

525 office help

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535 hospital, medical, dental

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LOGISTICS - ORDER ENTRY
Steeles/404 importer/distributor requires experienced Logistics person to prepare docs for letters of credit to use EDI software, invoice and ship on ACCPAC to cover a maternity leave. Long term position probable.
Fax resume to: 905-415-9098 or email: catherine@fanblade.com

BOOKKEEPER/ACCOUNTANT
Full time position needed for Stouffville Real Estate Developer. Candidates should preferably be 2nd-4th level CGA and have experience in budgeting, job costing and various other accounting functions.
Fax resume: 905-640-7369

PART TIME RECEPTIONIST
For week-ends Monday & Tuesday, \$9.00/hour.
Fax resume by September 26th to: (905)471-5938, attention Mary

Medical office in Stouffville requires **FULL TIME SECRETARY/SUPERVISOR**. Experience required.
Fax resume: 905-642-1143

Home decor manufacturer in Richmond Hill requires a **DATA ENTRY/CUSTOMER SERVICE/TRAFFIC CLERK**. The ideal candidate will be comfortable working in a fast-paced environment handling multiple tasks. Must be detail oriented, accurate and flexible, proficient with Excel and Word, and be willing to work overtime. Car required.
Please fax your resume to: 905-731-1455

BILINGUAL ADMIN. ASS'T.
Required for international insurance organization located in Markham. Must be fluent in both French and English with excellent written communications. Min. (2) yrs. admin. exp., proficiency with MSWord, Excel.
Fax L-Tipping (905)305-4361 or Ltipping@aon.com

Waterford Wedgwood Canada Inc. is looking for you if you are an effective communicator, an energetic team player, eager to learn and deliver, an outstanding organizational skill who enjoys working with minimum supervision. You have experience in MS Office with accurate keyboard strokes. The position is **Administrative Assistant/ Receptionist**.
Please fax your resume to: (905)886-6532

WORD PROCESSOR OPERATOR
Proficiency in Windows 98, Microsoft Word 8.0, WP 6.1 for Windows. Excellent written/verbal communication skills, switchboard experience. Send your resume to Lauren Moore.
Fax (905) 882-4399
Or Email: colsherman@urscorp.Com

Part-time Customer Service Positions
Monday - Friday 6pm-11pm, Saturday / Sunday 9am-6pm. Competitive compensation package plus incentives.
Interested applicants please contact the Human Resources Dept. to arranged an interview @ 905-944-4739/ 905-513-3504 or Fax your resume to: 905-470-8155

TELEPHONE SALES
Experienced telephone sales person for air duct cleaning company. Fluent English, evening work. Markham location.
Call Lee (416) 757-5717

SECRETARY/CLERICAL TEMPORARY FULL TIME (May lead to permanent full time)
Location: Hwy#7 & 404 area. Bookkeeping and accounting knowledge a must. Must be familiar with Microsoft Office (Word & Excel).
Send your resume to Box: 2707 c/o The Era Banner, 580B Steven Crt. Newmarket, ON L3Y 4X1

WORD PROCESSOR
Cook Canada is a fast growing established distributor of medical devices. We emphasize team spirit and employee involvement. We are looking for a self motivated ambitious individual to work in our support service dept. Candidate must be experienced on dictaphone, have good working knowledge of Microsoft Word for Windows and Excel. Good spelling and grammar, writing skills and creativity is essential.
Please send or fax resume to: Personnel Department Cook (Canada) Inc. III Sandiford Drive Stouffville, Ont. L4A 7X5 Fax: (905)642-3119

530 sales help & agents

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SALES POSITION
• Have you been out of the work force for a few years, raising a family?
• Do you enjoy home decorating & helping people?
• Are you looking for a career that is challenging & rewarding?
If so, we may have the perfect job for you
• We are a successful chain of furniture & gift boutiques located in Ontario shopping malls
• We need you to work 15-35 hrs. per week during daytime, evening & weekend periods
• We will provide you with extensive training, including a full tour of our factory.
To join our team, apply in person, with a resume to: **CRATE DESIGNS** Markville Shopping Centre 5000 Hwy. 7 East, Markham

Preferred Health Care Inc. **Interface Personnel Inc.**
Required immediately for full-time and part-time positions throughout York Region.
▼ HSW's (Level II & III) HCA's PSW's
▼ RN's & RPN's (to work in facilities)
We offer competitive wages, benefits and educational opportunities. Certificate/Registration, valid drivers license and vehicle required. Qualified applicants should apply to:
Human Resources Dept. Fax: (905) 715-7868 Email: smanduca@prefhealthcare.com
We thank all applicants for their interest, however only those selected for an interview will be contacted.

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CANADA'S *Light Style* STORE **LIVING LIGHTING**
HELP REQUIRED
We are looking for a key person who will work 30 hours per week.
Duties: displaying and receiving. Must be a hard worker, neat in appearance, and have a valid driver's license.
Please apply in person with resume to: **Living Lighting** 5308 Hwy #7 Markham

Sales Associate
Full time and part time. Mature, with at least 1 year experience in retail for Boutique in Unionville, selling high end European outdoor wear.
Fax to: 905-881-0052

SALES REPRESENTATIVE
required for sanitation supplies. Base salary, commission, car allowance & benefit plan. Submit resume to Jim Carruthers, c/o UNDERWOOD'S 410 FINLEY AVE. AJAX, ONTARIO Fax: (905) 619-9829 Email: supplies@uwood.com

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Unionville Home Society, a charitable organization offering housing and care for the elderly, requires:
REGISTERED NURSES
Part time position on nights working alternate weekends. Also require RN's on casual relief basis. Applicants require Certificate of Competency - College of Nurse of Ontario, require good computer skills, current CPR and First Aid. Experience in acute care and LTC setting an asset. Minimum 1 year relevant experience.
HEALTH CARE AIDES
Casual relief basis, require Health Care Aide Certificate and good communication skills. Experience in LTC setting. Send resume by no later than September 24, 1999 to:
Jennifer Tait, Human Resources Officer Unionville Home Society 4300 Hwy 7 Unionville, Ontario L3R 1L8 Fax#: (905) 477-6080
No phone calls please. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

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ATTN: CALL CENTRE SALES PROFESSIONALS
Join Myron, a team working together for success for over 50 years
We are offering to: progressive, self-directed individuals who want to maximize their earning potential.
• Business to Business office environment
• Full time opportunities - Monday to Friday 9AM to 5PM
• No weekend or evening shifts
• \$12/hr. guaranteed plus commissions plus bonuses
• Paid Training
• Company paid benefits including parking
• Accessible by TTC Northeast Scarborough
The Challenge:
• Call our existing corporate client base
• On-going sales and account development
• Demonstrate excellent communication and sales skills
• Highly organized and energetic
• Excellent verbal and written communication skills
• Ability to initiate and influence
• Accurate keyboarding and computer literacy
• High School graduation or equivalent
Qualified candidates interested in rising to the Myron Challenge are urged to contact:
Rebecca
Phone: (416) 291-1834 ext. 599
Fax: (416) 291-8985
Myron thanks all applicants for their interest.
Only those candidates being considered for an interview will be contacted.

510 general help

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SHIPPER/LOADER
With great attitude invited to join our shipping team. If you are organized, neat, have a forklift certificate and can handle heavy lifting, please apply in person for this entry level position.
KING COLE DUCKS LTD.
Warden Ave. just north of Aurora Rd. 8:00 a.m. to 4:00 p.m.

ANGUS GLEN GOLF CLUB
Help wanted on greens staff. Duties include: cutting grass, grooming sand traps, and routine general labour to maintain golf course. Experience an asset but not necessary. Contact Ernie or Eric at 905-887-0090 ext. 214



R.N.'s, R.P.N.'s
York Region
Required immediately for full-time and part-time visiting nursing and private duty nursing assignments throughout York Region. Must have a minimum of 1 year recent experience. Please fax resume to Betty Deveaux at (416) 968-3652.

PREVENTIVE DENTAL ASSISTANT
for Periodontist. Tues, Wed & Fri. 7:30am - 2:30pm Fax resume to: 905-946-1565

OPTOMETRIC RECEPTIONIST
A great opportunity available immediately in lively practice in Markham. Full-time. Top pay.
Fax resume, A.S.A.P. to: (905)471-1763