

525 office help

MILLER THOMSON LLP
Miller Thomson LLP, a prominent national law firm with offices in Toronto, Calgary, Edmonton, Markham and Washington, D.C. has an immediate opening for a Data Entry Clerk & Administrative Assistant in our Markham office.

DATA ENTRY CLERK & ADMINISTRATIVE ASSISTANT
These positions require someone with fast and accurate data entry skills. Demonstrated expertise with Elite would be an asset. The successful candidates must be well organized with excellent interpersonal and communication skills. The Administrative position requires someone with excellent written skills.

If you are interested, please forward your resume to:
Human Resources, Miller Thomson LLP
60 Columbia Way, Suite 600 Markham, ON L3R 0C9
or Fax (905)415-6741

We appreciate the interest of all applicants and advise that only those under consideration will be contacted.

TORONTO CALGARY EDMONTON MARKHAM WASHINGTON, D.C.

525 office help

525 office help

510 general help

SHIPPER
wanted immediately for Markham warehouse. Requires some knowledge of PC based manifest systems. Good command of written/ verbal English. Involves lifting. \$11/hr. Call (905)477-9700 ext. 250

510 general help

510 general help

Swimming Pool company requires
SERVICE PERSON
Experience necessary.
CONSTRUCTION WORKER
Must be able to do heavy lifting. Please call (905)472-6871

510 general help

510 general help

510 general help

SCHOOL BUS DRIVERS WANTED
B or E license preferred. Immediate openings.
STUDENT EXPRESS
(905)883-6665 ext. 231

FULL-TIME TRUCK DRIVER
required with D-Z licence for deliveries in Southern Ontario.
Please send recent driver's abstract and resume to:
Electro-Medical Equipment Co. Ltd.
Fax 905-764-8663

SUBWAY
Join a winning team. Subway Sandwiches, Stouffville, has an opening for an Assistant Manager. Apply daily in store 8am-4pm (905)642-2683

CHOUNARD BROS. Requires Shop Person
For roofing co. in Markham. Full-time employment & benefits. Please fax resume to: (905)479-8305

bulk barn
Position available with a progressive franchisor of retail specialty food stores located in Richmond Hill.

WAREHOUSE ASSEMBLER
Responsibilities include physically selecting product from warehouse racking and assembling on skids for shipment, as well as replenishing warehouse stock from product receipts. Salary approx. \$29,000 per annum (plus benefits). Work schedule Mon. to Fri., 8:30 am- 4:30 pm. Please fax your resume to Doug Ofied at Bulk Barn Foods Limited. Fax # (905)886-2722. No telephone calls, please. Canada's largest bulk food retailer and more.

Home Alarm Sales
Excellent Opportunity Use your Sales Experience Help us to Sell Peace of Mind
Part Time Sales People
We are looking for part time sales representatives to sell home security systems. We provide excellent commission and full training and support.
Please apply in writing to Fax 416-745-0966 Attention: Human Resources or e-mail to pstraw@SecurityLink.com
SecurityLink
by Amertech

150 office/business space

170 apartments for rent

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

48' 16th Bachelo basement, separate entrance, fireplace, appliances, no smoking/ pets. \$725 inclusive. Immediate! (905)471-1719.

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

CORNELL townhome, 2nd floor apt. 1 bedroom+ sitting room with balcony. 3 pc. private bathroom, shared kitchen, a/c, laundry+ parking. \$700 inclusive. (905)294-8096.

165 mortgage, loans

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

DENISON/ Middlefield 1+ bedroom, separate entrance, bright. Suit single/ couple. Non-smokers/ pets. August 1st. (905)471-1808

Fax us your ad
1(905) 853-1765

DENISON/ Middlefield new 2 bedroom basement, appliances, cable, central a/c, parking, non-smokers. Immediate. \$850. (905)294-7029

525 office help

SECRETARY/RECEPTIONIST
WANTED: Person responsible for answering phones, typing letters, servicing customers, and overall general office duties. Knowledge of Windows 95 & Microsoft Office an asset. Please fax resume to: heather@onestopwebsites.com

525 office help

525 office help

P/T Order Entry Clerk
Needed for company in Markham. 8am-noon. Please call: (905)470-1926 or fax resume to: 905-470-0520

CAREER OPPORTUNITIES AVAILABLE.

Retail floor covering store in Markham has immediate positions available for:
* Sales (training available)
* General Office Assistant
* Warehouse/ Shipper/ Receiver
* Apprentices willing to learn flooring installation trade
* Quality Skilled Flooring Installers
Fax resume to: 905-471-0112
Please specify position your interested in on resume.

540 hotel restaurant

ESSO
Full time and part time required. Apply in person 99 Main Street Unionville

540 hotel restaurant

TELEMARKETER
\$400-\$600/wk earning potential, base & commission, to set up appointments for E-commerce reps. Experience & good English required. 9am-5pm. Call Heather. 905-947-8235 or email resume: heather@onestopwebsites.com

540 hotel restaurant

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

EXPERIENCED CLEANER
needed for night work. Own transportation required. 5 days/ week. Call: (905)294-8796

LAWNCARE/ RENO CO.
F/T (40-60 hrs/wk.) Lawncutting, landscaping, renovations, deck & cabinet-work. Call: (905)472-4861

\$SEARN EXTRA MONEY\$\$
Men and Women with cars, trucks or vans needed to deliver Telephone Books in Markham, Thornhill, Richmond Hill, Newmarket, Aurora & surrounding area. Clerical and Material Handlers are also needed. Payments are made by contract with no deductions. Contractor must be 18 years of age or older and have automobile insurance. **CALL TODAY 416-438-8189 1-800-306-1071** Monday through Friday 9:00am to 4:30pm Please Do Not Call The Telephone Company.

Edward Jones is a leading investment dealer and member of the Toronto and Montreal Stock Exchanges and the Investment Dealers Association of Canada. Along with our U.S. affiliate, we now serve over 2.5 million customers from over 5,000 branch offices across North America. Our Unionville, Ontario office is currently seeking an **Office Administrator**. The Office Administrator supports the investment representative in a small office. Excellent organization and communication skills are required to perform administrative, marketing, and customer-service functions. The successful candidate needs to be self-motivated and detail-oriented with the ability to work independently. Related financial experience is beneficial.

Edward Jones is committed to employment equity and offers exceptional opportunities in a highly professional environment. To apply, please send your resume and salary requirements, by August 4, 2000 to:

Edward Jones
Attention: NP 4283-N
201 Progress Parkway
St. Louis, MO, 63043
Fax: (314) 515-1179
E-Mail: OfficeAdmin@EdwardJones.com

OLD COUNTRY INN
requires immediately:
* **COOK**
* **DISHWASHER/KITCHEN HELP**
Apply in person 198 Main Street, Unionville. Or call: 905-477-2715

Holiday Inn EXPRESS
NOW HIRING!
Guest Service Reps
For part-time & full-time positions. Apply in person to: 50 Estate Drive (Markham/ Hwy 401) or fax resume to: 416-439-4295

PAINTERS
for spray booth of lighting parts. Experience. Stouffville/ 404 Call Steve: (905) 888-1368

TELEMARKETERS
Earn Extra CASH Markham Location Work 6:00-9:30pm Mature, experience preferred. Fluent English Students Welcome Call Lee 757-5717

MAID
For weekdays & weekends & part time. Apply: **Stouffville Inn** 38 Ringwood Drive Stouffville

WAREHOUSE HELP
Markham co. requires temporary order packers, line workers & general warehouse help. Fluent English spoken & written a must. Flexibility & reliable transportation needed. May lead to full time. Fax resume to: 905-470-4115

530 sales help & agents

MECHANICAL CONTRACTOR
Markham company seeks a motivated individual for Inside Sales and Telemarketing position. Training available. Salary & commission. Fax resume to: (905)940-2721 or call (905)940-6493

530 sales help & agents

540 hotel restaurant

LINE COOKS
Part time 20-30 hours/ week. Willing to work shifts. Fax resume to: (905) 294-0487 or call manager for appt. (905) 294-0134

540 hotel restaurant

SUBWAY
Hwy#48/16th Ave. Mature Personnel. \$9.00 per hour Night Close Shift 6pm-12:30am flexible. Weekend shifts avail. 905-761-9152 Leave message

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

545 teaching opportunities

FULL-TIME ECES
required for September. \$10/hr. Call (905)472-5464 or fax (905)472-0959

510 general help

PLANT WORKER
Full-time, Stouffville area. Safety boots & transportation req. Start \$7.50/hr. Call: (905)640-1770 between 10am- noon or fax resume to: 905-642-3894

SWIM INSTRUCTORS
for Thornhill pool. Must have current Red Cross instructor. Day-time, evening and weekend shifts available. 416-617-7167

Well established General Contractor with projects throughout Ontario requires
• Well-rounded carpenter for project in Markham, to be assistant to Super.
• Sub-trade for forming & finishing concrete slabs & sidewalks. Fax your response to CPI at 705-792-0970

General Machine Shop located in North Scarborough area, moving to S.W. Uxbridge in 2001, has an opening for
HORIZONTAL BORING MILL OPERATOR
Please contact Don Winger at (416)291-3781 or fax resume to (416)291-2061