

Classified

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

www.yorkregion.com

505 careers

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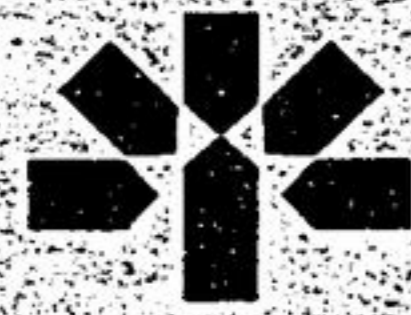
525 office help

525 office help

535 hospital, medical, dental

535 hospital, medical, dental

510 general help



LAURENTIAN BANK OF CANADA

Administrative Assistant

Laurentian Bank of Canada
Markham Commercial Banking Centre

We are looking for a motivated self-starter with strong organization and interpersonal skills in this Commercial Banking Centre located near Hwy. #7 and Hwy. #404.

You will assist the Manager in the preparation of written reports and correspondence; handling office communications (telephone, fax, etc.); posting of entries on-line; collecting customer reporting; assisting in funding of new loans; management of branch filing systems, office equipment and supplies.

You must be proficient in word processing software. Previous experience as a teller or CSR with a bank is an asset. Knowledge of Excel and Maximizer is also preferred.

If you are interested in joining our team, please submit your resume with a covering letter to the attention of:

Mr. Paul Laverty
Regional Manager
Fax: (905)943-9859

Deadline for Applications: August 18/00

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

BOOKKEEPER

Permanent, part-time, with Simply 8.0, Microsoft Office, Internet. Markham area. Fax resume 905-294-6906

COLLECTIONS

National Collection agency requires P/T; P/T Supervisors, Third Party Collectors. French an asset. Good salary plus commission. Please send resume: E-mail: aro@eol.ca Fax: (905)201-6441

FULL TIME ASSISTANT

needed for new home sales office in Unionville. Must be organized, good with paper work, have computer skills and some knowledge of how a new home sales office functions. Hours to be Monday-Thursday, 12-8pm, Fridays 12-6pm. Hourly wage. Please fax resume to: (905)415-2724 attention: Sue Dillio

530 sales help & agents

530 sales help & agents

RETAIL COMMUNICATION POSITION

Available immediately. Full-time wanted; working in Thornhill area, training provided. Fax resume to: 905-764-5430

WANTED: Full or Part-time Sales Person

To sell advertising. Many leads provided from previous sales. 30% commission. Markham area only. Contact: Brian Ball at 416-717-0544 during business hours.

Aggressive telephone marketing company located in Markham. Now hiring Junior/Senior sales reps, full & part time available. Excellent experience and career opportunity. Sales training provided. Earn up to \$16/hr. P/T. Full-time positions also available. Students welcome with goal oriented attitudes. Woodbine/Steeles Call Rick @ 905-946-0178

TELEMARKETING/ OUTBOUND SALES.

"Union Pen Company is seeking aggressive, self-motivated individuals to promote our line of promotional items. No cold calling required; you will be calling on existing customers. Telemarketing experience necessary and computer experience an asset. Markham based location. Salary plus commission. Please fax resume to Hults' Consultants at 905-475-8736 or email to learn@promoschool.com"

535 hospital, medical, dental

535 hospital, medical, dental

DENTAL ASSISTANT/ TREATMENT COORDINATOR

Required for Unionville periodontist (full-time or part-time). No evenings or weekends. Call 905-479-1856 or fax: 905-479-1483

VERSA CARE MARKHAM

a Central Park Lodge facility is seeking dynamic R.N.'s and R.P.N.'s. Enjoy the challenge of working with a progressive long term care team. Interested applicants please fax resume to: 905-471-0750

We are seeking a part-time H.A.R.P. CERTIFIED DENTAL ASSISTANT

To join our progressive family practice team in Stouffville. Fax resume to: (905)642-9065

540 hotel restaurant

540 hotel restaurant

ANGUS GLEN GOLF CLUB

Requires Full and Part time FOOD AND BEVERAGE STAFF for remainder of the golf season. For COOKS and DISHWASHERS contact Frank at 905-887-0090 ext. 208. For SERVERS contact Jason at 905-887-0090 ext. 236

Tim Hortons

NOW HIRING FULL & PART 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.)

The Bluestone Bistro

Is now hiring for the following:
F/T Day Hostess/ Host
Weekend Bartender
Line Cooks

Wait Staff- Full time
Excellent tips! Great hours!
Apply in person:
4261 Hwy. #7 East
or fax resume to (905)475-9519
or call (905)475-6999

COUNTER POSITIONS

available in Markham restaurant. Own transportation required. If you are energetic and friendly please phone or fax 905-477-4440

510 general help

510 general help

DISHWASHER/ BASIC PREP PERSON

Needed for busy store. Call Jaana at 905-940-0655

SECURITY OFFICERS FT/PT

For sites in Thornhill area: Previous experience & car an asset. Good communication skills a must. Fax resume to: (416)515-7691

COUNTER HELP

Dry Cleaners. Would suit mature or semi retired person: Experienced. Evenings/ Saturdays. Call Mark or Sheila, 9am-6pm at 905-477-2773

Experienced COOK needed for daycare.

Fax resume to: 905-472-1373

CASHIERS/ GENERAL HELP Positions available in busy restaurant in Markham. (905)316-3303 for appointment

CLEANERS NEEDED.

Permanent, part-time. Mon-Fri., 8:30am-2pm. Starting September 1st. Call Faye (905)640-5381

FULL TIME STABLE HELP

Responsible, professional attitude, more important than experience. (905)888-9827

HAIRSTYLIST ASSISTANT required for Markham Salon. Call (905)471-7676

HELP WANTED on farm full or part-time (905) 888-9474

LAWNCUTTING & RENO CO. F/T & P/T (40-60 hrs/ wk.) Lawn-cutting, landscaping, renovations, deck & cabinetwork. Call: (905)472-4861

Small cafeteria in Markham requires help in their Deli Dept. No exp. required. \$9/ hr. Call (905)940-3347

SUPERVISOR For Ballantrae Child Care Centre Call (905)640-2152 for appoint.

515 skilled & technical help

515 skilled & technical help

525 office help

525 office help



Atoma Latching Systems, a business unit of Magna Intl. seeks the following dedicated professional to support continuous growth:

MATERIAL ANALYST

- CIPM certification
- One year minimum experience with MRP or ERP system in Supplier Releasing.
- Minimum grade 12 (High School) Diploma.
- Ability to multi-task and meet time deadlines.

ECN COORDINATOR

- Community College Graduate with Business, Engineering or Technical Diploma
- Past experience in the automotive industry.
- Past experience with APQP, Bills of Materials and processing PAPP's and ECN's would be an asset.

To apply, please forward your resume to:

Recruiter, Human Resources
141 Staffern Dr.
Concord, Ontario, L4K 2R2
Fax: (905)761-5915
Email: recruiting@ktmlocks.com

515 skilled & technical help

515 skilled & technical help

Markham Requires:

- FULL TIME:** • Auto Service Advisors
- Tire Technicians
- PART TIME:** • Auto Service Advisors
- Auto Parts

Apply by application to:
Human Resources, 8675 McCowan Rd.

FULL-TIME RECEPTIONIST-LAW OFFICE

- Excellent telephone manner and communication skills.
- Fully knowledgeable with Word Perfect.
- Law office experience a must.
- Excellent command of the English language.

Drop resume in person:
51 Main Street Markham North

DATA ENTRY CLERK

Needed immediately for dynamic Print/Media company in Markham. Hands on working exp. with ACCPAC - AP, AR a MUST. Knowledgeable in MS Word & Excel. Candidate will possess excellent communication skills, must be a team player and be able to perform multi-tasks. Fax resume to: 905-475-7226, Attn: Oliver

BILINGUAL OUTBOUND CALL CENTRE + ENGLISH

No selling, updating customer information. Computer skills required. Fax to: 905-470-1471

RECEPTIONIST/ COORDINATOR

Great opportunity for junior position in the print/ advertising field. Must have good communication/ computer skills. MYOB helpful. Please fax resume to: 905-305-9110

EXPERIENCED REAL ESTATE LEGAL SECRETARY

For sole practitioner in Richmond Hill. Able to work independently. Experienced also in areas of corporate and wills and estates. Proficient use of Conveyancer P.C. Law and Teraview a must! Fax resumes to 905-882-7556