

Classified

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

525 office help

525 office help

525 office help

525 office help

525 office help

525 office help

510 general help

510 general help

510 general help

Cook Canada is a fast growing established distributor of medical devices located in Stouffville. We emphasize team spirit and employee involvement. We have immediate openings for the following positions:

OFFICE FULL TIME POSITION:

Enthusiastic person required to assist in our Regulatory Affairs Dept. This person requires a well organized, detail-oriented person who is proficient in MS Word, Excel and Access. Good communication skills and an ability to work well as part of a team and individually are essential. Meeting deadlines and a willingness to learn are also requirements for this position.

OFFICE 6 MONTH CONTRACT POSITION:

We are looking for a self-motivated individual to work in our Support Service Dept. doing multiple tasks. Candidates must be experienced on Dictaphone, have good working knowledge of MS Word and Excel. Good spelling, grammar and writing skills are essential.

SHIPPER:

This full time position requires an energetic self-motivated individual to work in a fast paced environment. Must have good eye for detail and enjoy working in a team environment. Some warehouse experience essential.

Please fax resumes indicating which position you are applying for to our
Fax: (905)642-3119

MARKHAM Customer Service

Three month project starts March 7th. We need 10 people with excellent communication skills to take orders on the phone, enter them into the computer, and answer questions on product. Hourly rate is \$10.00. You must register with us on Monday and be available for training Tuesday.

RECEPTION Training Centre

You must have front desk reception experience to meet and greet training session attendees, manage training room bookings and organize catering. Inbound phone calls will primarily be requests for directions and dates. Full-time position to \$12/hr.

HUNT

HUNT PERSONNEL
TEMPORARILY YOURS

Fax 416-492-2275

Wanted: Friendly, Part-Time Receptionists For Evenings and Weekends

For busy Real Estate Office. Must be available to work evenings and weekends. The preferred candidates must have a pleasant telephone manner, a familiarity with MS Office and be able to multi-task.

* Real Estate Experience Is Preferred *

If this describes you please contact:

Coldwell Banker Coventry Real Estate

Attn: Michelle Gerrard

50 Anderson Avenue, Suite #8

Markham, ON L6E 1A6

In person or fax to: (905)472-2249

No phone calls please

MERCHANT CARD ACCEPTANCE

Merchant Card Acceptance Corp. is Canada's leading credit/debit card sales agency. We are the exclusive representatives of merchant services for three of Canada's leading financial institutions. We have a need to fill the following positions:

IN-SIDE SALES REPRESENTATIVE

BILINGUAL IN-SIDE SALES REPRESENTATIVE

Your mandate is to service the needs of our rural clients from our Markham office. Here is your chance to join an energetic, growing organization!

If you are an exceptional communicator with a strong focus on delivering great customer service and have a high level of enthusiasm, then we would like to hear from you. Please reply in confidence to: 3075 14th Ave. Unit 6, Markham Ont L3R 0G9, or fax 905-305-8809. WWW.MERCHANTSALES.COM

A medium-sized executive search firm, located in North York (Finch & 404) requires a full-time

RECEPTIONIST

Professional image, likeable and a high service orientation are "must have" attributes in the ideal candidate. In addition, proficient word processing skills, knowledge of Microsoft Word, a keen eye for detail and superior telephone communication skills are essential.

Competitive salary, benefit plan and a professional, upbeat work environment are offered. Please reply to:

Carmichael Birrell & Co.

111 Gordon Baker Road, Suite 610

North York, ON M2H 3R1

Fax: (416)495-8270

E-mail: info@cbxsearch.com

NEW LEAF

A Social Service Agency

Providing residential, day and recreational activities to developmentally handicapped adults has IMMEDIATE OPENINGS for:

FULL-TIME COUNSELLORS

Must be available to work day and afternoon shifts and some weekends

ALSO PERMANENT OVERNIGHT AWAKE COUNSELLORS (MALE)

Experience and valid driver's license required for both positions. Professional training and an excellent benefit package provided.

Mail or fax resume to:

Box 230, Queensville, ON L0G 1R0

Fax: (905)478-8102

NO PHONE CALLS PLEASE

*Exemption: Section 23-1 of OHRC

Only those considered for an interview will be contacted.

LANDSCAPE CONSTRUCTION FORE PERSON

Minimum of 2 years experience. Ability to direct crew, read blueprints, possess plant knowledge, operate equipment (Skid Steer, Backhoe) and able to install natural and precast stone. Clean driver's records. Wages commensurate with knowledge and experience.

LANDSCAPE CONSTRUCTION PERSONNEL

Must possess some skills in landscape construction. Able to follow direction with minimal supervision and be able to use landscape equipment. Must be able to work in a team environment. Wages commensurate with knowledge, experience and skill level.

Fax resume to: 905-888-9925

545 teaching opportunities

545 teaching opportunities

510 general help

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510 general help

"Town's Little Children Daycare" Markham Civic Centre

NEEDED

"Mary Poppins" to work a split shift AM & PM in a warm, friendly daycare. ECE or experienced Assistant. Please call Pat or Joan
Pat 479-7781



LANDSCAPE LABOURERS required for Scarborough firm. Minimum 3 years experience. Must have a clean drivers licence. Apply in person at 75 Howden Road or fax 416-288-9233

MULTI-RIP OPERATOR & GENERAL LABOURERS

required for wood manufacturer. Immediate openings. Please call
(905)640-4788

CAREER MINDED

A full-time opportunity has arisen for a Marketing Agent in the Markham area. No selling involved, just daily deliveries to new accounts and existing customers.

We Provide:
 • Full Training • Field Support
 • A guaranteed per year income at \$30K
 You Provide:
 • Self-motivation • Organization • Customer Service • Suitable Vehicle • Storage for stock
 The successful individual will build a long-term future and determine their own income level. For an information pack and application form
PH: 1-877-325-4766 EXT. #598

Scholar's Choice

Helping you make learning fun!

Retail Sales

Do you have a keen interest in helping build creative geniuses?

If so, we invite you to consider joining the dynamic sales team of Canada's leading educational retailer!

We currently have full-time and part-time openings in our Mississauga, Brampton and Markham retail locations for enthusiastic and motivated team players that are dedicated to providing customer service that wows!

For consideration, please forward your resume indicating preferred store location, by March 10, 2000 to:

Retail Operations Co-ordinator,

SCHOLAR'S CHOICE

P.O. Box 7214, 2323 Trafalgar St.

London, ON N5Y 5S7

Fax: (519) 455-2214

E-Mail: scholars@wwdc.com

Web Site: www.scholars.on.ca

Daycare Supervisors

Req. for Richmond Hill, Aurora, Stouffville, Markham, Unionville & York Mills locations for school-age program. Must possess any of the following: ECE, Rec Leadership, Child & Youth Worker or B. of Ed. (Students or Grads). Hours: 7:30am and 3-6pm.

Also hiring

Assistants and Sports Supervisors

Please fax resume to:

(905)294-8869

Or call anytime:

(905)508-1520

COOK

required for daycare centre in Stouffville. May also be required to work as an occasional supply teacher. Fax resume to: 905-946-1116

JANITORIAL STAFF & SUPERVISORS

required Hwy. 7/ Woodbine area. Call: 416-231-8499 ext. 527

Landscape Company looking for Crew Leaders & Labourers. 2 years experience minimum. Year round work available, not just seasonal. Call: 416-481-9205