

Preferred Health Care Inc.

Interface Personnel Inc.

JOB FAIR

We are accepting resumes to deliver homemaking services in York Region in partnership with the Community Care Access Centre

- ♦ HSWs (Level II or III), HCAs, PSWs - to work within the community and work as relief in Long Term Care facilities.
- ♦ RPNs - to work as relief in Long Term Care facilities.

We offer full and part time hours, competitive salaries, a new mileage increase, health benefit package. All positions will work from our Newmarket office. Incumbents must have previous experience, a valid driver's license and access to a car. Interested applicants should bring their resume, certificates, registration and two references in person on:
Wednesday, June 2, 1999
2:00 - 7:00 p.m.
1100 Gorham St. Unit 11C, Newmarket
Telephone enquiries: (905)715-7808
Fax: (416)924-8755

If you want to work with an organization committed to providing excellent client service, join us on June 2 for coffee and a snack because we want to talk with you!

525 office help

The Emerson Power Transmission Division of Emerson Electric, a leader in the Mechanical Power Transmission field, is currently seeking an experienced and enthusiastic individual for:

INTERMEDIATE CUSTOMER SERVICE REPRESENTATIVE

You will be responsible for answering a high volume of inquiries, request for information and concerns from customers both internal and external, expedite orders and generally promote favorable sales support.

Candidates should have a minimum 2 years experience in Customer Service/Order Desk environment. Furthermore, bilingual fluency in English and French would be an asset for this position.

We offer a competitive salary and comprehensive benefits. Please forward your resume, along with salary expectations to:

Lois Marshman
Emerson Electric Canada Limited,
9999 Hwy 48, Markham, Ont. L3P 3J3.
Fax (905) 475-4630.



Leaders in Power Transmission and Motion Control

MCARTHUR FORD ASSISTANT SERVICE ADVISOR

We have an immediate opening for an Assistant Service Advisor. You will be responsible for assisting our service advisors with various customer service. Duties will include greeting customers, answering phones and computer inputting. No experience is necessary but some retail or automotive experience is preferred. To arrange for an interview please fax your resume to Bill Beloff or see our receptionist for an application
Fax 905-474-0952
McArthur Ford
21 Main St. Unionville
(Kennedy Rd/ Hwy. #7)
We thank all applicants. However, only those applicants being considered will be contacted.

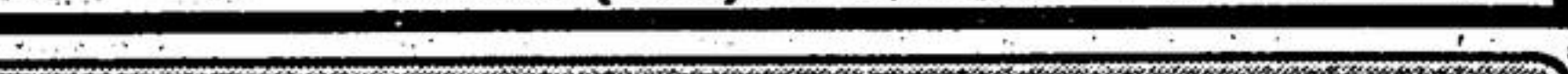
The Emerson Tool Company, a division of Emerson Electric Canada Limited is currently seeking an enthusiastic individual for:

CUSTOMER SERVICE ASSISTANT (Temporary 7-8 Months)

The primary responsibilities of this position involve: provide scheduling and shipping information to customers; entering orders into the AS/400 system. Daily matching of original shipping documents/purchase orders/invoices, verifying information and file accordingly, filing of invoice copies. Collect reports from I.S. Department or division printer, distribute and file accordingly. Issue requests for customer service staff, etc. Back up Customer Service Representative when required.

The ideal candidate will be a grade 12 graduate with some related work experience. This position requires good communication and organizational skills. They must possess a reasonable degree of speed and accuracy at the keyboard. Close visual attention to detail is a must.

Interested candidates should fax their resume to:
Lois Marshman
Recruiting & Employee Relations Coordinator
Emerson Electric Canada Limited
Fax: (905) 475-4630



To place your Ad in our Careers Section
Call
294-4331 • 1-800-743-3353