york region C·A·R·E·E·R·S

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505 careers

Chartered Accountant

We are searching for a CA with experience in dealing with owner/manager clients.

Strong computer skills with a knowledge of Taxprep and CaseWare would be ideal.

Williams & Partners
Chartered Accountants LLP
Fax: (416)969-8167

505 careers

LET US PUT YOUR TALENTS TO WORK... *NOW!*

General Accountant

High tech organization requires strong general accountant for complex recs, budget prep and other accounting functions.

Senior Payroll Processor

Process payroll for 300+ employees, year end payroll procedures and recs.

accountemps

Call the Richmond Hill office.
Tel: 905-709-8009
Fax: 905-709-3664
For more information visit our website at www.accountemps.com

Toronto Montessori Schools

is inviting applications for a teaching position in the Toddler Programme

Prerequisite: Child care experience (ECE Diploma an asset)

and

an experienced Montessori Teacher to team-teach a class of children 3-6 years of age. This is a maternity leave contract position from January 10th to June 30th, 2000.

Requirements: Bachelor's Degree and MACTE Recognized Montessori Teaching Diploma.

Please fax resume to Mrs. Cecile Burg
905-886-6516
Only those applicants to be interviewed will be contacted.

505 careers

INSIDE TECHNICAL SALES

We are looking for an inside technical sales representative to process inquiries, liase with suppliers, prepare quotations, gain and enter orders. Experience in the sale of mechanical products is required. Candidates must possess excellent communications and interpersonal skills, a professional telephone manner, be organized and self motivated to handle a steady and varied work load. Good computer skills and the ability to communicate in French are definite assets. A competitive compensation package is offered.

Please fax resume to:
(905)727-5496

515 skilled & technical help

General Conveyor Co. Ltd.

General Conveyor Company currently has the following openings in our sheet metal fabrication division:

- CAD Operator/ Laser & CNC Punch Programmer
- Machine (Laser) Operator
- Production Control Coordinator

Previous experience an asset but not required as training will be provided. Candidates must possess good computer skills and excellent communication ability. The ideal candidates will have drive and ambition to learn and succeed in our fast paced manufacturing environment. Please send your resume to:

General Conveyor Company Limited
P.O. Box 610 245 Industrial Parkway South,
Aurora, Ont., L4G 4J9
Fax: 905-841-1056 or E-mail: rubina@gccl.com

525 office help

WANTED IMMEDIATELY

We are an engineering firm of 100+ employees located in Markham requiring an enthusiastic individual to take responsibility for our mail services. Tasks include distribution of incoming mail, processing of outgoing mail and courier packages and relief reception. Hours of work are 8:30 a.m. to 5:30 p.m., Monday to Friday. This is a six-month contract position, with the possibility of permanent placement. The successful candidate will have an excellent command of English, familiarity with computers and be a great team player.

If you are interested in working for a fast-paced, friendly and growing firm, please fax or email your resume to:

Cosburn Patterson Mather Limited
Fax no (905)474-9889
Email general@cosburn.com

We appreciate all inquiries for this position, unfortunately, we are only able to respond to persons to be interviewed

515 skilled & technical help

A leader in X-ray film processor and film daylight systems service, Electro-Medical Equipment Company, is expanding its service department.

Applicants should have formal education or related work experience in electronics mechanics and electrical.

As the position requires travel in Southern Ontario a recent driver abstract must be provided.

Fax resume to: 905-764-8663

525 office help

Busy vehicle leasing company located in Markham requires:

FULL TIME RECEPTIONIST/ OFFICE ASSISTANT

Must have good command of English language, Windows 95, Excel & Word.

Fax resume to: 905-477-5902

525 office help

ADMIN./ MARKETING ASSISTANT

Excellent communication skills, written & verbal.

Call (905)415-1888, ask for Glenn

535 hospital, medical, dental

Full time (HARP certified) DENTAL ASSISTANT OR PDA

If you are an enthusiastic, outgoing, caring person who would enjoy working in an environment committed to providing patients with superior service and gentle quality care.

Please bring or fax resume to:
905-475-4809
Dr. Dennis Azuma
4581 Hwy. 7 East, (at Kennedy Rd)
Unionville ph. (905)475-5673.

525 office help

Bilingual Professionals in North York/ Scarborough/Markham Adecco wants you!

Fast growing high Tech Telecommunications & Financial firms require fluent bilingual French/English/Mandarin & Cantonese professionals immedately.

Permanent/Temporary Opportunities For:

- CSR/Collections Reps with Call Centre experience. Variety of shifts - need flexibility
- A/R
- Bilingual Sales $$
- Bilingual Receptionists

Please fax resume to Diana
(416) 296-0829
or call
(416) 296-0822

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525 office help

HERE IS YOUR OPPORTUNITY...

to join North America's leading educational publisher of K-12 classroom management software. Our tremendous growth of over 40% has created exciting opportunities for high calibre individuals to join our world class company. We are looking for a:

Marketing Coordinator

Responsible for analyzing data and coordinating various marketing fulfillment duties and systems. Computer graphics familiarity considered an asset. Contract position.

Excellent compensation package. An opportunity without comparison! Send resume in confidence to:

Rob Walisser
Advantage Learning Systems of Canada
P.O. Box 220
Aurora, ON, L4G 3H3
FAX: (905) 726-8119
www.advlearn.ca
E-Mail:answers@ advlearn.ca

535 hospital, medical, dental

Firstat Nursing Services

Join the team where you come first.

RN

Required immediately for FULL-TIME contract with oncology exp.

RN's & RPN's

Required immediately for PART-TIME Hospital and Nursing Home Relief. Exp. in Plastic Surgery an asset.

Competitive rates/bonuses.

Call: 905-305-9551
Fax: 905-477-1956

525 office help

Leisureworld Inc., an operator of eight nursing homes currently has available a temporary part-time position of **ACCOUNTS RECEIVABLE/ BILLING CLERK** at its Corporate Office. The position will be for three days per week for approximately six months. There is the possibility for the position to become permanent.

The candidate should be computer literate and be proficient in Excel. Their responsibilities will include posting deposits and daily resident activity, resident billing and month end procedures.

Interested persons should submit their resume to:

Human Resources Dept.
Leisureworld Inc.
8500 Warden Ave.
Markham, ON L6G 1A5
Fax: 905-415-7623 Or
Email: cburton@leisureworld.ca

525 office help

LITIGATION SECRETARY required for Markham law firm. Experience preferred **Call 905-415-9100**

525 office help

RECEPTIONIST PT 3 days/ week. Acc'ts. office. Fluent in English, bookkeeping helpful. Woodbine/Steeles. Fax resume: **(905)475-1654**

535 hospital, medical, dental

P/T RECEPTIONIST/CLERK

to help out in busy Unionville Dental office. 12-15 hours/ week, between 8am & 5pm. Windows computer experience and dental background an asset. Fax resume by Friday, October 22nd to: 905-477-6339

535 hospital, medical, dental

540 hotel restaurant

WAITRESS/WAITER

F/T or P/T Day time & weekend hours. Available immediately.

Please Phone:
905-640-8858 ask for Luba

540 hotel restaurant

COUNTER HELP & FOOD PREP

Full time for deli cafe. Basic food knowledge. Training available. Day time shift. Ideal for homemakers.

Call (905)472-4352, weekdays or Weekends (905)479-7678

535 hospital, medical, dental

PLANTATION COFFEE & TEA CO.

is now hiring full time and part time WAIT STAFF & COUNTER HELP

Drop off resume at:
3636 Steeles Ave. East or
fax resume to: (905)946-9859

535 hospital, medical, dental

DISHWASHER

For AM & PM Positions, for restaurant in Markham. Call 905-305-6769 between 10 am & 12 noon, and 3 - 5 p.m.

535 hospital, medical, dental

Hollyfood
P/T DRIVER & P/T PHONE OPERATOR
needed

Please apply in person to: 18 Ringwood Dr. Stouffville **(905)642-4222**