

525 office help

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530 sales help & agents

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545 teaching opportunities

PART-TIME POSITION
Experienced Bookkeeper/ Receptionist required for flexible, part-time position. 2-3 days/week. Individual is personable, mature, organized and has good working knowledge of NewViews Accounting Program. *Please forward resume to:*
Office Manager, Box 3473,
M.I.P., Markham Ont. L3R 6C7

SENIOR DATA OPERATORS
Senior Operators needed. 15,000+ keystrokes. Knowledge of Canada Postal Code Standards. Excellent salary based on experience. Serious applicants only.
Warden & Steeles.
Please fax to: 905-475-3198

RECEPTIONIST
For rapidly growing metal stamping company in Concord. Mature personality with excellent telephone manner. Proficient in Microsoft Word and Excel with basic accounting knowledge.
Fax resume before Nov. 20/99 to: 905-669-0360

ADMINISTRATIVE ASSISTANT
Evergreen Hospice of Markham/Stouffville requires a self-motivated team player for a flexible, part-time position providing support to staff and volunteers. Experience in fundraising and special events an asset. Able to interact comfortably with the public. Demonstrated computer skills - Word Perfect and Lotus Approach or similar (database experience necessary).
Fax resume to 904-472-4128 or e-mail to hospms@msn.com.

ACCOUNTS RECEIVABLE/ ORDER ENTRY COORDINATOR
Mature person required for this small, but growing Canadian Company. Be part of our worldwide educational computer software team. *Get full details on our web site www.bytesoflearning.com*
Click on **JOB OPENINGS**.
E-mail resumes to: carmenramon@bytesoflearning.com

ACCOUNTS RECEIVABLE CLERK
Printing company located in Markham is seeking a highly motivated team player with general accounting knowledge and excellent communications skills. *Responsible for:*
• customer invoicing
• collections and cash receipts
• generating customer statements
• balancing month end sales and
• general office duties
We offer a competitive salary and a full benefits package.
Fax resume to Cathy @ (905) 305-0358

ADMINISTRATIVE ASSISTANT
We are an international firm with a Software Development division located in Markham. Our office is rapidly expanding and we have an immediate opening for an entry-level Administrative Assistant. This position has plenty of room for future advancement. General office duties are required including reception, secretarial and order desk. Our ideal candidate would have strong communication skills, computer literacy and a professional telephone manner. Excellent organizational and interpersonal skills as well as experience with MS Word are essential. Experience with Excel and fluency in a secondary language (ie Spanish) would be an asset.
If you are a team player who is friendly and outgoing, please forward your resume & salary expectations to:
Wendy Giltenan
8920 Woodbine Ave., Suite 204
Markham, ON L3R 9W9
Fax: 905-470-9349
No agencies.
Only those considered will be contacted.

Avid Media Inc., special interest publisher, is looking for a **PART-TIME AD TRAFFIC CO-ORDINATOR**. The successful candidate will be well organized, with an eye for detail. Knowledge of print production a definite asset.
Send your resume to:
Judith McKay, Production Manager
Avid Media Inc., 340 Ferrier St.
Suite 210, Markham ON L3R 2Z5
Fax: 905-475-9246
No phone calls please.

RECEPTIONIST / SECRETARY
Required for Markham's largest Business Centre. Job share, **part time position**. Mon-Fri. 8:15-5:30. **FLEXIBILITY AND AVAILABILITY** a must. Min. 45 wpm, Excel and Word. Excellent command of English, oral/written. Permanent contract \$14/hr.
Fax 905-946-8971

BILINGUAL ADMIN. ASS'T. BILINGUAL SALES ADMIN. CLERK
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

50 INBOUND CSR POSITIONS \$11.00/HR
CALL CENTRE ENVIRONMENT
Must be flexible to work all shifts:
• 7am-1:30am - Mon-Sun
• Excellent communication skills
• Computer literate including INTERNET
• Must have call centre experience
• Some positions require banking experience
• Must have transportation
• Markham & Richmond Hill locations
Please fax resume to:
905-737-4382
 **Olsen Staffing Services**

Unilingual/Bilingual CSR Professionals
Why travel as far as the GTA-work in Markham
• Good communicators with customer service/sales/call centre exp. preferred
• Should possess good initiative, reliability & confidence
• "FUN" team environment
• Computer literacy 35wpm
• Permanent opportunities, excellent stability.
Please fax resume to Diana (416) 296-0829 or call (416) 296-0822
 **Adecco**
a new world at work.

Markham Dodge Chrysler
Requires immediately **Female/Male Sales Professionals**
We offer:
• Excellent work environment
• Complete training
Please contact Steve at: (905) 471-1500 or fax (905) 471-7682

ATTN: CALL CENTRE SALES PROFESSIONALS
Myron Manufacturing is seeking Prospect Sales Representatives to support growth in this area.
We are a team working together for success for over 50 years.
Myron offers:
• Full time opportunities - Monday to Friday 9AM to 5PM
• \$13/hr. plus 5% commission
• Paid Training plus Company paid Benefits
• Accessible by TTC - Northeast Scarborough
The successful candidates should have 2 or more years business experience in an outbound or retail sales environment. Cold calling and closing skills are essential. Must be able to demonstrate exceptional communication and negotiating skills, to initiate and influence. Individuals must be highly organized and energetic. Candidates will be required to complete an employment test which will evaluate their written, verbal and keyboarding skills.
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.

515 skilled & technical help
INDUSTRIAL ELECTRICIAN
for machine wiring and panel building.
Fax 905-305-1411

525 office help
PART TIME GENERAL CLERK
Required for busy Markham office. Office and computer experience required. Must be detail oriented. Fax resume to: 905-479-4723

PART TIME RECEPTION DAYS
+/- 30 hrs/wk
16th & Hwy. 48
Fax resume: 905-472-9003


530 sales help & agents

Aggressive Salesperson
Hot product line!
No inventory, huge market place. Fabulous verifiable money
416-635-2787

535 hospital medical, dental

DENTAL HYGIENIST for ORTHODONTIC OFFICE
Are you a cheerful, energetic and dedicated team player who wants to do orthodontics FULL-TIME? We can teach you the necessary skills as long as you come equipped with the right attitude. Our unique Richmond Hill orthodontic practice is busy, but always fun and lively. We believe that excellence in treatment demands excellence in communication. Since we treat a multicultural community, a second language such as Chinese, Hindi, Urdu, or Farsi would be an asset.
Please fax resume to: 416-488-2310

EXPERIENCED AUTOMOTIVE SALES PROFESSIONALS REQ'D
Want to get out of the city? We're a growing dealership in a growing town just minutes north of Markham.
You Are: Experienced, aggressive, self-starter, successful.
We Offer: Generous monthly guarantee, demo plan, benefit package.
Come Grow With Us!!
Ask for Joe Ng,
General Sales Manager
STOUFFVILLE CHRYSLER
905-640-3200

535 hospital medical, dental **535 hospital medical, dental**
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.


Preferred Health Care Inc. **Interface Personnel Inc.**
Required immediately for full-time and part-time positions throughout York Region.
♥ HSW's (Level I, 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
Tel: (905) 715-7808
Fax: (905) 715-7868

535 hospital medical, dental

540 hotel restaurant

MORNING CHEF AND PART-TIME WAITSTAFF
required for Canadian fast food restaurant. Monday - Friday. Call Bill (905) 475-1890 after 3pm


HOMEBURGERS & ICE CREAM
We are looking for friendly, energetic, motivated individuals for the following **Full & Part Time Positions:**
• ASSISTANT MANAGERS
• CASHIERS
• FOOD PREPARATION
• GRILL
Benefit package available
Please apply in person
Mon - Fri 2-5p.m to 5308 Hwy #7

540 hotel restaurant **540 hotel restaurant**
OLD COUNTRY INN
requires **WAIT STAFF** immediately
Apply in person
198 Main Street, Unionville
905-477-2715

540 hotel restaurant **540 hotel restaurant**
FIRE & ICE
New concept by established restaurant company has openings for all positions. An exciting, fun restaurant and bar that you'll want to look into.
• Bartenders • Exhibition Cooks
• Servers • Kitchen Help
Please apply in person at Cochrane and Highway #7, one street west of Woodbine Ave. in Markham
(905) 947-1900
Excellent pay, benefits & working conditions.
TRAINING STARTS MONDAY!

540 hotel restaurant
FOOD PREPARER + WAIT STAFF WANTED
Looking for friendly, reliable people with excellent customer service skills for day time hours. Fax resume to: 416-291-3493 or leave resume at
The Old Curiosity Tea Shop
91 Main St. N., Markham

545 teaching opportunities
ECE ASSISTANT
ECE
(for before & after school program) needed for daycare in Stouffville.
Please call 905-640-0676.

510 general help
SNOWPLOW broker
needed with late model 4x4
• season guarantee
• top rates
CALL (805) 477-5358

540 hotel restaurant