

york region

# CAREERS

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

Serving York Region through The Economist & Star, The Advocate, The Express, & The Liberal

**510** general help

**INSIDE SALES ASSISTANT PART-TIME**  
Inside sales person required by Professional Development School which presents courses and workshops in its training center in Markham.  
We need a sales assistant with a strong telephone personality to work in our office approximately 20 hours per week contacting companies across North America to enroll students. This person must have an exceptional command of the English language. Strong knowledge of MS Office and Windows 95/98 is required. Training will be provided in our courses and in outside workshops and seminars.  
Please forward your resume by fax along with your income expectations to Debbie Hargrave, The School for Promotional Marketing at 905-475-8736 or e-mail: learn@promoschool.com

**THE VILLAGE GROCER IS EXPANDING!**  
We require:  
•An experienced quality oriented productivity cook, weekdays. F/T  
•Kitchen prep help, weekdays. F/T  
•2 apprentice butchers with 2-3 yrs experience, weekdays/weekends. F/T  
•3 general helpers for packaging, preparation, dishwashing. P/T  
**CALL EVAN @ 940-1770**

**ONTARIO MARCH OF DIMES SUPPORT SERVICES ATTENDANTS**  
Equal Opportunity Employer  
Varied shifts, including some evenings and weekends. Duties: Assisting adults with physical disabilities with ADL and personal care. First Aid/CPR an asset. Must have own transportation.  
Please fax your resume by August 12/99 to: Debbie Anderson at 905-887-1676

**525** office help

**WALKER**  
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 possess 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.

**525** office help  
Immediate Openings for **Call Centre Representatives** - Stouffville Location  
• Telemarketing/ Customer Service exp. a MUST  
• Flexible to work shifts: Mon-Fri: 8:30am - 5pm / 1pm to 9pm / 3pm to 11pm  
• Excellent communication skills, written & verbal  
• Must be computer literate  
• Keyboarding skills MIN: 30wpm  
• Commitment to a long term assignment  
**BILINGUAL CUSTOMER SERVICE** positions also available  
Please fax resume to: Nadia Rossini 905-737-4382  
**Olston Staffing Services**

**Call Classified Today**  
To place your ad 294-4331 or 1-800-743-3353

**515** skilled & technical help

**EXPERIENCED PAD PRINT OPERATORS REQUIRED**  
Expanding Markham based company requires experienced Pad Printing Operators.  
A working knowledge of pad printing and machine operators required.  
Shift work required & weekends.  
Salary based upon experience plus benefits.  
Please fax resume to 905-479-4307 Attention Plant Manager

**REPAIR & REFURBISHING DEPARTMENT**  
An international sewing machine company based in Richmond Hill has an entry level opening for a mechanically inclined, detail oriented, reliable individual. No experience necessary, we will train but must show good judgement. Some lifting is required.  
Please forward a brief summary of your previous work experience with references by fax to:  
B: Bieber (905) 731-3534  
We thank all applicants, but only those selected for interview will be contacted.

**LANDSCAPE MAINTENANCE FOREPERSON**  
Minimum 4 yrs. exp. maintaining corporate head offices/condominiums.  
Thornhill  
(905) 882-6182

**ACRYLIC FABRICATOR**  
Fax resume with references to: 905-471-4002

**525** office help

**BILINGUAL FRENCH / ENGLISH**  
Full-time position in a group administration office. Experience in employee benefits and knowledge of Word an asset. Please fax resume with salary expectations to 905-477-2249

**Accounting/Payroll**  
Experienced payroll/accounting person who is organized and detail oriented for multi payroll processing/reporting and other general accounting functions. Windows and Excel programs. Able to multi-task, meet deadlines and have a min. of 4 yrs experience. Please fax resume & salary expectations to:  
Attn: H.R. 905-940-4778.

**DENTAL ASSIST/ADMIN**  
P/T position in Stouffville. CDA and HARP Cert. essential. We are looking for a flexible, team-oriented individual. Fax complete resume to: (905) 642-9065

**525** office help

Non-profit Charitable Child Care Organization needs **THREE PART-TIME ADMIN. ASSISTANTS**  
3 mornings per week  
Monday, Wednesday, Friday (September 1999 to June 2000) for Child Care Centres located in Markham & Thornhill  
\$14.00/Hourly  
Excellent Interpersonal, Computer, Administrative & Communication skills  
Organized and able to handle multi-tasks.  
Fax resume to (416) 922-9614

**525** office help

**RECEPTIONIST/ OFFICE CLERK**  
A Receptionist / Office Clerk is required for a busy electronics distribution office. Responsibilities will include telephone reception, various accounting/computer related tasks and the maintenance of a comprehensive filing system.  
Candidates should possess all relative skills, be PC literate, and have an excellent command of the English language. In addition, they must have a proven track record of excellent attendance and work ethic.  
If you are interested in a challenging position, we offer a competitive wage package, health benefits and a unique bonus plan for those willing to prove their worth. Please send your resume by mail, fax or e-mail to:  
**Matrix Technology Limited**  
161 Alden Road  
Markham, Ont. L3R 3W7  
Fax: 905-477-3606  
E-mail: employment@matrixtechnology.ca

**PART-TIME OFFICE ASSISTANT**  
Strong computer skills, communication, required.  
Drop off resume at 45 Riviera Dr. Unit #1, Markham

We're looking for licensed **LIFE AGENTS** or **A & S agents** to work in our Markham office from mid-Aug to Dec Mon to Fri from 9:00AM to 5:00PM (flexible)  
• Handle incoming phone calls  
• Selling travel insurance  
• No commissions - earn \$11/hr  
Applicants must have excellent use of English language, valid license and E & O insurance.  
Call Dan at 905-201-1570

**530** sales help & agents

**SALES PROFESSIONAL**  
High end import dealer. Salary, commission and benefits. Must have auto sales experience.  
Apply in confidence to:  
Joe Sorbara 416-324-3232, 905-841-1400  
Sterne Acura  
15795 Yonge St. Aurora

**675** announcements

**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.

**535** hospital, medical, dental

Experienced, full time **CHILD & YOUTH WORKERS**  
Plus **CONSULTING REGISTERED NURSE**  
3 days weekly 2 hrs per day for develop mental handicapped / autistic children for residential setting in Stouffville.  
Fax resume to 416-699-6547 or telephone 416-699-5600

**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

**ANGUS GLEN GOLF CLUB**  
Requires Food and Beverage staff to work through to the end of the season.  
• **WAITERS**  
• **WAITRESSES**  
• **BARTENDERS**  
905-887-0090 ext. 224  
For: • **DISHWASHER & COOKS**  
Call: ext 208

Part-time Weekends  
**BANQUET SERVERS & BARTENDERS**  
Oakview Terrace  
13256 Leslie St. Richmond Hill  
Call 905-888-0606 or fax 905-888-6666

**EXPERIENCED WAIT STAFF/COOKS**  
Required for upscale cafe/restaurant in Markham.  
Fax: 905-887-9356 or Call 416-562-1400.

**THE CLASSIFIEDS Made Easy**  
To advertise your products or services  
Call 294-4331  
1-800-743-3353