

Classified

Monday to Friday • 8:00 am to 6:00 pm 1-800-743-3353 Toronto Line (416)798-7284

YORK REGION CAREERS

Your community career choice • Serving York Region through The Era-Banner, The Liberal, The Economist & Sun, & The Tribune

505 careers 505 careers 505 careers 505 careers 505 careers 525 office help 525 office help 535 hospital medical, dental 535 hospital medical, dental

RECEPTIONIST/ ADMIN. ASSISTANT
New technology, communications company in Markham requires full time individual. Qualifications include Excel, Word, MSOffice. Great interpersonal skills a must. Start immediately. Fax resume to:
(905)944-0919

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.

PRONTO AUTOMOTIVE
SINCE 1979
Markham's Premier Auto Repair Facility is accepting applications for the following positions:
Service Manager
Must have proven experience in the day to day operation of a medium size shop
Service Advisor/Counter Person
Minimum 5 years experience
Licensed Mechanics
Only the best need apply for this position.
Drop off your resume at
5833 Highway No. 7
or by fax @ 905-294-3383

Mitsubishi Electric Sales is known for innovative quality products and a progressive attitude. We value commitment, performance and achievement and reward these qualities with an attractive compensation package. Currently, we have a challenging opportunity in our Semiconductor Division in our Markham Office for the position of:
SALES ADMINISTRATOR
You will act as a liaison between O.E.M. customers and the factory and will be expected to initiate and follow-up on any related business opportunities that arise; support functions will include order processing, expediting, forecasting, quotations, correspondence and data entry. Strong interpersonal skills are required to work with marketing and our customer base. An excellent knowledge of MS Office suite of products is essential for you to be the successful candidate. Candidates with a strong background and a solid knowledge of SAP and the Semiconductor industry would be given preference. This is an extremely fast paced division where everyone works closely together in a strong team environment.
Qualified applicants are asked to submit their resumes (no agencies or phone calls please) by February 18, 2000 stating salary expectations, and quoting file#90-232 to:
Mitsubishi Electric Sales Canada Inc.
4299-14th Avenue
Markham, Ontario L3R 0J2
Fax # (905)475-3834

OPPORTUNITY
The Federal Government is offering a grant of up to \$400 per year per child to help Canadians save for a child's post secondary education. Heritage (RESP) is now hiring **Sales Representatives** in the Markham/Stouffville area to support the increased demand. Earn while you train, lead support and marketing tools provided. Very generous compensation package. Previous sales experience an asset. Car a must.
Call Heritage at:
Tel: (905)707-6630

CABINET MAKERS
for Custom Millwork manufacturer. Min. 5 yrs. experience. Able to work without supervision from drawings. Call: (905) 889-8607 or fax resume to: 905-889-3194, or mail to: Wallwood Furniture Ltd., 65 West Beaver Creek Road, Richmond Hill, L4B 1K4

Markham car dealership at Woodbine & Hwy #7 requires **PART TIME RECEPTION**
• people oriented
• must have excellent telephone manners
• 9am - 2pm, Mon - Thurs.
Please fax resume to (905)471-7682 Attn: Carol

ESBE Scientific, a distributor of scientific/laboratory products, is seeking an individual for inside **SALES/SERVICE SUPPORT**. The successful candidate will have a post secondary education in Life Sciences with customer service and marketing experience. Computer literacy is a must.
Please fax your resume attention: Sandy Weber at: 905-475-5688
1-877-943-7663
Only those selected for an interview will be contacted.

AMERICAN EXPRESS
Immediate Openings at American Express in Markham
INBOUND CALL CENTRE REPS
\$11.00/HR
You MUST have some call centre or telemarketing experience and
• Have your own transportation
• Be able to work shifts (7:00am-midnight, Mon-Sun)
• Possess superior communication skills
• Type at least 30 wpm
• Commit to a one-year assignment.
Qualified candidates should FAX their resume to Susan at 905-737-4382
Olsten Staffing Services

Pottruff & Smith Insurance Brokers has an opening for:
TECHNICAL ASSISTANT
Immediate opportunity available to work closely with our group benefits consultant. Responsibilities will include, but not limited to: marketing of group products, maintaining client files, preparation of reports and rating/renewal information. You will have close contact with insurers.
ADMINISTRATION ASSISTANT
Junior position available including ongoing servicing of clients, processing of monthly billing, application processing, correspondence and filing including general office duties. Computer knowledge required.
Please email your resume to: ddecastro@pottruffsmith.com or fax 905-264-5167

THE KEEPING ROOM
requires suitable candidate as **MANAGER**. Previous merchandising and display experience required. Applicant will be responsible for purchasing giftware, staffing, scheduling, and overall management of the store.
Please send resume with salary expectations to:
The Keeping Room
5000 Hwy. #7 East, Unit 406
Markham, ON L3R 4M9

Dynamic new company requires professional advertising **SALES REPRESENTATIVE** to develop territory in York Region. Must have vehicle. Compensation package with car allowance.
Fax resume to: 519-752-1004

\$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

MEDICAL RECEPTIONIST
required: Part-time for specialist office in Unionville. Approx. 16 hrs/week. Typing an asset.
Please fax resume to: 905-415-1371

MEDICAL SECRETARY
Required for busy specialists office in the Markham area. Reception, computerized scheduling, multi-tasking and problem-solving skills are essential. Experience in a medical environment is preferred.
Fax resumes to (416)694-1160

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

RECEPTIONIST
Part-time required for Markham medical office. Multiple doctors. Approximately 2 1/2 days per week. Office experience a must.
Fax: 905-669-3832

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

COME ON! BE A KEESTER!
Harry Keesters, Markham's newest restaurant needs:
• **COOKS** • **SERVERS**
• **BARTENDERS** • **DISHWASHERS**
Apply in person with resume at: 8375 Woodbine Ave., Markham (just south of Hwy. 7) or fax to: 905-508-5810

OFF-SITE SERVING/COOK STAFF
Markham catering company requires serving/cook staff to expedite and serve quality catered meals. Temporary, full and part-time opportunities. Drivers license required. Will train.
Please fax: 905-940-8392

510 general help 510 general help

WE'RE GROWING - JOIN OUR TEAM
Barefoot Grass
(Please use reference when applying)
• **Lawn Technicians**
Earn base salary & bonus, over \$30K potential. Landscape experience an asset but will train. Bonus with Land Class 1 & 3. Ref#KM
• **Sales People**
Excellent base & commission + bonus; \$30K+ potential. Full time. Afternoons & Evenings. Car required. Ref#JW
• **Telemarketers**
Excellent part time job, evenings & Saturdays, \$8-\$12/hour. Experience an asset. Willing to train. Ref#JD
Please fax resume to 905-760-0470 or call 416-798-4766

515 skilled & technical help

Framing company requires **CARPENTER**
Minimum 2 years experience. Own transportation.
(905)985-9430 after 7pm

525 office help

A/R CLERK/ DATA ENTRY
for transport company in Maple. Full time. Full benefits. Fax your resume to: 905-713-6736

540 hotel restaurant

IMMEDIATE POSITIONS AVAILABLE
Counter Help
Experience preferred.
Call: (905)642-4544

510 general help

MAILING HOUSE IN MARKHAM
Requires people for Labelling, Inserting & Sorting. Please call: (905)513-8589

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

525 office help

525 office help

535 hospital medical, dental

535 hospital medical, dental

540 hotel restaurant

540 hotel restaurant

530 sales help & agents

530 sales help & agents