

525 office help

RESIDENTIAL CONSTRUCTION CONTRACT PERSON

required. Familiar with Chief Architect for job costing, ability to read plans, negotiating contracts, follow-ups & leads.

Stouffville area
Please fax resume to: 905-640-7352

525 office help

RECEPTIONIST

Mechanical Contractors located in Markham looking for an experienced, and mature individual with pleasant telephone manners. Knowledge of MS Word and Excel required. Salary commensurate with experience.

Please fax resume, Attn:
Human Resources, 905-474-5177

BOOKKEEPER

required for Busy Telecommunications Company located in Markham. Minimum 3 years experience, a solid knowledge of ACC-PAC a requirement. Position entails Bookkeeping, Collections, and light reception duties. Competitive salary plus benefits.

Fax resume attention:
Human Resources (905)470-5161

SECRETARY/RECEPTIONIST

Responsible person for answering phones, typing letters, servicing customers, order processing and overall general office duties. Knowledge of Windows 95 & Microsoft Office an asset.

Please fax resume to: 905-887-5240

SECRETARY/RECEPTIONIST Part-time

For busy Real Estate offices in Markham & Stouffville. Some evenings and some weekends. Must have computer experience and excellent telephone manner. Excellent salary.

Please FAX resume to:
905-477-6839.



Descon Conveyor Systems & Consultants Inc. has an immediate opening for an

OFFICE MANAGER

to take control of our busy office.

You are attentive to detail and very comfortable with Microsoft Office & Simply Accounting given your several years of related experience. You are a self-starter and a person who can be relied upon to handle any situation given your resourcefulness.

Your day to day tasks will include bookkeeping, government remittances, couriers, invoicing, purchasing, database entry as well as telephone reception.

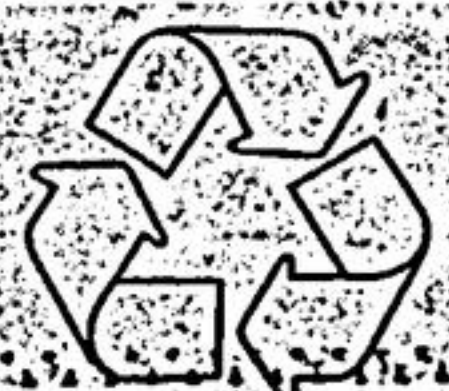
Please fax resume to 905-953-1335

We thank all applicants, however, only those candidates selected for an interview will be contacted.

**Customer Service Representative**

Able to work 30-40 hours a week, days, evenings, and some weekends. Applicants should have customer service/sales background. Enthusiasm and a commitment to health and fitness are a must!

Please submit resume and cover letter by Friday, August 4, 2000 to:
The GoodLife Fitness Clubs
Allison Wallace, Manager
3500 Steeles Ave. E. Suite 7100
Markham, ON L3R 2Z1
Fax: (905)475-9289
markham@goodlifefitness.com

Please Recycle

525 office help

RECEPTIONIST +++

Full time temp. for busy magazine publishing office in Unionville. August 11th to December 15th, 9am-5pm. Excellent phone manner, cooperative, and good personality a must.

Fax resume to: 905-479-4482

CUSTOMER SERVICE CLERK

Event Management Company seeks energetic, detail orientated individual for seasonal part-time work. Must be flexible for days and times worked. Requires excellent telephone & communication skills, advanced knowledge of Windows 95/98, Word Perfect & Internet.

Fax resume to: 905-709-0079 or
e-mail inquiry@csnf.com

530 sales help & agents

530 sales help & agents

THE KEEPING ROOM

requires suitable candidate as **MANAGER**. Previous merchandising and display experience required. Applicant will be responsible for staffing, scheduling, and overall management of the store.

Please bring resume on Monday
July 31st and Tuesday Aug. 1st to:
The Keeping Room
5000 Hwy.#7 East, Unit 406
Markham, ON L3R 4M9

THE KEEPING ROOM

Do you like working with fine merchandise and in a pleasant atmosphere? Mature Sales Professionals required. Daytime, evening and weekend hours.

Please bring resume on Monday
July 31st and Tuesday Aug. 1st to:
The Keeping Room
5000 Hwy.#7 East, Unit 406
Markham, ON L3R 4M9

535 hospital, medical, dental

535 hospital, medical, dental



Nursing Services

Join the team where you come first!
Come join a rapidly growing health care co. in an industry of the future.

OFFICE ADMINISTRATOR

Full-time position available immediately in our Markham office.

Qualifications and Responsibilities include:

- Ability to coordinate the day to day activities of a fast paced environment.
- Client service focused, highly organized and self motivated.
- Payroll and invoicing functions and financial record keeping.
- Ability to manage accounts receivables. General office administrative and support duties.
- Strong computer and office technology skills.

Firstat offers opportunity for growth and competitive compensation.

Please fax resume: 905-477-1956

Only those selected for interview will be contacted. Thank you.

540 hotel restaurant

540 hotel restaurant

EXPERIENCED COOKS

required for bar & grill. Full and part time positions available
Please Call (905)475-1890

Markham Restaurant

Requires Cashier and/or counter person. Days only.
Rate: \$10./hour
Please call: (905)479-7086 or
(416)910-3740

535 hospital, medical, dental

535 hospital, medical, dental

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.

540 hotel restaurant

540 hotel restaurant

**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.)

510 general help

510 general help

OPPORTUNITY!

Telemarketer wanted for established Markham based commercial services company. Part-time flexible hours. \$8/hr + bonus.
Call (905)475-3635 ext 309

FULL TIME EXPERIENCED DISPATCHER

Knowledge of 416 area a must. Office in Markham. Weekends & evenings. \$10 cash/hour to start. Non-smokers only.
David 905-472-2472

THE GARDENER

Looking for reliable person for lawn maintenance and garden care. Servicing Markham area. 40-50 hours per week. Weekends off. Experience preferred, if not will train.

Fax 905-770-6838
Tel: 905-889-9209.

Please contact Shawn Lambert

PRODUCTION COORDINATOR

Convex Exhibits (Markham) requires a Production Coordinator, responsibilities include: supervision of personnel; project scheduling within a small shop environment. Computer skills required. Good salary and benefits.

Fax resumes to: 905-479-1765
or e-mail to:
whyte@tradeshowexhibit.com

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.

510 general help

510 general help

Taxi Driver, Only 1 position left
Why wait until the end of the week to get paid, get paid daily! If you like driving, meeting new people, call Econo Taxi at:
(905)640-5466 or (905)640-3127

SCHOOL BUS DRIVERS WANTED

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

EXPERIENCED LANDSCAPE CONSTRUCTION PERSONNEL

pay commensurate with at least 3 yrs. experience.

Leave message for Joe
(905)642-2121

Permanent part-time position available as OFFICE/ FACTORY CLEANER.

Perfect for stay at home parent.

Please fax resume to:
905-294-2043

**P/T HAIRSTYLIST**

For a busy Stouffville Salon. Guaranteed \$7.50/hr, profit sharing, dental, drug, eye care plan & birthday off with pay No Sundays. \$150. hiring bonus. For an interview call: 905-640-9555

SHIPPER/RECEIVER

Part Time Position

Self-motivated, responsible organized person required for warehouse. Responsibilities include loading of flyers and papers onto drivers' trucks, breaking down skids for pick-up, receiving trucks, inventory control and health and safety.

Your qualifications include the ability to work effectively in a challenging and changing environment. You have a proven ability to schedule priorities and meet tight deadlines. Strong analytical and interpersonal skills are a must. Training of narrow aisle and other material handling equipment preferred. Some heavy lifting involved. Pay commensurate with experience. Interested applicants are invited to apply with resume to:

MARKHAM ECONOMIST & SUN

9 Heritage Road, Markham, ON
L3P 1M3
Attn: Mike Banville

EXPERIENCED SHIPPER/ RECEIVER

for giftware wholesaler. Must be fluent in English. Full time days.
Please fax resume to:
416-490-0884

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

WAREHOUSE GENERAL LABOUR
We require 4 pickers and/or packers of merchandise.

Please fax resume to: Paul Teutenberg: Browne & Company 905-475-5843
We thank all applicants, however, only those candidates to be interviewed will be contacted.

510 general help

LAWNCARE/ RENO CO.

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

SWIM INSTRUCTORS

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

150 office/business space

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

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

170 apartments for rent

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

DENISON/ McCowan. 2 bedroom basement, separate entrance. No smoking/ pets. Available immediately. (905)471-8259

MARKHAM- Hwy 7 & 9th Line, 1 bedroom, upstairs in private home, non smoker/pets, 1st & last, \$650. Available Aug. 15 (905)294-1259

MCCOWAN/ #7- 1 bedroom basement, private kitchen/ entrance. Clean. Immediate. No smoking/ pets. \$695. (905)472-9299.

MUSSELMANS Lake- 1 bedroom basement apt w/den. Large bathroom, fireplace. Laundry \$750+. Aug. 1st. (905)642-5341

STOUFFVILLE- Bachelor apt. by GO station. Bright, second floor. \$525. Inclusive. Available immediately. (905)640-4585.

SUNSET Blvd. Stouffville. 2 bedroom. Available immediately, clean, bright, modern building. Close to all amenities. Rent from \$790+ hydro. Parking included. (905)640-8017, Julie or Marc.

1' bedroom basement apartment, in split level home, separate entrance, 2 minutes East of Stouffville, suits one. No pets. 1st & last \$600. Heat, hydro included. Available immediately. References required. Call after 6pm. (905)887-5400.

UNIONVILLE- Executive Home, large basement apartment; beautiful open concept, modern kitchen; \$1200 inclusive; immediate (416)616-6199

185 houses for rent

BRAND new 4 bedrooms, 2 storey, McCowan/ 14th. Available Sept. 1st. (905)201-6829.

310 articles for sale

ANNOUNCING: Satellite Mini Special 60 channels, \$19.95 monthly including equipment. Also new ultra fast internet 80 times faster than 56K modem. Free installation Special. 1-800-903-8777.