

# Classified

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

www.yorkregion.com

515 skilled & technical help

**EXPERIENCED EAVES, SOFFIT & FASCIA INSTALLERS**  
Own transportation a must.  
Call (905)642-0267  
or fax resume to: (915)642-1405

515 skilled & technical help

**CONSTRUCTION LABOURER**  
Full time, permanent. Driver's license required. Markham area. Some experience an asset.  
Call 1-(905)898-5503

**SERVICE TECHNICIAN**  
Large Machine Tool company based in Markham has an immediate opening for a Service Technician in our Preventative Maintenance department. The candidate must have strong mechanical and electrical skills. Must be willing to travel. Compensation is based on experience.  
Fax your resume in confidence to: (905)479-8339 or Email: dpesacdo@toshiba-machine.com  
**Toshiba Machine Company Canada Ltd.**  
6 Shields Court, Suite 101, Markham, Ontario L3R 4S1  
NO PHONE CALLS PLEASE.

525 office 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

**Dicta-Typist**  
required for busy independent adjusting firm in Markham. Must have 70 wpm; great telephone manner and experience with MS Office. Insurance experience is preferred. Please facsimile your resume to: Vanier Insurance Adjusters Ltd., (905)946-0171

**OFFICE STAFF REQUIRED**  
For Markham General Contractor's Office. General office duties overseeing daily office operations, data entry, basic accounting skills. Computer skills a must. Transportation an asset. Please fax resume to: 905-947-1866

**PART-TIME DATA ENTRY CLERK**  
Experienced in property/casualty insurance required. Flex hours. Evenings/weekends. Approx. 15 hours/wk. Send resume to: Doug Clarke, 220 Royal Crest Court, Unit 1, Markham, Ont. L3R 9Y2

**PROFESSIONAL ADMINISTRATIVE ASSISTANT**  
required for a senior management group. The ability to prioritize tasks, meet deadlines and present a professional image are the core skills we require. MS Word proficiency and a background that suits a demanding environment will make you a leading candidate for this position. Please fax your resume, including salary expectations to: 905-738-1416. Concord area.

525 office help

**CORPORATE LEGAL ASSISTANT**  
Required for a busy lawyer, a senior Corporate/ Commercial legal assistant. Experience needed in corporate law, including transaction work and general corporate matters. You must possess superior computer and organizational skills. A Law Clerk's degree would be an asset. We are looking for a person to show initiative and who demonstrates the ability to work independently and as an integral part of a team. Interested candidates should submit their resumes, in confidence to:



Jennifer Norman, Office Manager  
Wilson Vukelich  
60 Columbia Way, Suite 710  
Markham, ON L3R 0C9  
Fax: (905)940-8785

We appreciate the interest of all applicants. Only those under consideration will be contacted.

*Kinark Child and Family Services is an accredited children's mental health centre providing services to children and their families throughout Ontario.*

**CLERK/SECRETARY YORK AREA PROGRAM**  
Newmarket/Markham (Permanent 28 hours week)  
Our York Program requires a Clerk/Secretary for its Newmarket and Markham offices. In this position you will work two full days per week (9:00 a.m. to 5:00 p.m.) in the Newmarket office, and two evenings per week (12:00 p.m. to 8:00 p.m.) in the Markham office. The primary responsibilities of this position include reception, telephone answering, compiling statistics, light bookkeeping (A/P, A/R, Journal entries), bank deposits/reconciliation, inventory, client file maintenance, child care statistics, and light office duties as required. Qualified candidates must be proficient working in a Windows environment using Microsoft Word, Excel, E-mail, and have basic bookkeeping knowledge. A related Community College Diploma and a minimum 5 years relevant office experience is required. This position also requires that you have a valid driver's license and access to a vehicle. Please submit your resume, quoting competition number YOR0369 by June 16th, 2000 to:



Tim Harding  
Administrative Manager  
Kinark Child and Family Services  
1100 Gorham Street, Unit 12  
Newmarket, Ontario L3Y 7V1  
Fax: 905-836-2890

*Kinark Child and Family Services supports diversity in the workplace. Only those applicants selected for an interview will be contacted.*

**BOOKKEEPER**  
Manufacturing Company seeks an experienced Bookkeeper for the preparation of General Ledger, Accounts Receivable, Accounts Payable and Payroll. Computer experience is necessary. Remuneration according to experience. Please fax resume to: (416) 291-1046

**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

**SECRETARY**  
With legal and accounting experience required for in-house counsel of busy Richmond Hill Real Estate/Leasing operation. Competitive compensation for full time position.  
Fax covering letter and resume to: 905-882-3124

525 office help

**SHIPPER/ RECEIVER**  
Req'd for warehouse inventory control. Excellent communication and organizational skills a MUST. Valid DL req'd.  
**GENERAL LABOUR**  
MUST have light assembly experience and able to use hand tools effectively.  
**HELP DESK TECHNICIAN**  
Req'd w/ good electrical knowledge, organizational skills, basic working computer knowledge, telephone and communication skills.  
Fax resume with salary requirements to: (905)472-1239 Attn: Robert Fyl

525 office help

**RECEPTIONIST/ ADMIN.**  
Fast growing Richmond Hill company requires a dynamic and energetic person to fill the position of Receptionist/ Office Administrator. The right candidate must have excellent telephone skills, knowledge of MicroSoft Office, MYOB Accounting or equivalent and be able to handle multi-tasks in a fast-paced environment with a smile. Must have own transportation.  
Please fax resume to: (905)420-7541

530 sales help & agents

**MAACO AUTO PAINTING & COLLISION CENTRE OF MARKHAM** is seeking an Assistant Manager Trainee. The candidate will possess strong customer service skills and sales background. Good opportunity for the right person.  
Please call for an appointment (905)472-5353

530 sales help & agents

**WINE LOVERS!!**  
Full time and part time help is required at Wine Kitz and Wine-Art. The largest on-premise wine making company in Canada is still growing! Locations are in Don Mills and Markham. Candidate must be sales and customer service oriented. Some wine experience preferred, but not necessary. Fax resume to: (905) 477-2916 or (905) 477-9232. Only those candidates selected for an interview will be contacted.

535 hospital medical, dental

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

535 hospital medical, dental

**PART-TIME RPN**  
Required for busy Markham doctor's office. Venipuncture, an asset. Includes evenings and week-ends.  
Fax resume to: (905)475-3581

540 hotel restaurant

The Lion of Stouffville requires:  
• SUMMER WAIT STAFF  
• 2 DOOR SECURITY PERSONS (PT)  
• LINE COOK  
• KITCHEN CLEANER  
Call (905)642-1344

540 hotel restaurant

**HARVEY'S SERVING SWISS CHALET**  
Friendly, energetic teammates required for fast paced environment. Day and Evening Positions available. Training provided. Delivery Positions available for 2-3 nights weekly. Must have own car.  
Apply in person at:  
15 Sandale Road  
Stouffville

510 general help

**PERSON FRIDAY**  
Wanted for driving, errands, household chores & light gardening. \$10/hour.  
For interview, call (416)991-0651

510 general help

**DOES YOUR BABY HAVE ECZEMA?**  
We are looking for children aged 3-23 months to take part in a research study of an investigational NON-STEROID cream to control rash.  
For More Information Call: Dr. C. Lynde, Dermatologist at (905) 471-5022 Ext.31

535 hospital medical, dental

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



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

535 hospital medical, dental

**H.A.R.P. CERTIFIED DENTAL ASSISTANT**  
2 full days/ week Orthodontist office, Stouffville.  
Fax resume to: (905) 642-9692

535 hospital medical, dental

510 general help

**HAIR STYLIST** needed w/ clientele. Salary & commission. Great opportunity!  
(905)201-6206

**Physio clinic requires 3 positions**  
MEDICAL RECEPTIONIST - full time, computer experience and typing a must.  
REGISTERED PHYSIOTHERAPIST - part time, 6 hours a week over 2 days a week.  
REGISTERED MASSAGE THERAPIST - part time, 6-12 hours a week over 2 days a week.  
Markham clinic.  
Fax resume: 905-472-1880

**Tim Hortons**  
NOW HIRING  
FULL TIME AND PART TIME  
DAY AND EVENING STAFF  
Please apply in person or drop off resumes at  
Markham 2851 John Street (Woodbine/ John St.)  
Richmond Hill 9005 Leslie Street (Leslie/ Hwy #7)

**DO YOU HAVE PSORIASIS?**  
Patients with moderate to severe psoriasis (at least 10% of body surface) needed for a clinical research study of an investigational medication. Financial compensation available for qualified participants.  
For More Information Call: Dr. C. Lynde, Dermatologist at (905) 471-5022 Ext.31