

# 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

515 skilled & technical help 515 skilled & technical help

525 office help 525 office help 525 office help

530 sales help & agents 530 sales help & agents

## bulk barn

Position available with a progressive franchisor of retail specialty food stores. Offices located in the Beaver Creek Business Park in Richmond Hill.

### ORDER DEPARTMENT CLERK

Responsibilities include data entry related to receiving, shipping and invoicing of warehouse product, as well as involvement with various administrative duties within the department.

The ideal candidate will be mature and reliable with strong interpersonal skills and a professional attitude. A detail-oriented approach, as well as data entry experience in a computerized environment, is essential. Personal computer experience, particularly with Word and Excel is desirable.

Salary in the \$30,000 per annum range (plus benefits) dependent on qualifications.

Please fax your resume to: Laura Boland,  
Bulk Barn Foods Limited Fax (905)886-2722.  
No telephone calls please  
Canada's largest bulk food retailer and more.

### LICENSED MECHANIC

Full time position at  
Buttonville Airport.  
Preferably 310T.  
Fax resume to Personnel  
(905) 477-8053

525 office help 525 office help

### OFFICE POSITIONS AVAILABLE

Busy Markham communications agency requires immediate assistance with office administration, bookkeeping, scheduling, estimating, media coordination, proofreading, etc. Two positions available.

We are looking for individuals who are highly organized, detailed-oriented, and enthusiastic team players looking for an opportunity to grow professionally.

Environment is fast paced, varied and requires high energy, customer oriented individuals with strong communication and computer skills.

Fax resume to 905-947-4318

### Growth & Expansion!

has created this exciting opportunity. **Black & McDonald**, a Canadian leader in the electrical/mechanical contracting field, is experiencing sustained growth and success in our Facilities Management and Operations Division. As a result, we currently require the following professional in **MARKHAM**:

### Customer Service Rep

Your flair for dealing with clients and providing the ultimate in service will enable you to log end user requests, coordinate on-site staff, and schedule repairs, cleaning, and other support services and/or facility upgrades. Computer literate and able to communicate, you will generate preventive maintenance work orders, maintain computer records/building histories, and input data into the computer program. You are a high school graduate with relevant experience.

Please apply in writing to: **Human Resources, Black & McDonald Limited, 101 Parliament Street, Toronto, Ontario M5A 2Y7 Fax: (416) 366-2803 e-mail: wbneely@blackandmcdonald.com No phone calls, please.**

Black & McDonald

We thank all applicants; however, only those candidates selected for an interview will be contacted.

### SALES AGENTS

Sell designer costume jewellery on home party system. Good commission. Call Bernice, (905)882-6397

535 hospital, medical, dental

### PART-TIME RECEPTION

very busy office, 14+ hrs/wk. Vicinity of 16th & 48. Fax resume: 905-472-9003

### RN'S RPN'S & PSW'S Required now



for all shifts  
NHI Personnel  
(416)368-9871  
Downtown  
(416)754-0700  
Scarborough  
Nursing Students Considered

515 skilled & technical help 515 skilled & technical help 515 skilled & technical help

### Sewing Machine Technician

Located in Concord, we are a leading manufacturer/distributor of consumer packaged goods serving major retail accounts worldwide.

We currently have an opening for a Sewing Machine Technician. You will be responsible for both preventive maintenance and emergency repairs. Additionally we are looking for a candidate who has previous supervisory experience in order to oversee our sewing and packaging departments.

The qualified candidate must be a self-starter, team player and has experience servicing NC, Juki, Titian, and Singer machines. We are looking for someone with at least 3-5 years hands on experience.

Please send your resume to the attention of the Human Resources Manager (905)760-3736.

### CUSTOMER SERVICE REPRESENTATIVE

Required by fast paced office. Must have excellent written & verbal communication skills, be computer literate & able to meet strict deadlines.

Please fax resume  
(905)479-9167  
attn: Karen P. John

### OFFICE ASSISTANT

For n/s hi-tech firm. Phones, data-entry, filing, gen. office. Excellent phone, computer skills and 1 yr. + office Exp. required. Fax resume & cover to: 905-474-9223

### INSURANCE

Broker, Markham requires Jr. RIBO lic. PLS Rep. with Reception and Data input. F/T. Automated office. Benefits.

Fax resume with ref. to:  
905-479-7911, Attn: Brian,  
Dermody Insurance Brokers.

### MUTUAL FUND ORDER PROCESSING CLERK

For an Investment firm in Richmond Hill. Successful applicant must have strong organizational and accuracy skills. Only candidates with industry knowledge will be considered.

Fax resume: 905-886-8019

### BOOKKEEPER

Experienced Bookkeeper F/T or P/T required for an accounting firm. Have strong computer skills, including Simply, Excel, essential working knowledge of sales taxes, payroll and personal taxes and asset.

Must have reliable transportation.  
Fax resume to (905) 861-9549

### JUNIOR ACCOUNTING CLERK FULL TIME

Clerical duties requiring related experience with accounting software & basic principles of A/P & A/R - prepare bank deposits, match payments, filing and other duties. Located in Richmond Hill.

Fax resume to:  
Swiss Herbal Remedies - Personnel  
(905)886-5434

### PART-TIME ACCOUNTING CLERK

Warden/14th Avenue. Knowledge of general accounting duties is essential and experience with Accpac and Excel would be an asset.

Fax resume to: Human Resources  
(905)479-4645

530 sales help & agents 530 sales help & agents 530 sales help & agents

### INSIDE SALES PERSON

Markham-based Electronics firm seeks a well-organized, energetic and team-oriented person for an inside sales position.

Potential candidates should possess the following qualities:

- 2-3 years sales experience
- Goal oriented
- Able to thrive in a busy, and fast-paced work environment
- Microsoft Word, Excel and Outlook experience is an asset
- Pleasant phone manner

Salary and benefits include:  
Base salary plus commission structure  
Medical and Dental benefits  
Being part of a growing, and energetic company  
Please apply in writing along with resume to:

Box 4615, c/o The Markham Economist & Sun,  
9 Heritage Rd., Markham, ON L3P 1M3

510 general help

### DISPATCHER

Required part-time. Exp. preferred. Knowledge of York region an asset.  
Colley's Towing  
(905)475-3200

### STUDENT

10-15 hrs/week. Should be crafty to decorate ladies accessories. Call Mon.-Fri. (905)294-5578

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### MILLER THOMSON LLP

Barristers & Solicitors  
has the following openings in its  
Markham Office

### ADMINISTRATIVE ASSISTANT

The successful candidate must be well organized with strong WordPerfect or Word skills and a basic knowledge of Excel. Data entry will be required on a daily basis. Preference will be given to those who have strong interpersonal and communication skills and the ability to handle multiple tasks. Legal experience is not required.

### ACCOUNTING-SUPPORT

As part of our Accounting Team, you will be responsible for generating weekly/monthly month-end and ad hoc reports, assist in the month end close from a systems perspective, liaison between users and the following department, etc.

The successful candidate must be well organized with excellent interpersonal and communication skills. A degree in computer studies or equivalent accounting/information systems experience is a must. Good working knowledge of Excel is essential. SQL knowledge is advantageous. Legal experience is preferred.

If you are interested, please forward your resume to:  
HR Coordinator, Miller Thomson LLP,  
600, 80 Columbia Way, Markham, ON L3R 0C9  
or Fax 905-415-6741

We appreciate the interest of all applicants and advise that only those under consideration will be contacted.

TORONTO EDMONTON CALGARY MARKHAM WASHINGTON, D.C.

### Financial Services Assistant Woodbine & Steeles

Our client is a well known national not-for-profit organization. We seek an individual with at least 1 year experience in accounting, 1-2 level CGA an asset. Must have great customer service skills and an upbeat style. Good benefits including tuition. Salary to 30K. Please send resume to:

Human Edge Consulting  
Fax: 905-709-7413  
E-mail: humanedge@msn.com

525 office help

### LEGAL SECRETARY

for Markham law firm. Knowledge of litigation preferred.  
Send fax resume to:  
905-479-3625

535 hospital, medical, dental 535 hospital, medical, dental 535 hospital, medical, dental

A "Make It Great" approach to patient care... a work environment that puts the freedom of professional satisfaction in the hands of our staff. This is what makes us the leader in innovative health care.

### Communicative Disorders Assistant

#### York Region Preschool Speech & Language Program

This program provides a co-ordinated community-based speech and language service for children, birth to five years. In this 1-year contract, at our Keswick location, you will be assigned a caseload, and will be responsible for visiting children/families in their homes, child care and offices, in groups or individually. Other key duties include preparation work such as providing boardmaker and education materials and general office support. Your Communicative Disorders Assistant certificate, Early Childhood Education diploma or equivalent work experience is coupled with a background in dealing with children with special needs. Excellent interpersonal, organization and communication skills are paramount to your success.

Interested applicants are invited to forward their résumés, by March 1, 2000, to:

Human Resources  
381 Church Street  
Markham, Ontario, L3P 7P3  
Fax: (905) 472-7055  
E-mail: humanres@msh.on.ca  
Visit our website at: www.msh.on.ca



### PART-TIME COMMERCIAL CLEANERS

Needed:  
\$8/hr.  
Evenings/Nights  
Training will be provided. Call  
(905)415-9127

### York Region Classifieds and/or Markham Economist & Sun Classifieds

Phone  
Toll Free  
1-800-743-3353  
Toronto Line  
(416)798-7284  
Phone Lines  
Open  
Monday-Friday  
8am - 6pm  
Fax Line  
1-905-853-4626