

# Classified

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

505 careers

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525 office help

525 office help

530 sales help &amp; agents

530 sales help &amp; agents

## WAREHOUSE MANAGER

The ideal candidate will have a minimum of 10 years supervisory and management experience. Must have strong interpersonal and leadership skills to supervise several departments. Responsibilities for this "Hands On" position will include supervision of staff, monitoring product flow and ensuring a harmonious work environment. The ideal job for a take charge person willing to take responsibility. We are located in the Markham & Finch area of Scarborough.

Please fax your confidential resume to:  
(416)293-4225

515 skilled &amp; technical help

515 skilled &amp; technical help

## CLUBLINK CORPORATION

We are ClubLink, Canada's largest owner, operator and developer of private and daily fee golf courses and Resorts. Right now, we are seeking a highly motivated, enthusiastic, customer service oriented **Head Mechanic** to service all aspects of the equipment at our King's Riding location in Aurora.

This position requires strong communication skills and the ability to work effectively as part of a team in a fast-paced environment.

If you are interested, please respond to:

### King's Riding Golf Club

Attention: Mr. Dave Wyllie  
14700 Bathurst St.  
King City, ON  
L7B 1K5  
Fax: 905-841-5403  
Phone: 905-841-2517

## DIE POLISHER

For day shift. Competitive salary and benefit package.  
Hwy. 7/404 area.

Fax resume to:  
905-477-0025

## INDEPENDENT MECHANICAL ESTIMATOR REQUIRED

to take off mechanical/industrial projects covering Plumbing, Hot Water, Domestic Water, etc. Minimum 3 years experience. Fax resume to: (905)475-0560



## INDUSTRIAL MECHANIC (MILLWRIGHT)

Required with Certificate of Qualification by Markham manufacturing company to trouble shoot and repair electromechanical, pneumatic and hydraulic systems. Knowledge of PLC software and operation required. Full benefits package. Fax resume to:

Ms. Eremita  
FS Tool Corporation  
(905)475-0347

525 office help

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## AP/AR ACCOUNTING CLERK

Full time salary 24-28K  
Excellent interpersonal and telephone skills required  
Computer experience essential

Send resume:  
Email: jack@ocr.ca  
Fax: 905-475-0566

**SANDGATE WOMEN'S SHELTER** is currently looking for individuals with a strong feminist analysis, a global vision of women's issues, an excellent knowledge of woman abuse and anti-oppression issues to compliment our existing services. Applicants should have a solid understanding of the issues facing women's organizations, as well as social factors that perpetuate violence against women. Demonstrated ability to communicate with diverse groups and individuals is a must, as well as the ability to work as a team member. Good oral and written communication skills, and computer literacy is required, plus a reliable vehicle and valid driver's license, for the following positions.

### RELIEF WORKER

The successful applicant will provide choices and options for abused women and their children through supportive counselling in a secure shelter setting and by telephone. Flexible schedule as days, evenings, nights and weekends will be required for 8 hour shifts. Multi-tasked with experience working in a crisis environment and capable of providing supportive counselling.

### CO-FACILITATOR OF NATIVE WOMEN'S SUPPORT GROUP

This is a 6 month contract position co-facilitating 2 groups/week with a Native Outreach Worker. Strong connections with Native Communities, traditions and culture required to accommodate our needs. Flexible schedule as days, evenings and weekends will be required.

We encourage women of colour, aboriginal, lesbians, francophone and women from other diverse groups to apply. Please forward your resume and cover letter to Sandgate Women's Shelter, P.O. Box 720, Jackson's Point, Ontario, L0E 1L0 or by fax 905-722-8416 before March 17, 2000.

Only those candidates being considered for an interview will be contacted. No telephone calls please. United Way Member Agency



**MasTec Canada** is a growing Engineering Firm specializing in Broadband Systems & Technologies, headquartered in Markham, Ontario, Canada with branch offices across Canada and the United States. We are actively recruiting qualified personnel for opportunities within our organization. We have immediate openings in the following areas:

### CAD Department

As a CAD Operator with MasTec Canada, you will report directly to the Engineering Supervisor. Your responsibilities will include drafting of Cable TV and Satellite survey/design. A minimum 2 years working experience with AutoCAD is required and knowledge of MAP 14 is preferred. Employees must have strong communication and time management skills, as well as the ability to work under deadline situations. A background in telecommunications sector is a definite asset. MasTec Canada offers full-time employees competitive salaries and provides a comprehensive benefits package. If you are interested, please send your resume to:

MasTec Canada  
555 Alden Road, Markham, Ontario L3R 3L5  
Attn: Ted Harrison, Engineering Supervisor  
Fax (905) 475-0623  
E-mail: ted.harrison@mastec.ca

We thank all applicants; however, only those individuals successful in securing an interview will be contacted.

MasTec - Building the e-World  
www.mastec.com

525 office help

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525 office help

We are a rapidly growing distribution company in the Canadian Natural Gas Industry with immediate openings for the following positions in our Aurora office.

### Customer Service Representative

- Strong mathematical/analytical background
- Proficient in Microsoft Office '97
- Your responsibilities include servicing all aspects of customer needs through your acquired knowledge of all product lines
- Generate weekly and monthly reports; varied administrative duties
- 3-5 years experience preferred

We offer competitive salaries & extensive benefits packages. If you have the energy and necessary job tools to contribute to our fast-paced growing company, then please fax your resume to the Attention of the General Manager at:

(905)727-6077

## 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

Busy vehicle leasing company located in Markham requires:

### FULL TIME RECEPTIONIST/ OFFICE ASSISTANT

Must have good command of English language, Windows 95, Excel & Word

Fax resume to: 905-477-5902

### TEMPORARY (2 month)

### Part-time/Full-time POSITION

High-tech company located in Markham requires a sales/service-oriented individual to prepare mailers, contact and update customers on the new e-telecom site. Sales and customer service experience an asset. Good computer skills required. \$12/hr.

Fax (905)513-4714 or Email:  
drh@delphisolutions.com

### RECEPTIONIST

Markham

Fluent English, mature, pleasant telephone manner, general office duties, computer knowledge, Windows 95, Word.

Fax resume to: 905-479-5457

### RECEPTIONIST/ADMINISTRATIVE ASSISTANT - Full Time

We are a Construction Co. looking for the right person to fill this position in a very fast paced environment. Duties include receptionist, clerical office work, word processing, data entry. Requirements: friendly, courteous, good telephone manner, computer experience, including MS Word. Experience in data entry, Excel, accounts payable and general accounting would be a definite asset.

Please send resume to: Controller  
27 Cardico Dr. Gormley, ON L0H 1G0  
or fax after 5pm: 905-888-9445  
Email: kcollard@rutherfordcontracting.com

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### Baker's Saddlery requires Retail Manager

Part-time/ Full time  
Must have English riding experience.

Call (905)887-9441 or  
fax resume to (905)887-9232

### EXCITING RETAIL SALES POSITION

Location: Stouffville Area

We are a well established flooring company. Due to unprecedented growth in our business we have an immediate career opportunity for Retail Flooring Sales Personnel. Successful applicants will have practical working experience of 2 years, be self-motivated in achieving sales targets and possess good communication and interpersonal skills. Please send resumes by fax: (905)640-0639 or

E-mail: patti-lynn@patti-lynn.com



Do you have a knowledge of GOLF, and are tired of being retired? We have full and part time positions available immediately.  
Contact Tevan at:  
905-470-0974  
or fax 905-470-7765

### NORTH MARKHAM



Highway #7/ Kennedy

### WE REQUIRE: SALES & LEASING CONSULTANT

- ~ Experience preferred
- ~ Large inventory
- ~ Excellent commission & bonus plan
- ~ Demo/car allowance plan

Please fax resume to:

(905)477-3063

Attn: Kenny Lo

535 hospital, medical, dental

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### FULL TIME CERTIFIED DENTAL ASSISTANT (WITH HARP)

required for Family Dental Practice. Please call (905)294-3220

or forward resume to

Dr. Craig Jeffery & Associates

113 Main Street, N.,

Markham, Ontario L3P 1X9

### P/T DENTAL HYGIENIST

required for office in Mount Albert. Six weeks (4 days per week) during July & August, 2000. March Break, 2001 and 2 days per week year-round. No evenings or weekends. Fax resume to 905-473-1750 or call 905-473-2014

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



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

540 hotel restaurant

### COFFEE TIME BAKER/ COUNTER HELP

IMMEDIATE

Overnight Shift

Hwy #7/Woodbine

Call:

(905)947-0477

540 hotel restaurant

540 hotel restaurant

### PART-TIME HELP

12 noon - 3 p.m.

Required for

Coffee shop in Markham

Call 9am-2pm only: (905)940-8809

545 teaching opportunities

545 teaching opportunities

### PART-TIME ASSISTANT TEACHER

required for daycare in Stouffville. Please fax resumes to:

(905)946-1116