

Classified

Monday to Friday • 8:00 am to 6:00 pm 1-800-743-3353

york region

CAREERS

Your community career choice • Serving York Region through The Era-Banner, The Liberal, The Economist & Sun, & The Tribune

505 careers

Inroads Technologies Inc. is the North American market leader in Internet business-to-business electronic commerce application software. We have an immediate opening for:

ACCOUNTS PAYABLE SPECIALIST

Responsibilities:

- Process accounts payable invoices (coding/ matching/entry)
- Assist in monthly bank reconciliation, process expense reports
- Backup for reception (2 to 3 hours per week)
- ACCPAC experience preferred.

Submit your resume to jobs@inroads.com for immediate consideration

505 careers

CLIENT SERVICE REPRESENTATIVE
THE MARKHAM BOARD OF TRADE

On behalf of our client, The Markham Board of Trade, we are presently recruiting for the above position. If you are goal oriented with proven sales ability you may be the one! If you have outstanding communication skills, enjoy networking and would like to contribute to the growth of the Markham business community, this position is waiting for you. Only selected candidates will be contacted.

Call Sharon 905-474-9555
Fax resumes 905-474-1860
E-mail: markham.on.office@adeco.com

MEMBERSHIP MEANS BUSINESS
MBT a new world at work.
Adecco

505 careers

LANDSCAPE CONSTRUCTION PERSONNEL
• Landscape Construction Workers Experience in interlock & retaining walls required.

GROUNDS MAINTENANCE PERSONNEL
• Lawn & Garden Maintenance Workers Experience an asset but not required

Call 905-472-4842
Fax 905-472-1968

515 skilled & technical help

LANDSCAPE FOREPERSON
Highly experienced Foreperson for Stone Crew & Planting Crew. Hourly wage from \$15-\$20/hour +.

NEIL PIKE LTD.
Office (905)508-9036
Mob. (416)990-1235
Or fax resumes: (905)508-8297

515 skilled & technical help

LEGAL SECRETARY
Full-time for Markham law office. Min. 3 yrs. experience; working knowledge of P.C. Law and software pertaining to Real Estate, Corporate & Estate law.

Fax resume to: (905)513-7147

525 office help

COMMISSIONED SALES PERSON WANTED
To sell advertising space in Markham, Richmond Hill, Woodbridge areas. Experience an asset but not essential.

Send resume to:
16355 Bayview Avenue
Newmarket, ON L3X 1W2
or fax 905-898-7282

525 office help

WATER TECHNICIAN/SALES REP
47 year old company. Best product in the industry. Preset appointments. Must have a vehicle. Evenings. Markham to Newmarket area. Paid training, commissions & bonuses. Call for an interview. 1-877-313-4533
Rainsoff the way water was meant to be!

530 sales help & agents

SALES REPRESENTATIVES
We are experiencing phenomenal growth and need people like you to share and promote our vision for the future of education. Forbes magazine recently listed us in their top 10 Best Small Companies list.

We are searching for enthusiastic, team players who can successfully sell our educational software to the K-12 market. Selling is done via the telephone through leads - but no cold calling. Excellent communication, clerical, and computer skills required. Organizational skills and attention to detail necessary.

If you want to join our dedicated staff, please send Resume in confidence to:


Advantage Learning Systems
ATTN: Shelley Miller
P.O. Box 220
Aurora, ON L4G 3H3
Fax: (905)726-8119
E-mail: jobs@advlearn.ca

530 sales help & agents

DENTAL ASSISTANT/RECEPTIONIST
required for dental office in Markham. Must be computer literate (Tracker) and have at least 2 years experience. Must be CDA. Fax resume to: (905)477-6462

515 skilled & technical help

TREE CLIMBER/GROUND PERSON
For estab. tree care co. 2-3 yrs. exp. Driver's license & trans. a must. Competitive sal. & bene. Call (905)640-7599

515 skilled & technical help

525 office help

BOOKKEEPER
Ideal for part time or retired person. Work with small business, Markham area. Exp. with Simply Accounting.
Fax resume 905-513-1674

525 office help

525 office help

REAL ESTATE RECEPTIONIST
High Tech Real Estate office in Unionville requires part time receptionist to work weekends. Must be flexible, have excellent computer and people skills. Real estate experience preferred.
Please fax resume and references to:
905-947-8070
No telephone calls!

525 office help

535 hospital, medical, dental

535 hospital, medical, dental

530 sales help & agents

510 general help

STOUFFVILLE ECONO TAXI
Full time and part time drivers needed. All shifts. Minimum 5 years driving experience with good command of the English language. Call (905)640-5466 or (905)640-3127

530 sales help & agents

510 general help

The Mandarin Golf & Country Club
Now hiring for:
Full/Part Time seasonal servers. Fax resume to 905-887-9807 or apply in person at 11207 Kennedy Rd., Markham on Sun., April 2nd or Sat. April 8th from 12noon-2pm

535 hospital, medical, dental

510 general help

WAREHOUSE ASSISTANT
Cosmetic pkg. co. based in Beaver Creek business park, Richmond Hill req. a Warehouse Person on a full-time basis. Driver's license req. The applicant must be detail oriented, be able to operate a fork lift and be in good health since lifting cartons may be involved.
Salary based on experience.
Please fax your resume to:
(905)764-3791
Or phone Danny (905)764-3788

535 hospital, medical, dental

510 general help

AVON
Limited Time Offer!
FREE REGISTRATION
Earn extra income.
Call Francine today
416-398-9390

515 skilled & technical help

ACCOUNTANT
Small property management company in Markham seeks an accountant to handle its accounting functions. The ideal candidate should be a self-starter, experienced in property management accounting, knowledge in Spectra (Windows) preferred. Salary commensurate with qualification and experience.
Please fax resume to:
905-475-1587

525 office help

535 hospital, medical, dental

X-RAY TECHNOLOGIST
Flexible part time. Stouffville clinic.
Call Dr. Stephen 905-472-7093

525 office help

BOOKKEEPER
Accounting Services Organization is seeking an individual who is outgoing, hardworking and must have strong communication skills. The applicant should have experience with Accpac, Excel or Lotus 123, to handle data & adjusting entries, a/c reconciliation and GL.
Please send resume to:
Human Resources
Fax No: (905) 764-1570

525 office help

RECEPTIONIST/SECRETARY
Enthusiastic, friendly receptionist with excellent communication and Microsoft Office skills required for busy manufacturing office. Accounting knowledge an asset.
Fax resume to Carolyn (905)713-0676
Almac Conveyor Co. Ltd.

530 sales help & agents

Large Property Management Company requires:
PART-TIME FILE CLERK/RELIEF RECEPTION
Position would be suitable for a person returning to the work force. Permanent part-time 3 days per week, switchboard an asset but will train.
Kindly fax to: CentreCorp
Fax: (905)477-7390
We thank all candidates for their interest but regret that only those selected for an interview will be contacted.

530 sales help & agents

INSIDE SALES REPRESENTATIVES.
You will be responsible for customer relationship establishment and maintenance, and achievement of gross margin objectives. If you are highly motivated, bilingual in French, computer literate and possess previous phone sales experience, we are anxious to hear from you. Remuneration is comprised of a base salary, commission plan and bonus incentives, as well as an attractive benefits plan.
Please fax resume to:
905-470-8155 Attn: Brent Jensen

535 hospital, medical, dental

510 general help

OFFICE HELP WANTED
Mature person required from April 15 November 15 for office located in Steeles and Woodbine. Applicant must be willing to work independently. Responsibilities include scheduling appointments for service persons, communicate effectively with customers via the telephone, maintain customer records and have computer knowledge to handle accounts receivables.
Please fax resume to: (905)470-3121.
Only applicants being considered will be contacted.

535 hospital, medical, dental

510 general help

Barefoot Grass
ARE YOU OUTGOING AND ENERGETIC?
If so, we have \$500/wk. guaranteed + Comm. + Benefits + Bonuses for you!
Outside/ Inside Sales
Vehicle required. Good command of English Language required.
Please fax resume to 905-760-0470 or drop in to 356 Bowes Rd. M-F, 12 pm - 7 pm. Keele/ Hwy 7

"ENTREPRENEURIAL SPIRIT WITH CORPORATE BURNOUT"
needed immediately. We are a group of business and medical professionals working on the North American expansion of a new division of a major health care company. Fax resume in confidence to: 416-227-2593

535 hospital, medical, dental

515 skilled & technical help

515 skilled & technical help

525 office help

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Promote your company's INTERNET PRESENCE in the Classifieds. Be sure to include your WEB ADDRESS

525 office help

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535 hospital, medical, dental

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