

525 office help

525 office help

525 office help

525 office help

530 sales help & agents

530 sales help & agents

530 sales help & agents

535 hospital, medical, dental

540 hotel restaurant

**RECEPTIONIST/ COORDINATOR**  
Great opportunity for junior position in the print/ advertising field. Must have good communication/ computer skills. Please fax resume to 905-305-1131

Markham law firm requires  
**Telephone Collectors**  
must have collection experience  
Fax resume with salary expectation to 905-472-5116

**High Tech Sales & Marketing**  
Full time salary 24-28K. Young energetic person with excellent interpersonal and telephone skills required. Computer experience essential.  
Send resume.  
Email: jack@ocr.ca Fax: 905-475-0586

A leading office equipment distributor in York Region has an immediate opening for the following part-time position in their Gormley office:  
Answering telephones and general office duties. Knowledge of Quick Books an asset.  
Hours: 11:15-3:15 Monday & Fri.  
11:15-4:30 Tues, Wed & Thurs.  
Compensation: \$10/hr.  
Please fax resume to: 905-888-9420

**Chouinard Bros. Roofing req. ORDER DESK/ RECEPTIONIST**  
Entry level position for fast paced roofing company. Good written and oral communication skills, computer skills, filing and telephone relief.  
Reply to fax:  
905-479-8305 (Markham)

**BILINGUAL F/T ADMINISTRATOR**  
(Fluent French/ English) required for a busy group benefits administration company located in Markham. Must be computer literate. Knowledge of Microsoft Office an asset. Good communication skills with the ability to handle customer inquiries in a professional and efficient manner. Hours 8:30 a.m. - 4:30 p.m.  
Please fax resume to:  
Fax: 905-477-2249

**OFFICE MANAGER**  
A "take charge" type of person for a small friendly Stouffville mail order office with a retail operation. Candidate should possess good interpersonal and customer service skills. Computer literacy is essential. Supervisory experience required.

**CUSTOMER SERVICE REP**  
Applicant should be an experienced, customer-oriented individual with a pleasant phone manner. Microsoft office experience is a necessity. Other responsibilities include order processing, customer inquiries and office duties. As this is a six-day operation, flexibility is imperative.  
MYOB, an asset.  
SMOKE-FREE environment.  
Fax your resume in confidence to: (905)642-4952

**FAST TRACK YOUR CAREER**  
Great opportunity for a cheerful, high energy, very outgoing person, with outstanding communication and telephone skills to assist Doctor in providing superior health care. Great hours. Excellent training provided. If you are a recent university grad or other ambitious individual, this is for you!  
Apply in person  
West Chiropractic Clinic  
4747 Hwy #7 East, Unionville

**MARKHAM LAW FIRM REQUIRES: Family Law and Litigation LEGAL ASSISTANT**  
Experience Required: 6 month maternity leave (possibly permanent) commencing June 12, 2000 or earlier if necessary. Please fax resume to: (905)940-3139, attention: Wendy

**OFFICE ASSISTANT F/T**  
Required immediately for reception, light accounting (data input, Quickbooks), general office duties. Computer literate in MicroSoft Office. Fluent in English with excellent telephone manner. Woodbine/ Steeles. Vehicle req'd.  
Fax resume & salary expectation: (905)946-0702

530 sales help & agents

530 sales help & agents

**GREENFIELD GOLF**  
**RETAIL GOLF STORE**  
• Full/ part times sales staff required  
• knowledge of golf a must  
• Experience in sales/ dealing with customers  
Fax resume to: 905-946-1731  
Attn: Diane Smith

**TELEMARKETER**  
Are you looking for a home based job? Initial training will be in our Markham office (Woodbine & Steeles) and then we will set you up at home. You are a sales professional with Canadian business to business experience. Keyboarding skills are essential. Young Seniors welcome 905-305-8900, Ext. 555

**SALES SUPPORT CLERK**  
required by R.V. trailer dealership in the 404 & Stouffville Rd. area, to assist our growing sales staff. Applicant must like people, have excellent organizational and communication skills with good telephone manners. Will train. Call Heather @ (905)479-1000

**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  
Rainsoft the way water was meant to be!

535 hospital, medical, dental

535 hospital, medical, dental

**MEDICAL RECEPTIONIST**  
part-time, for very busy 2 doctor office, in Unionville. Experience preferred.  
Send resume to: P.O. Box 4625  
c/o The Markham Economist & Sun, 9 Heritage Rd., Markham, ON L3P 1M3

**PART-TIME THERAPIST**  
Stouffville family looking for positive and energetic individual to teach child with Autism utilizing behavioral Therapy. Preferred candidate: Psychology or E.C.E. Training provided.  
For info: call (905)727-5138  
or fax resume to: (905)727-5364

**PHYSIOTHERAPIST**  
Registered, Full or Part time available at our Unionville office. Manual therapy/ McKenzie skills required.  
Fax resume to: Jennifer Hicke at (905)471-3751

**LONGMAN'S**  
MARKHAM DODGE CHRYSLER JEEP  
Dodge  
ARE YOU INTERESTED IN EARNING MORE MONEY AND A CAREER IN SALES?  
We are a Markham based company looking for a career minded, enthusiastic individual, who works well in a team atmosphere.  
We offer:  
• Complete computer and sales training  
• Excellent earning potential  
• Great product  
• High paced/ busy environment  
• Established in Markham for 17 years  
• Car allowance/ company demo  
Call or fax: Matthew Doo, Asst. Manager  
Tel: (905) 471-1500  
Fax: (905) 471-7682

535 hospital, medical, dental

535 hospital, medical, dental

535 hospital, medical, dental

**Preferred Health Care Inc.**  
**Interface Personnel Inc.**  
Preferred Health Care Inc/ Interface Personnel Inc. has an immediate opening for a qualified **RECRUITER** at its branch office in Newmarket.  
Reporting to the Branch Manager and liaising with the Human Resources Coordinator, the incumbent will be responsible for recruiting nurses and non-registered personnel, employee relations, job evaluation, training and development.  
The successful candidate has a post-secondary diploma in Human Resources or working towards a CHRP designation, including 2-3 years previous experience in a health care environment preferred. Must have a solid understanding of Employment Standards Human Rights, Employment Equity and other applicable legislation; possess excellent organizational and communication skills. Strong computer skills are required, must be proficient in Microsoft Word, Excel, Powerpoint.  
Interested persons should forward their resume, including salary expectations no later than May 12, 2000 to:  
**Preferred Health Care Inc.,**  
Human Resources Department  
111 Avenue Road, Toronto, Ontario M5R 3J8  
Fax: (416)924-8755  
Email: rgratton@prefhealthcare.com

510 general help

510 general help

510 general help

**TREE CLIMBERS AND/ OR ARBORIST IN TRAINING**  
Position available for a Tree Climber and/ or an Arborist in training willing to become a Certified Arborist in a very busy tree care company. Offering year round employment, benefit package available, pay schedule commensurate with experience (industry setting hourly rates). No experience necessary, we are willing to train. Qualifications preferred, however, not necessary.  
• Grade 12 Graduate  
• I.S.A. Certified Arborist or in training  
• Knowledge of ANSI A300 pruning specifications  
• Arboriculture background  
• DZ license preferred  
• Must have own transportation  
If interested, please contact (905) 888-1166 or  
Fax resume to (905) 888-1910

A progressive, growing York Region based Window and Door Manufacturer has immediate employment opportunities for the following:  
**AZ DRIVERS**  
You will be responsible for the delivery of windows and doors directly to new construction projects. Must be dependable and capable of working in a fast paced environment.  
Excellent pay and benefits.  
Please submit resume to:  
PLANT MANAGER, United Window and Door  
8550 Keele Street  
Concord, Ontario L4K 2N2  
Fax: 905-738-5748  
NO PHONE CALLS PLEASE

**RN'S RPN'S & PSW'S**  
Required now  
NHI  
for all shifts  
NHI Personnel  
(416)368-9871  
Downtown  
(416)754-0700  
Scarborough  
Nursing Students Considered

La Grotta on Main is now hiring  
**DISHWASHER/ PREP PERSON SERVERS**  
Apply in person to: 205 Main Street Unionville

510 general help

**LAWN MAINTENANCE WORKERS**  
needed immediately. No experience necessary. Call (905)201-6113

540 hotel restaurant

540 hotel restaurant

**BUSY PUB REQUIRES: EXPERIENCED COOK**  
Apply in person to:  
Col. Mustard Pub and Deli  
6545 Highway #7 E., Markham  
Or call: (905)294-4925

545 teaching opportunities

545 teaching opportunities

We are ready to Grow again and require:  
**E.C.E. & ECE Assistant**  
Stouffville daycare. Full-time positions.  
Fax resume to: (905) 642-4409

**Private school requires Montessori Qualified Teacher, plus ECE Qualified Assistant**  
Immediately interested candidates  
fax resume to: 416-292-5948

**Canadian Centre for Academic Enrichment**  
Come Join Our Team!  
We're currently hiring  
Primary & Intermediate Teachers  
Part-time Positions  
Please call (905)940-9768

510 general help

510 general help

**GOLF EVOLUTIONS**  
Rapidly expanding specialty retailer is seeking:  
**ASSISTANT MANAGER F/T P/T PERSONNEL**  
For equipment & apparel sales  
Suitable for women & men  
Fluent in English and Chinese  
Please fax resume to: 416-922-6552  
No phone calls please

**TELEMARKETERS**  
Mon. - Thurs. 6 p.m. - 11 p.m.  
Phone personality++  
Call 1pm - 9pm (905)773-4919

**CROSSING GUARD**  
required immediately for  
•Hollingham & Lockridge (St. Justin Martyr S.S.)  
•Hollingham & Coledale (Coledale P.S.)  
Help serve your community and earn a great daily pay rate!  
Call Today! 416-606-0901