

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

OPPORTUNITIES GALORE!

BILINGUAL (Fr/Eng)

- **Reception/Admin**-excellent phone and admin skills required for this employee oriented company in Richmond Hill. 4 days 9-5, 1 day 12-8.
- **Customer Service**-pleasant & helpful person to work in large direct marketing company. Some Relief reception. \$28-30K.
- **Service Admin Assistant**-experienced with billings and credit preparation, service contracts. Good with detail and organized.
- **Contract administrator**-responsible for the contract d-base in this high tech firm & must have good working knowledge of accounting. 2 yr of CGA and exp. required.

EXECUTIVE ASSISTANT-work with sales oriented President in this fast growing high tech manufacturer, exp in a manufacturing, organized, professional with excellent organizational & computer and basic accounting skills needed (for payroll)

ACCOUNTING-senior accounting clerk needed to post ledgers in manual accounting system. Must be a very neat worker, detail oriented & able to work independently. Experience with computer conversion an asset. Great opportunity for 2nd or 3rd year CMA or CGA or someone with related experience.

DATA ENTRY-evening and day shifts and temp to perm jobs available. Please fax your resume to Darlene at 905-474-1860; tel 905-474-9555



www.adecco.ca

510 general help

MARKHAM ECONOMIST & SUN Attention Adults Earn Extra Money

The Markham Economist & Sun is currently taking names of responsible adults to deliver our newspaper door to door every

Tuesday, Thursday and Saturday.

If you are interested in this part time work, and have a reliable vehicle, please call for more information.

Dan

905-294-8244

Monday to Friday 10 am - 4 pm

525 office help



Walker Equipment Limited is currently seeking individuals for the following positions:

CREDIT/LEASE ADMIN. ASSISTANT

Full time applicant to be proficient on the computer in Word, Excel and others also to process an accounting background with attention to detail important. Good communication and people skills a must.

ACCOUNTS RECEIVABLE/ COLLECTIONS OFFICER

Required full time for maternity leave coverage (approx. 8-9 months). Applicant to be proficient in Word, Excel, and the computer.

Please fax resume to 905-294-1702.

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

MARKHAM ECONOMIST & SUN

The Distribution department is seeking a bright energetic individual to join our enthusiastic Carrier Representative Team. You will be working with carriers 8-15 years of age as well as our readers and clients to maintain and surpass the level of quality this department strives for and attains regularly. This position requires that you recruit and maintain our carrier force, start delivery in new areas with our paper and assuring our newspaper is delivered in an efficient and timely manner.

Good command of the English language, written and spoken a must. A reliable vehicle a must, and computer skills an asset.

Drop off your resume to

9 Heritage Rd. Markham, Ont.

Or fax to 905-294-1538

ATTN: Distribution Manager

Only candidates will be contacted.

525 office help

PRO-DENTEC CANADA

Part-Time Office / Administrative Assistant
(15 - 20 hrs/wk)

We are seeking an individual to perform various Customer Service & clerical functions. Light shipping & receiving involved. Good computer skills required. Must be fluent in both English & French.

Fax/send resume:

Pro-Dentec Canada

#101, 1 Valleywood Drive

Markham, ON L3R 5L9

Fax (905) 479-8906

E-mail: pdesjardins@prodentec.com

525 office help

Busy real estate and property management office require a

F/T RECEPTIONIST

Must have reception experience be familiar with Microsoft Word and Excel.

Resume with salary expectations, **FAXED ONLY** to: (905) 940-6009

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.

525 office help

RECEPTIONIST

F/T AND P/T

Must have telephone skills, computer knowledge, typing and inter personal skills. For Real Estate office, will train.

Call: (416) 399-9886

or fax to: (905) 477-6978

535 hospital, medical, dental

Preferred Health Care Inc.



Interface Personnel Inc.

Interface Personnel Inc. is a proud provider of Homemaking and Personal Support Service for the Community Care Access Centre of York Region. Immediate opportunities to work in Markham, Stouffville, Richmond Hill, Woodbridge, Aurora, King, Newmarket (a vehicle is required) for:

- HSW's
 - PSW's
 - HCA's
 - RN's & RPN's (to work in facilities)
- Full and part-time hours available, competitive wages, a new mileage rate, benefits and educational opportunities. Interested persons should forward their resume to:
- Human Resources Dept.
Fax: (905) 715-7868
Tel: (905) 715-7808
email: lpi@prefhealthcare.com

510 general help

Warehouse Help Markham Co. requires ORDER PACKERS LINE WORKERS GENERAL WISE.

For 3-4 month term. Fluent English, spoken and written, a must. Flexibility and reliable transportation a must. Students welcomed. F/T possibility.
Fax 905-470-4115

Local roofing company requires:

SHINGLERS & SUBCONTRACTORS

Must have own tools, truck and at least 5 years experience. Steady work until Christmas. Call 905-472-9011
Kavanagh Roofing

Stouffville Tribune Delivery Drivers Wanted

Work consists of counting, bundling, and dropping off of papers, flyers, catalogues and other products to specific addresses in Stouffville and outlying areas. Deliveries are for our Tuesday, Thursday and Saturday Newspapers. Work is done from your home at your own schedule with deadlines for completion on Newspaper days.

This is a contract position for someone with a reliable vehicle and a flexible schedule. A van or enclosed truck is required.

Motor Route Drivers

The Distribution Department is currently taking names of responsible adults to deliver newspapers and flyers in our rural delivery areas in Stouffville. Deliveries are to be completed Tuesday & Thursday before 6 p.m. and Saturday by Noon.

If you are interested in one of the above positions please call for more information. A reliable vehicle is required. All papers and flyers are picked up at our Markham Warehouse.

Call Arlene at 640-2100

Monday to Friday

9 a.m. - 4 p.m.

525 office help

ADMINISTRATIVE ASST

Franchise Consulting Company. Excellent computer, administrative and communication skills. Organized and able to handle multi-tasks.

Fax resume 905-709-9494

525 office help

RECEPTIONIST

• Pleasant telephone manner

• Some computer skills

• Required immediately

Fax or mail resume to:

180 Amber St., Markham, ON

L3R 3J8 Fax: (905) 470-2273

530 sales help & agents

BILINGUAL TELESALLES PROFESSIONAL

6-8 hours shifts between 8am-8pm. Located Beaver-creek area. Guaranteed wage \$10/hr. Easy sale. Customer in-bound leads. Will train. Computer knowledge an asset.

Call: 905-882-1102 ext 236

or Fax resume: 905-882-1106

Attn: Human Resources

540 hotel, restaurant

Catering Company in Markham now hiring for the following positions:

• GENERAL WAREHOUSE (INVENTORY CLERK)

• EXPERIENCED COOKS

• POT WASHER

(GENERAL CLEAN-UP)

Call 905-470-1926

or fax resume to 905-470-0520

555 domestic help available

AFFORDABLE, thorough & reliable cleaning available. References. Call Lisa 416-499-9164

510 general help

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Stouffville Tribune
CLASSIFIEDS
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PLEASE CHECK YOUR AD