

**Classified**

Monday to Friday • 8:00 am to 6:00 pm 1-800-743-3353 Toronto Line (416)798-7284

**york region****C·A·R·E·E·R·S**

Your community career choice • Serving York Region through The Era-Banner, The Liberal, The Economist &amp; Sun, &amp; The Tribune

500 career training

500 career training

505 careers

505 careers

505 careers

505 careers

525 office help

525 office help

525 office help

**M.C.S.E. @ NIGHT!**

Microsoft Certified Systems Engineer courses are registering NOW! Set new career goals and open new doors joining the fast paced world of computers. Invest in yourself! Financial Assistance to those who qualify. To register call Gary at 905-721-3321.

**MICROSOFT OFFICE USER SPECIALIST**

Work Excel, PowerPoint and Access obtain your Master's Level. Open new doors to the fast paced world of computers. Invest in yourself and set new career goals! Microsoft Office User Specialist are registering NOW! Call Gary at 905-721-3321.

505 careers

505 careers

We are looking for **KEY PEOPLE** to expand our **FINANCIAL SERVICES BUSINESS** in this area. Experience not necessary. We will train. Call **HANIF** at: **416-635-5274 ext. 49**

**DRIVERS**

Low truck drivers with good driving record. Training provided. Call John Paul Cruz. Tel: (416)203-9300

**MANAGEMENT POSITION**

Fast paced growing towing company is looking for energetic, goal oriented person for management position. Fax resume to: J.P. (416)203-9303

**SALES ASSISTANT**

Fast growing POS distribution company is looking for a motivated customer service oriented individual with excellent communication and interpersonal skills to work as an Assistant to our Sales Department. Computer skills required. Fax resume to: (905)477-6592

515 skilled &amp; technical help

515 skilled &amp; technical help

Markham Chrysler requires (Experienced)

**TOWER OPERATOR**

Retired mechanic would be suitable for this position. Please contact Ron at Tel# (905)471-1500 Fax# (905)471-7682

525 office help

525 office help

**RECEPTIONIST/EXPEDITER** Busy manufacturing co. in Markham requires a Receptionist with good command of the English language. 3 years exp. & proficiency in Microsoft Office. Email resume: **JOBS@cabletest.com**

**A Dynamic Future In Health Care Is Ahead...**

Central Park Lodges, a fully accredited, long-term care facility, is seeking the following skilled professionals to join our team:

**ADMINISTRATOR/BUSINESS OFFICE****MANAGER (Markham, Ontario)**

A degree in Business is required. You possess strong leadership and financial management skills. Experience in a unionized setting and a healthcare background will be considered assets. (Ref: MKADM)

**DIETARY MANAGER, part time (Markham, Ontario)**

You hold a diploma or degree in Nutritional Management and possess experience in large quantity food preparation, financial planning and food purchasing. (Ref: 99MKDTM)

We offer a competitive compensation and benefits package.

Please forward your resume, indicating the appropriate reference number, in confidence, to:

Human Resources, Central Park Lodges, 2035 Neepawa Street, Ottawa, Ontario K2A 3L7.

To learn more about Central Park Lodges, please visit our web site at [www.cplreit.com](http://www.cplreit.com)

We thank all applicants, but only those under consideration will be contacted.

**CPL Long Term Care REIT**

525 office help

525 office help

525 office help

525 office help

Markham computer company is looking for

**Full Time Clerks**

- Cantonese/ English
- ACCPAC an asset.

Fax resume to Katherine at 905-472-6060

**P/T RECEPTIONIST**

for busy Unionville Dental office. Must be familiar with Windows based computer systems. Dental experience preferred. Flexibility a must. Fax resume by Friday, September 24th to: 905-477-6339

**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

**EXECUTIVE ASSISTANT**

required for busy homebuilder/developer. Word & Excel required. Minimum 5 years experience. Must have excellent English and own transportation. Benefits. Rapidly growing company with opportunity for advancement.

Please forward resume to: 10060 Kennedy Road, Markham, ON L6C 1N9 Attn: D. Hodgson E-mail: [Imaclachlan@angusglen.com](mailto:Imaclachlan@angusglen.com)

525 office help

530 sales help &amp; agents

**BOOKKEEPER**

Newviews, Word, Excel. Full set to trial balance. Part time Markham. Fax resume: 905-479-9313

**SALES HELP**

Full Time career person for sporting goods store. Experience with clothing, camping. References required. Apply 8365 Woodbine Ave. Markham

530 sales help &amp; agents

540 hotel restaurant

**EARN \$50,000 TO \$100,000 PER YEAR** Real estate sales. Free in house training. Call Anthony Bungaro (905)471-2000

**COFFEE TIME FT/P/T Counter/Prep** Suitable for homemakers/mature help. Hwy #77, Woodbine. Call Holly (905)947-0477

**ORDER DESK/RECEPTION**

**RESPONSIBILITIES:** Responsible for providing quality customer service and reception in an environment requiring teamwork, efficiency, cross training and continuous improvement. Respond to customer needs in a quick and effective manner. Maintain basic knowledge of company products and services.

**REQUIREMENTS:** Excellent communication and interpersonal skills, energetic, self-motivated, PC experience in a Windows environment with 3 or more years related experience.

**BOOKKEEPER**

**RESPONSIBILITIES:** Responsible for A/R, A/P, Financial Statements, Commission Statement Reconciliation, Daily Banking, Collections, Back-up of Reception/Order Desk.

**REQUIREMENTS:** Excellent communication and interpersonal skills, energetic, self-motivated, Computer illiterate with 3 or more years related experience.

Please forward Resume to:  
Human Resources  
46-7305 Woodbine Avenue  
Markham, Ontario  
L3R 3B7

530 sales help &amp; agents

530 sales help &amp; agents

530 sales help &amp; agents

**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

**INSIDE/OUTSIDE SALES**

To sell computer supplies, fax machine, recording systems & accessories. Must be a self starter. Some experience req'd. Good income potential. Markham area. Fax resume: 905-479-2154

540 hotel restaurant

**KITCHEN HELP**

Part time evenings  
**SHELTIE PUB**  
Markham  
6061 Hwy 7 East  
(905)471-2469

510 general help

**Woodbine Chrysler**

(Located in Markham)  
Requires immediately  
**Female/Male**  
**Sales Professionals**

We offer:  
♦ Excellent conditions  
♦ Complete training  
Please contact Bob at (905)415-2260 or fax (905)415-2001

535 hospital medical, dental

535 hospital medical, dental

**RECEPTIONIST/EXPEDITER** Busy manufacturing co. in Markham requires a Receptionist with good command of the English language. 3 years exp. & proficiency in Microsoft Office. Email resume: **JOBS@cabletest.com**

**BOOKKEEPER/ACCOUNTANT** Full time position needed for Stouffville Real Estate Developer. Candidates should preferably be 2nd-4th level CGA. Duties include: Job costing, assisting in year-end working paper preparation, and various other accounting functions. Fax resume: 905-640-7369

**EARN \$50,000 TO \$100,000 PER YEAR** Real estate sales. Free in house training. Call Anthony Bungaro (905)471-2000

**COFFEE TIME FT/P/T Counter/Prep** Suitable for homemakers/mature help. Hwy #77, Woodbine. Call Holly (905)947-0477

**PHYSIOTHERAPIST REG'D** Required immediately. 5 mornings at private Pickering physiotherapy rehab & M.V.A. practice. Est. in 1988. Call (905)420-0647 or fax resume to (905)420-2907

**EXPERIENCED HAIRSTYLIST** For new salon in Markham (Cornell). Esthetician room for rent. Call (905)294-9003