

york region C·A·R·E·E·R·S

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505 careers 505 careers 505 careers 525 office help 525 office help 530 sales help & agents 530 sales help & agents 510 general help 510 general help

INSIDE TECHNICAL SALES
 We are looking for an inside technical sales representative to process inquiries, liaise with suppliers, prepare quotations, gain and enter orders. Experience in the sale of mechanical products is required. Candidates must possess excellent communications and inter-personal skills; a professional telephone manner, be organized and self motivated to handle a steady and varied work load. Good computer skills and the ability to communicate in French are definite assets. A competitive compensation package is offered.
 Please fax resume to:
 (905)727-5496

ADMINISTRATIVE ASSISTANT
 Required for Engineering Firm, Construction Admin. Department. Proficiency in MS Office. Excellent organizational skills, ability to work with minimal supervision. Duties include typing, issuing correspondence, filing, data management, and field office admin. support. Send your resume to:
Lauren Moore, fax: 905-882-4399 or email: colesherman@urscorp.com

SALES REPS
 To sell to schools and groups. School vacations and summers off. Suits parent with school aged children. Flexible hours
1-800-268-1250 ext. 3209

U.S. FLATBED & CURTAIN SIDE DRIVERS
 Required for Trucking firm Northwest of Toronto. Must have U.S. experience, clean abstract, professional attitude & appearance. Call Charlie.
1-800-268-4620

LICENSE AND ACCOUNT CONTROLLER
 Markham Bingo Country Sponsors Association requires an individual with bookkeeping experience to manage the licenses and accounts for the Association. Must have in-depth knowledge of AGCO Terms and Conditions for running a lottery, proficiency with Lotus 1-2-3 and strong problem solving ability. Part time position, up to 15 hours per week. Fax resume to 905-472-4128

Commission based
SALES REPRESENTATIVES to introduce new technology in air purification. Maybe of interest to individuals with health care background.
Fax resume to: 905-947-9623 Email: ase2000@pathcom.com

LANDSCAPERS NEEDED
 Seasonal and full year positions available as early as April 3, 2000. Applicants must be able to work long hours and in extreme weather conditions. We need someone who is punctual, reliable and hardworking.
 Fax resume by March 6th. 905-940-2111

SUPERVISOR
 Required to oversee the warehouse and distribution operation for a Markham company. Duties to include: Shipping & Receiving. Permanent full-time position with benefits. Strong written & verbal communications skills required. Computer skills an asset; experience required.
Fax resume to: (905)940-4760

KENNEDY M.B. AUTOBODY
 Autobody Technician req. imm. for busy bodyshop located in Markham, specializing in Mercedes Benz. Exc. wages & benefits.
Fax resume: (905)472-8280

RECEPTIONIST/ SECRETARY
 Immediate opening with well established graphics company. Must be computer friendly. Various clerical duties. Warden/ Denison area.
Fax resumes to: 905-475-1807

DENTAL ASST. / RECEPTIONIST
 Required for busy Markham Orthodontic office. Part time/full time. Some experience required. HARP Certified.
Fax resume to 905-881-5933

GOLF COURSE JOBS
 Full time, seasonal and students
MEADOWBROOK GOLF CLUB
 Call (905)887-1278 and ask for Brian

P/T DATA ENTRY CLERK
 Must be computer literate and fluent in English. \$8/hr.
Please fax resume to: Attn: Nancy: 905-479-4459

ACCOUNTS PAYABLE/ DATA ENTRY
 Full time in Markham.
Fax resume: 1-905-655-9275

530 sales help & agents 530 sales help & agents

STADIA Industrial Ltd. SALES PERSON
 The candidate must demonstrate excellent communication & presentation skills combined with an ability to determine new opportunities with established accounts. Able to develop business relations quickly. The candidate will be responsible for the development and maintenance of four hundred contacts in the property management industry. Involved in measuring small projects, cold calling, trade associations & proposals. Assets or familiar with: architectural drawings, commercial door hardware, automatics & revolvers, glass, curtain wall, window framing, valid driver's license.
 Tel: (905)841-4421 ext. 1057

Opportunities at Green Gables Manor
 RPN: Permanent FT Evenings
 Alternate weekends. Experience in Long Term Care an asset.
Replies to: Administrator Green Gables Manor R.R. #2 Stouffville, ON L4A 7X3 Fax: (905)640-0995 (No phone calls please)

JOCUS EDUCATIONAL TOYS MOMS, CAREGIVERS, EDUCATORS: Supplement your family income representing our new line of quality, affordable toys, games, puzzles and crafts...through home parties, fundraisers, catalogue sales.
Call 1-800-361-4587 ext. 9498

RECEPTIONIST/CUSTOMER SERVICE
 Part time position at Buttonville Airport. Monday - Friday, 11:00 a.m. - 2:00 p.m. Must have excellent communication skills.
Fax resume to Personnel (905) 477-8053

COUNTER HELP
 Dry Cleaners Mature Part-time Evenings/Sat. s Flexible Min. Wage Call 9am-5:00pm
(905)477-2773

IPC Computers is looking for: OUTSIDE SALES REPS (Full Time)
 Base salary plus commission.
Fax resume to Vanessa @ 905-472-6633

RECEPTIONIST
 for Oral and Maxillofacial Surgeon in Markham. Full time, weekdays only. Computerized appointment bookings, reception, a/r and general admin. duties, 80 wpm, excellent penmanship and pleasing telephone manners mandatory. Call: (905)946-1565

Barefoot Grass
 (Please use reference when applying)
 • **Lawn Technicians**
 Earn base salary & bonus, over \$30K potential. Landscape experience an asset, will train. Bonus with Land Class 1 & 3. Valid driver's license a must. Ref#KM
 • **Telemarketers**
 Excellent part time job, evenings & Saturdays, \$10/hour guaranteed. Experience an asset. Willing to train. Ref#JD
Please fax resume to 905-760-0470 or call 416-798-4766

OFFICE MANAGER
 Required for swimming pool company. Must be computer literate. Ability to thrive in a fast-paced, team environment is a must. Please fax your resume with cover letter to:
905-640-5147

COUNTER PERSON
 For dry cleaning store, part time.
Markville Dry Cleaners Call 905-472-3507

Markham Dodge Chrysler Immediately requires:
SALES CONSULTANTS
 We offer:
 ♦ Large Inventory/ High Traffic
 ♦ Strong Management Support
 ♦ Excellent Commission Plan
 You are:
 A highly energetic, career minded, and enthusiastic individual who works well in a team atmosphere. You also possess strong customer satisfaction skills and strong closing skills.
 Previous Chrysler experience an asset, but not necessary.
Call or fax: Gren Callen, Sales Manager Tel# (905)471-1500 Fax# (905)471-7682

OPTOMETRIC ASSISTANT
 required for busy practice in Stouffville. Part time leading to full time. Prior experience not necessary. Technical computer, team and people skills an asset. Please apply to **Box # 4621, c/o Markham Economist & Sun, 9 Heritage Road, Markham, Ontario L3P 1M3**

NATIONAL POST CARRIERS
 Wanted for Early Morning (2AM - 6AM) Newspaper Delivery to Homes and Offices Mon - Sat. No Collections, Dependability and a reliable vehicle required. Experience an asset. Good part-time income.
Markham/Stouffville 416-573-7912

International Home Foods (Canada) Inc., manufacturer of such category-leading brands as Chef Boyardee and PAM, has an immediate opening in our Markham office at Highways 7 & 404 for the following position:
RECEPTIONIST/ ACCOUNTING CLERK
 Responsibilities include handling switchboard for this 25-person office, processing mail and courier packages, preparing bank deposits, collating, sorting cheques, filing reconciling accounts and light kitchen duties.
 Applicants must possess a post-secondary degree or diploma, excellent communication skills and be proficient in Lotus and Excel. We offer a competitive salary, comprehensive benefits package and opportunity for growth. Please forward your resume in "Confidence" to our Niagara Falls Office.
Human Resources Specialist International Home Foods (Canada) Inc. 4825 Pettit Avenue Niagara Falls, Ontario Fax: (905)356-2633 strangem@ihfc.ca
 We thank all candidates for applying, however, only those under consideration will be contacted.

GENERAL WAREHOUSE
 Telephone, stock keeping, parcelling, experience an asset.
 Inquiries to: **Manager P.O. Box 3051, MIP, Markham, Ontario L3R 6G4**

545 teaching opportunities 545 teaching opportunities

Family Day
SUPPLY STAFF NEEDED
 ECE Diploma only need apply for our York Region child care centres.
Fax resume to: (905)305-8976 www.familydaycare.com

Sporting goods company located in the Markham area requires
EXPERIENCED PACKER/SHIPPER
 Good command of the English language, written and oral.
 \$10:00 hour
Fax resume 905-475-5597 Attn: Dave

WANTED! We are a busy household in Markham with 3 children. We need a nanny/chauffeur/tutor/cleaning lady all in one. Must be between 30-50, own car, outgoing, well spoken, good work ethic, team player. Live out. Call 905-415-0313 to set up appointment or fax resume to: 905-415-0316. Salary commensurate with experience.

STUDENTS!
 Part-time help required for Markham company. Light office duties, Tues. & Thurs. 3:30 - 6:00 pm. No experience required!
Fax resume to: (905)513-0376

510 general help 510 general help

SEWING MACHINE OPERATORS
 F/T, exper. preferred. Competitive wages + benefits.
Apply in person: 955 Middlefield Rd., Unit #1, or call Ms. Leung at 416-298-6998