

Classified

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

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CAREERS

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**Applications are invited for the position of
DIRECTOR OF CARE**

Markhaven Home for Seniors is an accredited, charitable, non-profit Long Term Care Facility which has been serving the community for 40 years.

We are looking for a Director of Care to assist and lead our Nursing Department in maintaining its commitment to excellence in service to our residents.

The successful candidate will have a current Certificate of Competence with the Ontario College of Nurses and a working knowledge of current legislation and standards.

Qualifications include - but are not limited to:
- excellent communication, interpersonal, leadership and computer skills.
- BScN and additional courses in Mgmt. an asset
Qualities include - compassionate and caring individual
- integrity, trustworthy, dependable
- excellent health

Resumes accepted by mail - 54 Parkway Ave., Markham, ON L3P 2G4, by e-mail: markhavn@netcom.ca by fax: (905) 294-0884

We thank all applicants for their interest. Only those applicants selected for an interview will be contacted.

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

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

515 skilled & technical help

515 skilled & technical help

525 office help

**Part Time
LAB TECHNICIAN**

position available for Markham based food manufacturing company. University/College science background required. Preference given to food lab experience. Fax resume to attention: Sherri-Lyn Millson, 905-946-8284

2 PART-TIME RECEPTIONISTS preferably with some real estate & office exp. Please fax resume to: 905-889-3322 Attn: Olga

Busy vehicle leasing company located in Markham requires:
CAR JOCKEY
Must be mature and have good command of the English language. Valid driver's license. Driver's abstract required. Start immediately. Fax resume to: 905-477-5902

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SHOW SERVICES CO-ORDINATOR

An opportunity exists with Nimlok Canada Ltd., an international manufacturer of tradeshow/exhibit systems for a Show Services Co-Ordinator.

Primary responsibilities include:

- Completion and submission of orders for allied show services.
- Preparation and maintenance of schedules for exhibit rentals.
- Ongoing liaison with Nimlok divisions, distributors and suppliers.

The successful candidate must be well organized, be able to work under pressure and possess effective written and oral communication skills.

Experience in the convention or transportation industries would be an asset.

Qualified persons are invited to submit resumes in confidence to:

NIMLOK CANADA LTD
315 Esna Park Drive
Markham, Ontario
L3R 1H4
Fax: 905-479-9795

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

510 general help

DEDICATED PERSON/STUDENT required to work in home with developmentally delayed boy. Will Train. Bayview/Elginton. Call (416)421-8056 9am-6pm.

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

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

535 hospital, medical, dental

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

505 careers

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515 skilled & technical help

MOMENTA Inc. Canada
Full-time Senior Web Developer and software Engineer. 3+ years experience required on E-Comm, VB, C/C++, Java, ActiveX, HTML, ASP & SQL. \$50K and up. Benefits. Bonus. Administrative Clerk also needed, experience required on bookkeeping a must. \$25K and up. Please fax resume to: 905-415-8551 Attention HR.

CARPET INSTALLER
Own tools and transportation. Min. 5 years experience. Call (905)640-4203

**EXPERIENCED EAVES,
SOFFIT & FASCIA
INSTALLERS**

Own transportation a must. Call (905)642-0267 or fax resume to: (915)642-1405

NAIL TECH AND ESTHETICIAN Must have 3 years experience. Full/part time. Call (905)944-0043

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



DO YOU NEED..

- Wait Staff?
- Dishwashers?
- A Chef?
- Maitre'd?
- Bussers?



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