

Classified

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

505 careers

505 careers

505 careers

525 office help

525 office help

525 office help

525 office help

535 hospital, medical, dental

535 hospital, medical, dental

triton sales & marketing inc.
your need... our challenge

We are a small, focused and highly successful promotional products and sales promotion company serving corporate Canada since 1985. The following opportunities are now available:

Customer Service Manager (F/T, Temp - Maternity Leave) This senior position requires a take-charge person with solid computer/sales/ administrative skills who is seeking new challenges. Salary up to \$30K.

Customer Service Rep. (F/T, Perm.) This position requires a person with an excellent command of the English language, professional telephone manner, proficiency with computers and previous experience in an office, in a clerical or inside sales position. Salary \$24-\$26K. Pls. send resumes to Triton Sales & Marketing Inc., 10 West Pearce St. # 9, Richmond Hill, ON, L4B 1B6. Attn: Jack Hurst, President

CUSTOMER SERVICE
Stouffville Manufacturer has an opportunity for a friendly individual with customer service/order desk experience and strong communication skills. Environment is fast-paced and requires someone with high energy who is enthusiastic and hard-working. Computer experience necessary. ACCPAC knowledge an asset.
Fax resume (905)642-0450, Attention Terry

NEW REAL ESTATE OFFICE REQUIRES STAFF
High Tech Real Estate office in Unionville requires staff to work days, evenings and/or weekends. Must be flexible to work all shifts if required, have excellent computer and people skills. Real estate experience preferred.
Please fax resume and references to: 905-947-8070

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

515 skilled & technical help

515 skilled & technical help

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PLUMBERS REQUIRED

- Benefit Package
- Top wages for right candidate
- Vehicle supplied
- State of the art equipment
- Clean & friendly working environment
- Current Plumbing License required
- Will train right candidate
- Based in York Region

Fax resumes to: 905-853-5493 or Call: 905-853-6049

RECEPTIONIST/ ADMINISTRATIVE ASSISTANT
Busy Markham Trading House seeking an individual for F/T position. Required immediately. Preferably recent university grad, looking for entry level position. Proficient computer skills required, command of the English language a necessity, outgoing & friendly personality.
Fax resume: (905)305-1387

ACCOUNTS RECEIVABLE CLERK
Needed for medium size Mfg. Co
GOOD BENEFITS

- Job Costing
- Collections
- Invoicing
- ACCPAC knowledge an asset

Fax resume to: (416)297-5964

COUNTER HELP & FOOD PREP
Full time for deli cafe. Basic food knowledge. Training available. Day time shift. Ideal for homemakers.
Call (905)472-4352, Weekdays or (905)479-7678, Weekends

MCALPINE
Where Customer Satisfaction Is Job 1

GENERAL TECHNICIAN

- Experienced/licenced "Ford" Technician
- Excellent benefit and compensation package
- Company pension plan with profit sharing
- An opportunity to grow over the long term

Our focus is on teamwork, customer satisfaction and long term success. If you are a motivated individual interested in a stimulating professional career with real upside potential, fax your resume to the Service Manager (905-841-2870), or email jennifer@mcalfpineford.com

Only applicants selected for interviews will be contacted.

MCALPINE FORD LINCOLN SALES LTD.
15815 Yonge St. Aurora, ON L4G 1P4

ORDER DEPARTMENT CLERK
An international sewing machine company based in Richmond Hill requires a **bilingual** (English/French) energetic person for a busy sales order desk for parts & machines. The applicant must have experience in order taking, computerized order processing and customer relations. Must be detail oriented and have excellent telephone skills. Experience with ACCPAC Plus an asset.
Please fax your resume to: 905-731-4144
*We thank all applicants for their interest but only those selected for an interview will be contacted.

Markham golf store seeks: EXPERIENCED ACCOUNTANT
To handle payroll, G.L., A/P, forecasting, P.O.S. Will be serving as an advisor and personal assistant.
Fax resume to: (905)305-1373

COUNTRY STYLE DONUTS
Hwy #7 & Woodbine
P/T & F/T Cashier and Counter Helper - All shifts available
Apply in person 7am-3pm only

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
Only those selected for an interview will be contacted.

Potruff & 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@potruffsmith.com or fax 905-264-5167

Grisanti's
Casual Italian Restaurant

Mature people required. Must be friendly & outgoing. Good benefits.

**WAIT STAFF
HOST/HOESSE
KITCHEN MANAGER
DISHWASHER
LINE COOK**

Morning and afternoon shifts.
**Apply in person
3760 Hwy. # 7 East
Fax: 905-940-1302**

525 office help

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Canadian Premier Life Insurance Company

Exciting career opportunity for hardworking, enthusiastic individuals seeking to be part of a dynamic team of associates. Competitive benefits and salary package offered.

Bilingual Customer Service Representatives

Able to provide accurate and prompt response to telephone and written customer inquiries using automated system. PC knowledge, and strong oral and comprehensive written communication required. Customer service experience preferred. Positions require fluency in English and French. Able to work 11am-7pm, Monday-Friday.

**Please mail or fax resumes to:
Human Resources Department
80 Tiverton Court, 5th Floor
Markham, Ontario, L3R 0G4
Fax: (905)948-2131
Equal Opportunity Employer**

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

RECEPTIONIST
Required by an international manufacturing/distribution company at Steeles/DVP. Must have excellent communication skills as well as pleasing personality. Proficiency in Microsoft Word and Excel a must. Duties to include answering phones, sending faxes, mailing invoices and assisting with other day to day requirements.
Please fax resume with salary expectations to: (905)477-9779

530 sales help & agents

530 sales help & agents

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

510 general help

WAREHOUSE HELP
Young, energetic person. Prepare product, pick orders, shipping and various other warehouse functions. Must be fluent in English & have good math skills. **Please reply to Box 4617, c/o The Economist & Sun, 9 Heritage Rd., Markham, ON L3P 1M3**

535 hospital, medical, dental

535 hospital, medical, dental

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

Small, growing printing company requires:

2 GENERAL WORKERS
Position #1 - Must have some general knowledge of printing.
Position #2 - Labourer to operate, cut and fold label machinery.
Must speak and read English. Non-smoker. (smoke-free environment) Warden/Steeles area.
Please specify which job you are applying for.
Apply to: Box 4618
c/o The Markham Economist & Sun
9 Heritage Rd. Markham, ON L3P 1M3

REGIONAL NURSING SERVICES IS HIRING

- Certified HSW I, II, III
- Certified PSW's & PSW students
- Registered Nurses and Registered Practical Nurses

Opportunities are available in both the East and North part of York Region, to work in home care settings, long-term facilities, and hospitals. Having your own car is an asset.
Please forward a copy of your resume to Paula by fax to: (905)737-6126 or by mail to: Regional Nursing Services 21 Bedford Park Ave. Richmond, ON L4C 2N9

Health & Fitness Club seeking **FRONT DESK RECEPTION STAFF**
For full time or part time, days, evenings and weekend shifts. Interested applicants call Robyn at: 905-475-8833 or fax resume to: 905-479-4407

WANTED IMMEDIATELY PART TIME STABLE HELP
mostly mornings but must be flexible. Some evening & weekend hours. Duties include mucking stalls, exercising and grooming for 2-3 polo ponies.
Call Tues-Sat: 9:00am-5:00pm (905)888-0671