

Classified

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

www.yorkregion.com

515 skilled & technical help

Electrical and Instrumentation Assistant
Junior electrician/instrumentation position available working and training under a licensed electrician in the manufacturing and wiring of control panels and valve trains. Preference for someone with previous technical training in this area.
Forward resumes to:
 **Andre Martineau**
Conamara Limited
Richmond Hill
Fax (905) 883-9578

515 skilled & technical help

HOSTESS/ HOST
required for homebuilder. Must be Chinese and English speaking, outgoing, work flexible hours and maintain a polished demeanor. Duties: greeting, assisting customers and filing. Fax resume to: 416-633-7491 and references MESSA.

RECEPTIONIST
needed for Markham company. Process customer inquiries, filing and some customer service is required in this position.
Fax resume to: 905-470-4115

525 office help

LEGAL ASSISTANT
Entry level position. Family law lawyers. Markham (Warden/ 14th). Must have a Legal Assistant Diploma, knowledge of Divorcemate and/or PCLaw an asset.
Fax resume to: (905)415-0785

525 office help

SENIOR DATA OPERATORS
Senior Operators needed, 15,000+ keystrokes. Knowledge of Canada Postal Code Standards. Excellent salary based on experience. Serious applicants only. Warden & Steeles.
Please fax to: 905-475-3198

530 sales help & agents

SALES - OSHAWA
Open sales territory for business-to-business telecommunication sales. Working from the Oshawa office, the primary target will be the GTA. The successful Account Manager is creative, has a sense of initiative and is independent. The focus of sales will be on Call Centre services but key areas for growth include National Message Centre applications, E-Commerce, Voice Messaging and Local Area Services. Previous telecommunications industry experience would be an asset. Base salary 30-35K plus commission.
To respond to this opportunity, please e-mail ramster@hunt.ca or fax 416-492-2275 refer to order SALE-DR attention Debra.

530 sales help & agents

530 sales help & agents

525 office help

Secretary/ Bookkeeper
required for construction company. Computer and bookkeeping experience with knowledge of Accpac. Construction experience an asset. Must enjoy working in a fast pace environment. Please fax resume to (905)-415-0225

525 office help

LEGAL SECRETARY
Markham Village. Experienced. Corporate, commercial, real estate. Please reply to Box 4633 c/o Markham Economist & Sun 9 Heritage Road, Markham, Ont. L3P 1M3

ADMINISTRATIVE ASSISTANT
Markham marketing company requires detail oriented person to answer phone, process orders, assist in office/warehouse duties. Fluent English, computer literate.
Fax: (905)477-3928

Richmond Hill insurance brokerage requires
(1) LICENSED CSR
(2) RECEPTIONIST
Please fax resume to: 905-731-5433.

530 sales help & agents

VILLAGE
NISSAN
SALES CAREER
• Retail Sales Experience required
WE OFFER:
• training program
• a monthly guarantee
• outstanding commission plan
• monthly & yearly bonus
• comprehensive benefit pkg
• company demo plan
• Nissan Club Excellence Program
Fax resume to 905-940-6636 or call Ted Kelly at 905-477-3337

530 sales help & agents

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

Experienced Full Time RECEPTIONIST REQUIRED
The ideal candidate should have the following skills:
• Professional telephone manners
• Excellent in oral and written communications
• Solid computer skills in Microsoft Office and Excel
• Basic accounting knowledge
• An organized and prioritized approach to daily duties
Full time position available immediately in the McCowan/ Steeles area.
Please fax your resume to (416) 321-2491

WORD PROCESSORS
Immediate full-time & September Full-time opportunities
3-4 years office experience, excellent English skills, advanced MS Office, to assist Marketing and Proposals Department.
Fax (905)882-4399 or e-mail: colesherman@urscorp.com

PART-TIME RECEPTIONIST
Required for Bridle Trail Veterinary Clinic. 2-3 evenings per week and every other Saturday morning (approx. 10 hrs/wk.). Contact Clinic at:
(905)477-1190 or
fax resume to (905)477-5454

540 hotel restaurant

Busy Markham Pub now hiring experienced
WAIT STAFF & KITCHEN STAFF
Minimum 2 years experience.
Please call (905)294-3181

540 hotel restaurant

510 general help

GENERAL LABOURER
required part or full time for Markham Dodge Chrysler.
Call Carol Longman (905)471-1500

DATA ENTRY OPERATOR (Woodbine & Hwy. 7)
Busy office has full-time opening for an organized, energetic self-starter. Duties will include data entry, preparation & shipping of daily courier mail as well as other varied office duties including telephone reception and assisting with customer service. Must have good command of the English language. Knowledge of MS Windows software and a minimum of 50 wpm is required. Experience preferred, but not necessary.
Please fax resume to: (905)940-3244 or email: jobs@iao-sentinel.com

NORTH POINTE
CHEVROLET OLDSMOBILE
REQUIRES IMMEDIATELY
PART-TIME RECEPTIONIST
Alternate Saturdays, & 2 evenings/ week.
Pleasant telephone manner and fluent English a must!
Fax resume to: Sheryl Camm: (905)294-9858

RECEPTIONIST
Required for busy Markham manufacturer, Self-starter, detail oriented, excellent interpersonal skills, Meridian Phone System, Microsoft Word/Excel, basic accounting skills. Fax resume to: (905) 470-1789

540 hotel restaurant


WAIT STAFF WANTED
A popular and busy restaurant on Main Street, Unionville needs
Full/ Part Time Wait Staff
Flexible hours. Fax resume to: 905-887-3294.

540 hotel restaurant

Salvation Army Thrift Store hiring f/t permanent Clerk. Retail experience helpful. Fax resume to: 905-472-0571

International Home Foods (Canada) Inc., manufacturer of such category-leading brands as Chef Boyardee, PAM and Puritan, has an immediate opening in our Markham office at Highways 7 & 404 for the following position:
RECEPTIONIST/ ACCOUNTING CLERK
Responsibilities include handling switchboard for this 25-person office, processing mail and courier packages, preparing bank deposits, collating, sorting cheques, filing reconciling accounts and light kitchen maintenance. Applicants must possess a post-secondary degree or diploma, excellent communication skills and be proficient in Lotus and Excel. We offer a competitive salary, comprehensive benefits package and opportunity for growth. Please forward your resume in "Confidence" to our Niagara Falls office:
Human Resources Specialist
International Home Foods (Canada) Inc.
4825 Pettit Avenue
Niagara Falls, Ontario
Fax: (905)356-2633
strangesm@ihfc.ca
We thank all candidates for applying, however, only those under consideration will be contacted.

FULL-TIME/ PART-TIME Receptionist Filing Clerk
in a medical clinic. Experience preferred, some computer knowledge necessary. Fax resume to: (905)887-3655 or drop resume off to: 9255 Woodbine Ave, Suite 2 Markham, On L6C 1Y9 Attn: Jan

FT RECEPTION/ GENERAL OFFICE
• Fast-paced Marketing firm in Markham
• Self-starter for reception, typing, data entry and general office duties
• Good command of English language
• Good Word Perfect/ MS Word skills
• Knowledge of Accpac Plus OE
• French an asset
Send resume to: Iona Wallace at (905)948-8045 or e-mail to farleyco@istar.ca.


SUPPLY COOKS NEEDED
in York Region flexible, part time hours for child care centres (25-100 children)
Fax resume to: (905)474-1021

510 general help

SITE SURVEYOR
Evenings 5-7 p.m. \$15/hour Car required. English a must. Call 905-686-2445 Ext. 250

Markham based marketing company requires
Experienced Data Entry Clerk with potential for growth
Full time entry level position. To be successful, applicant must have:
• great keyboarding and organizational skills
• computer literacy - experience with Macintosh preferred
• ability to multi-task
• organizational skills
• fluency in English mandatory, fluency in French a definite asset.
Fax resume to 905-642-9191, or email: doug@piper.com

530 sales help & agents

Be Part of the Fun!
Canada's premier games retailer is seeking individuals to fill full-time and part-time positions in our Markham location. If you possess superior customer service skills, are an excellent communicator and like to have fun, we want you! Preference will be given to those well groomed individuals who exhibit flexibility and thrive in a challenging environment that promotes teamwork. Retail experience preferred. Interested individuals should submit their resumes to:
Dufferin Games
Markville Mall
5000 Hwy #7
Markham, Ontario
L3R 4M9
Ph: (905)477-7665
Fax: (905) 477-8395

530 sales help & agents

510 general help

EARN \$200, \$300, \$500 OR MORE PER WEEK
assembling products in the comfort of your own home.
Send a self addressed stamped envelope to: O.P.H. 6-2400 Dundas St. West, Suite 541, Ref.#694, Mississauga, Ont. L5K 2R8

510 general help

SWIM INSTRUCTORS
for Thornhill pool Must have current Red Cross instructor. Day-time, evening and weekend shifts available. (905)709-8988

TELEMARKETERS
Earn extra CASH Markham Location Work 6:00-9:30pm Mature, experience preferred. Fluent English (Italian an asset) Call Lee 757-5717