

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 & Sun, & The Tribune

505 careers 505 careers 525 office help 525 office help 525 office help 540 hotel restaurant 540 hotel restaurant 510 general help 510 general help

EDUCATION COORDINATOR
Alzheimer Society of York Region
University Degree/ College Diploma in related field and/ or enrollment in Dementia Studies certificate program. Min. 3 yrs. experience working with dementia and/ or their families. Computer literate. Experience with volunteers and presentations. Flexible hours, team player. Drivers license and own vehicle required. Salary \$28-30,000.
Fax resumes by November 10, 1999 to (905)895-1736
Only applicants under consideration will be contacted.

Bilingual Customer Service (Cantonese/ English)
RIBO license, Property & Casualty Insurance 3-5 years experience
Salary \$28-30 & Full Benefits
Please Call Anita at 4160431-6077 for an interview.

ACCOUNTANT
Firm in Markham requires C.A. finalists, 4th level CGA or equivalent with minimum 2 years experience in CA/CGA office.
Fax resume to: (905)479-0045

JUNIOR/ INTERMEDIATE TRAVEL CONSULTANT
required for a busy Markham travel agency. Must have complete a travel training course, SABRE knowledge a must. Fax resume in confidence to: 905-471-0615

FULL TIME EXPERIENCED FACTORY HELP
wanted for Uxbridge company. Corrugated experience an asset.
Call Cathy Christoff at 905-852-4644 or fax resume to: 905-852-4680

ADMINISTRATIVE ASSISTANT
Part-time Office Administrator required by hi-tech company, for reception, telephone answering, order processing, accounting and other clerical functions. Flexible time, must be familiar with Business Vision accounting. Also MS Office 97. Must be fluent in English. Must have own car. Fax resume to Office Manager 905-470-6394

GENERAL ACCOUNTING/ CLERICAL
Electronic company in Markham seeking general accounting/ clerical help for 6-8 months, possibly permanent. Must have vehicle. Fluent in English. Please fax resume to: (905)513-7182

OFFICE ASSISTANT/ RECEPTIONIST
Full-time 9am-5pm, reception & administration for multi-media company at Warden/Alden, Markham. Duties will include management of front-door trade, clerical support for Technical group and general office-keeping (including kitchen) tasks. We require a reliable, resilient and competent individual to cheerfully manage a busy traffic area. Proficiency in Microsoft Office. Experience preferred.
Please submit your resume via email to: Sunday@idirect.com or fax to: (905)946-1144.
Only those selected for an interview will be contacted

INTERMEDIATE PAYROLL CLERK
Payroll assistant; intermediate position; Markham. Computerized payroll experience; good communication skills; detail oriented; computer literate. Fax resume to: 905-946-1116

DATA ENTRY OPERATORS
Excellent keyboarding skills, knowledge of the Canada Postal code standards, good knowledge of the English language. Warden & Steeles Avenue.
Please fax: 905-470-1471

ADMINISTRATIVE ASSISTANT/ RECEPTIONIST
Must have excellent phone manner, exceptional organizational skills, computer literacy and be able to work in a fast paced environment. Multi-faceted position.
Send resume with salary expectations to: Dan Tasson, 190 Bullock Dr., Unit 14, Markham, ON L3P 7N3 or fax: 905-294-3694

Markham computer company is looking for
Full Time Clerks
•Cantonese/ English
•ACCPAC an asset.
Fax resume to Alan at 905-472-6060

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.

Computer manufacturer in Markham is looking for
Full Time Sales Reps
Must have computer and/or sales experience. Shift work and Saturdays required. Base salary plus bonus.
Fax resume to Ann at: (905) 472-8945 or email to: annstephen@tor.3dmicro.com

ADMIN/ INTAKE ASSISTANT
Required part-time in Mental Health Clinic.
For info, e-mail drmax@pathcom.com

Registered Nurse
Required for long term care facility 30 minutes north of Newmarket.
Please FAX resume to (905) 722-8638

EXPERIENCED COOK
required full time
(905)649-5455

510 general help

COUNTER HELP
Required for:
Coffee shop in Markham
Part-time Days
Call 9am-2pm only: (905)940-8809

WAIT STAFF, Full-time
Excellent tips! Great hours!
Must be experienced. Apply in person,
The Bluestone Bistro,
4261 Hwy #7 East
or fax resume to: (905)475-9519 or call: (905)475-6999

510 general help 510 general help

CAREER MINDED
An opportunity has arisen for a local marketing agent in this area. No selling is involved, just daily deliveries to existing customers and new accounts.
WE PROVIDE:
• Full classroom training
• Field support
• A guaranteed first year income of \$30,000
• Future Mgmt. Opportunities
YOU PROVIDE:
• Suitable vehicle
• Self motivation
• Organization
• Customer service
• Long term career goal
Contact Pamela 905-264-9411

HAIRSTYLISTS WANTED
• Qualified stylists
• Excellent wage and benefit package
• Full and part time positions
• Busy Markham location
• No chentele required
Teresa 471-4888
AFFORDABLE, PROFESSIONAL HAIR MAKE GUARANTEED

MARKHAM ECONOMIST & SUN CUSTOMER SERVICE REPRESENTATIVES PART-TIME
The Economist & Sun distribution department requires Customer Service Representatives for our Verification Team, part-time Monday to Friday 4 p.m. to 8 p.m. and selected Saturday mornings.
Working from our distribution office located at 9 Heritage Rd. Markham, the successful applicants will make phone calls to households in our delivery area to confirm and maintain the quality of our deliveries.
This position requires a professional attitude and excellent communication skills. A good command of the English language required and fluency in Cantonese an asset but not required.
To apply for this position, please come to our distribution office at 9 Heritage Rd. Markham Between the hours of 8:30 a.m. and 5:00 p.m. to fill out an application.

FULL TIME ASSEMBLY WORKERS
Wages commensurate with experience. Heavy lifting involved.
(905)305-8438 ext. 222

WAREHOUSE
Markham metal parts manufacturer has positions available for part marking, clearing and deburring. Excellent oral and written English.
(905)471-6050 between 9am-2pm

WAREHOUSE HELP
Tow motor experience. Good writing required to fill in waybills, inventory tags and other forms. Shipping and other warehouse duties as required.
Call 905-471-6050 for application.

SNOWPLOW DRIVERS & SHOVELLERS SIDEWALK CREWS
New trucks, tight residential routes. On-call position, can lead to full-time.
Call: (905)713-3730

Reliable, Energetic, Experienced
STABLE HELP WANTED
modern facility in Stouffville.
Weekends/mornings.
Please call 905-888-0099

P/T HAIRSTYLIST
For a busy Stouffville Salon. Guaranteed \$7.25/hr, profit sharing, + \$300 hiring bonus, dental, drug, eye care plan & birthday off with pay. No Sundays. For an interview call 905-640-9555
FIRST CHOICE HAIRCUTTERS

SNOWPLOWERS WANTED
Brokers with late model 4x4 & plows for routes in Markham/ Unionville area. Also require Drivers & Shovelers. Competitive pay packages.
(905) 472-4842
Markham Property Services Ltd.

FULL TIME PART TIME
Local firm has 54 immediate openings with day, evening and weekend schedules available.
\$12.85 to start. Must be filled by Oct. 28
Call Tue., Thurs. 11am-5pm 905-947-9851
Cantonese (905) 947-1608
No exp. necessary. Will train.