

505 careers

505 careers

525 office help

525 office help

525 office help

525 office help

525 office help

525 office help

525 office help

International Home Foods (Canada) Inc. has immediate openings in our Markham office for the following positions:

**Accounts Payable/
Accounts Receivable
Coordinator**

Responsibilities include all aspects of each function including coding and entering supplier invoices, processing cheques, supplier inquiries, extensive research, correspondence and file maintenance.

Successful candidates must possess a relevant post secondary degree or diploma, hold a minimum of three years related work experience, excellent communication skills, superior organizational and computer skills and some exposure to accounting functions.

General Accounting Clerk

Duties include expense account analysis, keying promotional deductions into the database, processing promotions and commission cheques, filing, assisting in month-end closings, calculating rebates, updating daily sales and trade tracking schedule.

Applicants must possess a completed and relevant post secondary degree/diploma and have proficient knowledge of Lotus or Excel. General knowledge of mainframe computer systems an asset. Excellent communication skills are necessary.

We offer a competitive salary, comprehensive benefit package and opportunity for growth. Interested applicants should forward their resume in "Confidence", to:

**INTERNATIONAL HOME FOODS
(CANADA) INC.
SUITE 600, 80 TIVERTON COURT
MARKHAM, ONTARIO L3R 0G4
FAX: 1-905-356-2633**

We thank all candidates for applying, however, only those under consideration will be contacted.

NEEDED IMMEDIATELY

**FULL-TIME
ADMIN CLERK/
RECEPTIONIST**

A busy Newmarket office is currently seeking a professional, energetic person for the afternoon/evening shift. This position requires exemplary interpersonal skills and patience. Hours are 11 a.m. to 7 p.m. Monday to Thursday and 10:30 a.m. to 6:30 p.m. on Fridays.

Only people being considered for this position will be contacted. Please send resume to:

**Box #166
c/o The Liberal
Box 390
Richmond Hill, ON L4C 4Y6**

DATA ENTRY

from freight bills. For busy office in Warden/ Steeles area. Must be fast and accurate. Good English essential. FAX resume with salary required to: 905-474-0073

FULL TIME A/P CLERK

Denison/ Woodbine.

Must have A/P experience. Knowledge of Open Systems and Excel an asset.

**Fax resume to Eslyn:
(905)479-5059**

**F/T RECEPTIONIST/
PERSON FRIDAY**

Denison/ Woodbine.

Reception & various clerical duties, including cash processing & payroll assistance. Payroll experience an asset.

Fax resume to Wendy (905)479-5059



A Stouffville based transportation company is currently seeking full-time positions for:

**RECEPTIONIST
ACCOUNTING CLERK
RATING CLERK**

Please fax resume to Jane Alden at (905)640-3190. No telephone calls please.

OFFICE/STUDIO ADMINISTRATOR

Must have car. Duties include maintaining financial dockets, assembling presentation boards, keystroking & proofreading, maintaining computer backup and archive system (Macintosh), general office duties, ordering supplies, bank deposits, etc. Salary \$22K.

Please fax resumes to Studio Manager (905)946-0582.

OFFICE CLERK F/T

STOUFFVILLE
Experienced in computers and general office procedures. Working knowledge in ACCPAC and various computer programs. Immediate employment opportunity. **Fax resume to: 705-735-0521**

Computer Distributor located in Markham is looking for a full-time

RECEPTIONIST

Duties include: answering phones, some accounting applications and light office duties. Qualifications: Pleasant telephone manner, good communication & computer skills, ability to work well on your own, some understanding of accounting applications as well as 1-2 yrs. experience on reception.

Please send resume to Box # 4611 C/o The Markham Economist, 9 Heritage Road, Markham, Ont. L3P 1M3.

**FULL-TIME REAL ESTATE
SECRETARY/RECEPTIONIST**

Bright individual for our Stouffville location. Accuracy and computer skills required. Must have pleasant telephone manner.

Fax resume to: 905-477-6839

530 sales help & agents

530 sales help & agents

New Accounts Sales Representative

Your primary focus will be to seek out and secure new business. Process will be achieved by making cold calls to identify new accounts and professional sales calls to an existing customer base. Previous telemarketing knowledge of computer products and a strong customer service orientation is required.

We offer a competitive salary plus commissions package. If you are interested in joining our organization, forward your resume to:

**Human Resources, File #101A
DenTec, 465 Milner Ave. #3,
Scarborough, Ont. M1B 2K4.
Fax: 416-292-2487, E-mail: info@dentec.com**

COMPAQ SPECIALIST

Retail Computer Sales Associate. Dynamic self-motivated individual. Superior customer service skills. Computer knowledge.



Chinese speaking would be an asset.

**Fax resume to:
(905)707-7625**

\$300 PER DAY

If you have any sales skills at all, you should earn a minimum of \$300 per day. If you have an existing client base or group sales experience, \$500 per day would not be unrealistic. Unique legal product, no competition.

Tel: (416)245-8524

535 hospital, medical, dental

535 hospital, medical, dental

RPNS & PSWs

Now hiring part-time Green Gables Nursing Home, Stouffville. Fax 905-640-0995

RN

Up to \$26/ hr.

Excellent starting salary geared to experience. Part-time positions now available.

Please send resume to: **Green Gables Nursing Home, Stouffville, Fax 905-640-0995**

RN/ SURGICAL ASST.

Weekdays. Markham. Industrious, ebullient, gregarious, compassionate, interested in surgical assisting and monitoring sedated patients for oral and maxillofacial surgeon. HARP & ACLS certifications an asset. Call: (905)946-1565.

MEDICAL RECEPTIONIST

required. Part-time for specialist office in Unionville. Approx. 16 hrs/ week. Typing an asset.

**Please fax resume to:
905-415-1371**

540 hotel restaurant

540 hotel restaurant

OLD COUNTRY INN

requires **WAIT STAFF** immediately. Apply in person 198 Main Street, Unionville 905-477-2715.

Chemline Plastics Limited is a successful growing company marketing and distributing industrial valves and control products across Canada.

We have two opportunities available:

Receptionist/Administrative Assistant

Duties include: answering main phone lines, and general office work. Must have polished phone manner and experience with MS office. College education an asset. Potential for growth.

Executive Assistant

Executive support for Management Group. Duties include dicta typing, organize filing system, and various admin. duties. Must have excellent organizational, word processing, communication skills and be a college graduate with proven office experience.

Qualified candidates may submit resumes in confidence to fax no.: (905)889-8553



55 Guardsman Road, Thornhill, Ontario L3T 6L2

510 general help

510 general help

510 general help

CLUBLINK CORPORATION is a dynamic public company which owns and operates some of the finest golf clubs and resort properties in Ontario and Quebec. We are seeking highly motivated individuals to join our team at our KING CITY head office.

Tee Time Reservation Agents

We require a team of enthusiastic individuals with excellent communication and customer service skills. Computer literacy and keyboarding skills are essential. Bilingualism is an asset but not required. These are seasonal positions commencing in early April with an anticipated end date of mid October. These positions will require the individual to work evenings, weekends and holidays.

Please submit your resume and covering letter to: **Human Resources, CLUBLINK CORPORATION, 15675 Dufferin Street, King City, Ontario L7B 1K5 Fax: (905)841-7033 e-mail: jobs@clublink.ca**

No telephone calls, please.

While we thank all applicants, only those we are interviewing will receive a response.



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 for more information.

**Megan
ECONOMIST & SUN (905)294-8244
Monday to Friday, 10am to 4pm**

\$\$ TEMPORARY POSITIONS \$\$

We are currently recruiting for the following long and short term positions:

- General Labourers (40-50 lbs.)
- Assemblers
- Pickers & Packers

All positions are in the Richmond Hill/Markham areas. Must have own transportation and Safety Shoes. Must be able to work day/afternoon/midnight/12 hr. shifts.

Please bring: Your SIN card, Photo ID and 2 business references. At 9:00am or 1:00pm 10825 Yonge Street, Suite #203 Richmond Hill (Yonge St. North of Elgin Mills) Or Call: 905-737-4300

Olston Staffing Services

RE-ROOFING SHINGLE SUBS required for spring season call: 1-877-943-7663

Shipper/Receiver For warehouse. Experience req'd. Woodbine and 407 area. Please fax resume to: 905-477-9665 Attention: Warehouse Mgr.

515 skilled & technical help

515 skilled & technical help

APPRENTICE CLASS A MECHANIC

To service & repair all types of motor homes. Excellent opportunity for advancement. Must be reliable and have Drivers License in excellent standing. Will train right person. Fax resume attn: Dave 905-738-9493 or call: 416-809-2548

Alpa Roof Trusses Inc. Maple Ontario seeks

Civil Technologists to apply your engineering knowledge in the design, engineering and manufacture of engineered wood products. Applicants who demonstrate strong structural design vision, accuracy and attention to detail and ability to read blueprints will be given preference. Forward resume by fax to: Mr. Green. Fax: 905-832-0286.

525 office help

525 office help

Part-time/ Full-time Receptionist

Golf Town has an immediate opening for a Receptionist required for 5 to 8 hrs. daily. This person should be a well spoken/well groomed team player with computer and MS Office experience. Fax resume to: 905-763-9257 Attn: Human Resources

RECEPTIONIST

For Veterinary Office required immediately. Monday-Friday, 3pm-7pm, alternate Saturdays, 8am-1pm. Please fax resume to: 416-292-7877 or call 416-292-7804