

525 office help

525 office help

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540 hotel restaurant

540 hotel restaurant

510 general help

510 general help

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FULL TIME OPPORTUNITY!

Work with the best hardware and software tools available while becoming a key player in a creative and motivated administration team. The Global Matrix IT Department is currently recruiting for the position of Administrative Assistant. Working directly with the IT staff, you will be assisting with all related functions.

Required Skills:
 - Advanced skills in Microsoft Office Applications, particularly Excel & Word
 - Good understanding of Microsoft Outlook email
 - Strong communication skills both verbal and written
 - 4 years Administration experience
 - Organized self-starter
 - Experience with Access Databases and Crystal Reports an asset
 - Knowledge in the travel industry a definite asset
 Interested candidates should submit their resume to:

Global Matrix
 7550 Birchmount Road
 Markham, Ontario L3R 6C6
 Attention: Human Resources
 or FAX (905)479-5420
 or visit our Website:

www.global-matrix.com and apply online

We thank all applicants in advance and advise that only those selected for an interview will be contacted.

WANTED IMMEDIATELY

We are an engineering firm of 125+ employees located in Markham who requires an enthusiastic individual to share administrative responsibilities for the co-ordination of a "team" within our company. Advanced Word/Excel skills with strong coordination/multi-tasking abilities plus 3-5 years of experience are required. The successful candidate will have an excellent command of English (oral and written). Hours of work are 8:00 to 5:00, Monday to Friday.

If you are interested in working for a fast-paced, friendly and growing firm, please fax or email your resume to:

Cosburn Patterson Mather Limited
 Fax (905)474-1512
 Email general@cosburn.com

We appreciate all inquiries for this position, unfortunately, we are only able to respond to persons to be interviewed

OLD COUNTRY INN

requires immediately
•WAITRESS/WAITER
 Experienced only, need apply.
 Apply in person
 198 Main Street, Unionville
 905-477-2715

COUNTER HELP

Required for
 Coffee shop in Markham
 Full Time Days 8am-4pm
 Call 9am-2pm only: (905)940-8809

FIRE & ICE STIR-GRILL

Markham's hottest restaurant & bar.
 High volume, cool concept.
 Come join the team.
•Bartender •Waitstaff
•Exhibition Cooks
 Please apply in person at Cochrane and Highway #7, one street west of Woodbine Ave. in Markham.
 Call 905-947-9868
 or fax 905-947-0570
 Excellent pay, benefits & working conditions.

545 teaching opportunities

545 teaching opportunities

A.M.I. Montessori trained
CASA TEACHER
 required for September 2000.
 Must have experience.
TEACHER'S ASSISTANT'S
 required
 French and E.C.E. an asset
 Please fax resume to:
 (905) 294-0130

Preschool in Markham
 requires:
ECE TEACHER
 Immediately
 Fax resume to: (905)948-1785

510 general help

510 general help

PART-TIME MAID

for weekdays & weekends.
 Apply:
 Stouffville Inn
 38 Ringwood Drive
 Stouffville

LABOURER/ TRUCK DRIVER

DZ or AZ license preferred. Knowledge of excavation, sewer and water main installation would be an asset. Part/Full-time positions available immediately.
 Fax: 905-477-3904 or Call: 905-477-1123

• EXP. LANDSCAPE INSTALLER
• MAINTENANCE LABOURER
• EXP. SPRAYING TECHNICIAN (01/03)
• STUDENT LABOURER
 Driver's license and transportation preferable
 \$10 - \$16/hr.
 Call (905)882-6182

LIGHT INDUSTRIAL
 Long Term Temp.
 Must have 6 months working exp. & safety steel toed boots.
 \$8.00-\$9.00/hr
 You can apply on
 Thursday, May 11th at the
 HRDC, 465 Davis Drive, Suite 100
 in the Tannery Mall
 between the hours of 9:30am-2:00pm
STAFF PLUS

WAREHOUSE HELP

needed for food plant.
 Woodbine/ Steeles area.
 \$8.50/hr to start, plus bus fare
 Call 905-475-2402

Fast growing, progressive retailer has immediate openings in the GTA for:
• MANAGERS
• ASSISTANT MANAGERS
• SALES ASSOCIATES
 Competitive rates & excellent benefits.
 Great opportunities for advancement.

Apply in person to:
 Human Resource Manager
 The Salvation Army
 Toronto Recycling Centre
 150 Rainside Rd., North York
 or fax resume to: 416-510-8019

WE FIND THE BEST IN EVERYONE AND PUT IT TO WORK...

Manpower Services has light and heavy industrial opportunities available immediately.

We have short and long term assignments available in Newmarket, Aurora, Markham, Richmond Hill & Concord. Choice of shifts.

At Manpower we offer competitive pay rates ranging from \$8 - \$12 per hour, benefits and training.

REGISTER TODAY ... AND WORK TOMORROW!

Please call or drop by our office to complete a preregistration questionnaire. We look forward to meeting you to discuss how working for us can work for you.



16775 Yonge Street, Suite 211
 Newmarket (corner of Yonge and Mulock)
 905-715-7714 or 1-800-567-6443

Travelex

An international Financial Services Company, having over 300 offices in Australia, Europe, Canada and USA, employing more than 1,700 people world-wide.

We are looking for individuals with excellent verbal communication skills, a professional appearance and an ability to work independently and efficiently to fill the following positions:

Part Time Courier

To make deliveries in the GTA. We will guarantee 4 hours per day at a rate of \$10 per hour. Applicants must have a valid driver's license. Vehicle will be provided.

Vault Teller

Responsible for handling currency transaction processing. Background in foreign currencies, and knowledge in Excel would be an asset.

Foreign Exchange Operations Clerk

Responsible for foreign cheque issuance and wire payment, filing, faxing and making bank deposits. Background in foreign exchange and banking would be an asset. Must have good typing speed and be proficient in Word and Excel.

Please fax your resumes by May 22nd, 2000 to:
 905-762-1544

Western Inventory

www.inventoryservice.com

We are a national company that provides accurate inventory counts to business and industry.

Inventory Counters
 Markham Area

WE ARE LOOKING FOR:

- ✓ Full & Part-time
- ✓ Flexibility to work up to 7 days/wk. @20-24 hrs. wk.
- ✓ Strong math skills
- ✓ Good English language
- ✓ \$7.50/hr. + 3 increases in 1st year
- ✓ Fully paid training & travel time
- ✓ A team atmosphere
- ✓ Opportunity for advancement.

WE OFFER:

To apply, please call:
 905-898-4226 or page
 416-967-2442 # 1133-Joe

WAREHOUSE
 HWY #7/404
 \$9-\$10/hr.
 depending on experience.
 Picking/packing.
 Full time.
 Fax
 905-886-4522

100 houses for sale

WATERFRONT - 4 bedroom on Scugog Island, 76' Pine Point Lane, 45 minutes to Markham. Many recent upgrades. Shared ownership in 40 acre forest included. Private sale. \$175,000. (905)985-1901

150 office/business space

10,000 sqft. basement available in busy Markham Plaza, elevator located at Markham Road/Hwy 7. (905)294-7889

900 sqft. office space available in busy Markham Plaza, located at Hwy 7/ Markham Rd. Elevator. 905-294-7889

155 stores for sale, rent, wanted

STOUFFVILLE - Main Street Store for rent. 1,400' \$1,050/ month. No food. Available Aug 1st. (416)225-4343

160 business opportunities

FRANCHISE
 For Sale.
 Established pet food & supplies franchise in growing Markham community. Turn-key operation in excellent plaza location, solid customer base, fantastic busy opportunity!
 (905)889-9255

165 mortgage loans

ACCESS Money - Private Financial Assistance required to be approved \$10,000 and up financing. RRSP, LIRA, RIF, PENSION FUND, from Ex-Employer. Call Now Toll Free Fax 1-888-703-1492. We act as consultants on your projects. 7 Days per week.

PRIVATE funds for mortgage loans. Firsts and seconds. Debt consolidation and bank turndowns. 905-649-6386. 905-626-6636.

170 apartments for rent

2 bedroom apartment, fully equipped, garage overlooking. Mussellman's Lake. No pets. \$850. Suit 2 adults (905)640-1400

BIRCHMOUNT/Steels - bright 2 bedroom. Separate entrance, a/c, 4 appliances. Non-smoking. Pets. \$850 inclusive. (905)475-5145. Dave

MARKHAM Village - 1 bedroom. \$800. Non-smoker, no pets. Parking and utilities included. (905)940-4700

MARKHAM Village - Clean, 1 bedroom, basement. Suits mature individual. Self-contained, fully, partly furnished. CA, CV, laundry, parking. 1st/last, no smoking. Pets. \$850 inclusive. (905)294-0013.

MCCOWAN/ Denison - new, bright 2 bedroom basement. Separate entrance. No smoking. Pets. June 1st. (905)471-3954

530 sales help & agents

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510 general help

SALES/MARKETING ASSISTANT
 for mid size national distributor. Reports to V.P. of Sales. Assists in multi-task functions. Computer, knowledge & customer relation background are a must. French is an asset. Salary mid 30's + up for right candidate.
 Fax resume to: 905-763-1393

DOG GROOMER
 with finishing experience.
 Resume to:
 Box 4626
 c/o Economist & Sun
 9 Heritage Rd.
 Markham, ON
 L3P 1M3

535 hospital medical, dental

535 hospital medical, dental

LANDSCAPE CONSTRUCTION WORKERS
 experience preferred.
 Good pay.
 Please call
 (905)294-3791

PAINTER
 Interior/ exterior.
 Some experience.
 Students welcome.
 Call
 416-700-6652

PART-TIME WAREHOUSE JOB
 available.
 Mon-Fri: 5-9 pm.
 Fax resume to:
 (905)
 470-6958

Save The Rouge is Hiring **CANVASSERS**
 Starting June 1, 2000. Mon-Fri: 4pm-10pm. \$300/wk salary plus bonuses if potential is reached.
 Fax resume to:
 Mary Ann McCrone
 416-282-5231

Home Relief Health Services

Requires
RN's, RPN's, HCA/ PSW's

Immediately for regular Private and/ or Facility work in Markham, Stouffville & Uxbridge. Nursing students welcome to apply.

RN's for private duty in Pickering req'd immediately.

Car required.

Call 905-472-0709

between 10am-4pm, Mon-Fri.

RN/ SURGICAL ASSISTANT
 for Oral Surgeon in Unionville. Full time weekdays only. H.A.R.P. C.D.A. or A.C.L.S. qualifications an asset. I'm looking for an industrious, gregarious, compassionate, ebullient individual to perform surgical assisting and monitor sedated patients.
 Call: (905)479-1797