

525 office help

525 office help

525 office help

525 office help

525 office help

545 teaching opportunities

545 teaching opportunities

510 general help

510 general help

AT HOME PARENTS AND STUDENTS

Earn extra income and keep up your typing skills with part time data entry work at Richters Herbs.
Fax resume to: 905-640-6641

BOOKKEEPER

Accounting Services Organization is seeking an individual who is outgoing, hardworking and must have strong communication skills. The applicant should have experience with Accpac, Excel or Lotus 123 to handle data & adjusting entries, a/c reconciliation and GL.
Please send resume to:
 Human Resources
Fax No: (905) 764-1570

OFFICE/WAREHOUSE PERSON

Small Markham firm requires self-motivated, full-time employee. Good typing and telephone skills required.
Fax resume: (905)477-3691

PART-TIME RECEPTIONIST/ OFFICE PERSON

An enthusiastic person is required 5 hours a day for a small, fast-paced advertising agency in Markham. Good command of English and computer skills a must. A conscientious team player is what we're looking for.
 Salary commensurate with experience.
Fax resume to: (905)475-6369

Markham Main Street law firm SR. LITIGATION SECRETARY/ ASSISTANT

- strong organizational and communication skills
- litigation background with emphasis in family law
- very experienced
- excellent remuneration

Fax resume to: (905)294-9883
DATA ENTRY/ CUSTOMER SERVICE

Part-time Feb-June and Sept-Dec for Markham software marketing company (TxMQ). Microsoft Windows and applications experience. Good inter-personal and English language skills.
Fax resume to: (905)940-4739
 email: ruth@txmq.com

RECEPTIONIST

required for busy Markham Pediatric office. Experience an asset.
Please fax resume to: 905-472-5148

SECRETARY/ RECEPTIONIST

For busy Markham Real Estate Office. Good command of English and experience in Word Perfect and Excel. Real estate experience a must.
Fax resume to: 905-477-0505

OFFICE CLERK required full-time

Duties include: data entry, invoicing, packing slips, and answering phones. You should be familiar with computer system in the DOS format. Strong oral and written English skills a must.
Fax resume to: 905-764-8663

PART TIME RECEPTIONIST Evening & Weekends

required for busy high profile real estate office in Markham. Real estate experience preferred. Knowledge of MS Office and fast typing skills an asset. Computer literacy and ability to handle a busy switchboard a must.
Please fax all resumes to:
 Sharon: 905-471-3816

DATAHORSE INCORPORATED**RECEPTIONIST**

The Datahorse Group of Companies specializes in the Enterprise Planning, technical training, Inter/ Intranet development market and provides bolt-on products and technical expertise to the North American market.

Working out of our Markham location at Hwy #7 and 404, we are seeking a professional individual to handle our reception desk. Your responsibilities will include answering the telephones, mail and fax duties, maintaining office supplies, and coordinating travel arrangements.

The successful candidate will have previous experience in an administrative position. Excellent interpersonal skills, strong organizational skills, and Word and Excel are essential.

We offer a competitive remuneration and comprehensive benefits package on day one of employment.

Please forward resume to:
 Human Resources, Datahorse Inc.,
 100 Allstate Parkway, Suite 400, Markham, ON, L3R 6H3.
 Fax: (905)474-0724. E-mail: hr@datahorse.com

We thank all applicants; however, only those selected for an interview will be contacted. No phone calls or agencies, please.

530 sales help & agents

530 sales help & agents

530 sales help & agents

Full Time ADVERTISING SALES REPRESENTATIVE

The Markham Economist & Sun / Stouffville Tribune has an immediate opening for our office located in Markham. The position will involve account management, creating and delivering convincing marketing presentations to prospective advertisers, ad layout, as well as developing new business.

The successful candidate will be a team player with a sense of urgency, well organized, an independent worker, deadline oriented, and have good communication skills.

We offer a base salary, a lucrative commission plan and the opportunity for career advancement for the right candidate.

To pursue this career opportunity, please forward your resume to

Retail Advertising Manager
 9 Heritage Rd., Markham, ON L3P 1M3
 Fax (905)294-1538

Inside Sales**Special Sections / Features Department**

We have an immediate opening for a full time telemarketer for our inside sales department.

Located in our Markham office, working on

York Region Newspaper Group publications including The Era Banner, The Liberal, Economist & Sun, Stouffville Tribune, Goodlife, Business Times, Living in Markham. The position requires an experienced sales person, who is a positive team player, with excellent communication and organizational skills.

The pay is salary plus commission.

If you think you would like to join our team please send your resume to:

Sales Manager - Inside Sales
 9 Heritage Road, Markham On L3P 1M3
 or fax your resume to
 905-294-1538

We thank you for your replies, however only those selected for interviews will be contacted.

525 office help

SALES REPS

Enthusiastic team oriented persons required for Account Management/Sales Positions in the exciting computer industry. A drive for success together with strong relationship skills are required characteristics. Salary, benefits, commission and rewards program included for successful applicants.

Fax resume to HR Manager
 (905)882-1106

BOOKKEEPER
 Software company needs person experienced in Quickbooks Pro. 2 days per week. Warden/14th area. Call David: (905)470-0970, ext. 11

ECE AND ASSISTANT

needed for daycare in Stouffville. Professional, friendly, family-like atmosphere. Please call 905-640-0676.

**Town Centre Montessori Private Schools**

Is seeking to fill 2 part-time positions for **School Receptionist**
 Shifts available 7:30am-1pm & 1pm-6:30pm.
School experience preferred.
Fax resume to (905) 470-0184

510 general help

510 general help

HERE WE GROW AGAIN!

Exper'd **Floral Designer**
 part time/ flexible hours.
METRO FLORIST
 Markham Rd/ 16th Ave
 Call: 201-8804 or fax: 471-0837

SHOPPERS DRUG MART**UNIONVILLE PHARMACY ASSISTANT**

Full-time. Experience preferred.
 Salary & benefit package.
Fax resume to: 905-946-1224

BATTLEFIELD EQUIPMENT RENTALS**Growing across Ontario**

If you are energetic, hardworking and self-motivated, mail or fax your resume to us. We are currently hiring for the following positions:

"G" Class Drivers

- Current driver's abstract must accompany resume
- Clean Driving record a must
- Must be able to drive standard transmission

Mechanic

- Small engine experience a must
- Knowledge of diesel and hydraulic engines a definite asset
- Must have own tools

Entry Level Shop Position

- Must have own starter tool set
- General engine knowledge needed

The hours will be long, but the rewards are great. We offer excellent compensation, benefits and a pension plan.

Att: Human Resources
 Battlefield Equipment Rentals
 P.O. Box 153
 12385 Woodbine Ave.
 Gormley ON L0R 1G0
 Fax: 905-887-3592
No Phone Calls Please

WAREHOUSE STAFF

Full time junior positions available at Markham computer company. Keyboarding skills an asset.
Fax resume: 905-513-8150

DRIVER WANTED

The Automotive Store has an immediate opening for a full-time driver.

Please call Ramsey
 905-201-1044

WEB DESIGNER/GRAPHIC ARTIST

Full time Creative individual with solid background of H.T.M.L. and Photoshop/Quark on a PC basis. Warden/Hwy #7.
ONE STOP WEBSITES LTD.
Fax resume: 905-947-8237

CALL CENTRE STAFF NEEDED

Busy Market Research company is hiring. No sales or commissions. Excellent communication skills required. French an asset, but not required. Daytime/evenings/weekends. Call Robin Fielding @ (416) 445-2680, ext 427. Fax resumes to NPD Canada @ 416-445-2876, or e-mail david_levita@mpd.com.

RECEPTIONIST

part-time. Weekend shifts 8am-4pm & 4-9 pm with occasional weekday shifts. Computer literate with good communication skills.

Apply in person: 9-5, Mon-Fri.
 Gibson Retirement Residence,
 1955 Steeles Ave. E. (at Leslie)

RETIRED?

Male voices needed 6-8 hours per week. Markham based company involved in customer service requires individuals to mystery shop & computer score our clients over the telephone. Training provided. No selling!

Call Pete, CSMC 905-472-8200

ATTENTION ADULTS EARN EXTRA MONEY

The Markham Economist & Sun is currently taking names of responsible adults to deliver our newspaper door-to-door every Tuesday, Thursday and Saturday.

If you are interested in this part-time work and have a reliable vehicle, please call Megan for more information, Monday to Friday, 10am to 4pm at:

905-294-8244

AIC

Allied International Credit helps its customers maximize profit and minimize losses through a professional systems approach to debt collections.

We are looking for enthusiastic individuals seeking new opportunities in general administration, tracing and collections. Experience is not required as we offer comprehensive training programs. Enjoy advancement opportunities! Use the latest technology!

Please come to our **CAREER FAIR** on
 Wednesday, January 26th 7:00 pm to 9:00 pm and
 Saturday, January 29th 9:00 am to 12:00 noon

AIC, 11 Allstate Parkway, Suite 500, Markham.

Bring your resume, as interviews will take place following an information session.

If you are unable to attend, please fax your resume to (905) 470-8155