

525 office help

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530 sales help & agents

530 sales help & agents

530 sales help & agents

510 general help

**RECEPTIONIST/
OFFICE ASSISTANT**

Busy roofing contractor located in Markham looking for a full-time receptionist/office assistant, to start immediately and cover for maternity leave until April 1st, 2001. Possibly leading to a permanent position. Knowledge of Windows 98, MS Office, computer skills and excellent telephone manner required. Fluent in English a must. Ability to multi-task essential. Serious candidates only. Fax resume and salary expectations to: 905-940-8438

**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

**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

HOT OPPORTUNITIES

Several exciting positions for **ENTRY LEVEL/ INTERMEDIATE OFFICE COORDINATORS.**

Duties include reception, computer work (MS Word/Excel) and general office duties. Immediate opening for **ORDER ENTRY/ CUSTOMER SERVICE**

Must have excellent communication and customer service skills, accurate data entry, be proactive, quick thinking and able to problem solve. Call Maureen at 905-474-9555 Or fax resume to 905-474-1860 email: markham.on.office@adeco.com



525 office help

535 hospital, medical, dental

RECEPTIONIST for busy Markham office. Some typing. Must be fluent in English. \$13.00 per hour. Please fax 905-474-1611

**RN'S
RPN'S
& PSW'S**
Required now



for all shifts
NHI Personnel
(416)368-9871
Downtown
(416)754-0700
Scarborough
Nursing Students
Considered

530 sales help & agents

530 sales help & agents

**EXPERIENCED
SALES HELP**

Markham based, National Event Management requires inside telephone sales representatives for selling exhibit space in established consumer shows. Candidates should be outgoing, energetic self starters who can work well in a team environment.

Email your resume to:
fredcox@nationalevent.com
or fax to: 905-477-7872

Customer Care Representative

Ceridian Canada Ltd., Canada's leading employer services provider, specializing in payroll and HRMS solutions is seeking a motivated Customer Care Representative. We have an immediate opening in our Markham office.

Candidates will have a Grade 12 education, minimum 3 years payroll experience and 2-5 years experience in a service environment. Solid PC skills (Microsoft Office Suite) are a must and Payflex experience is an asset.

Candidates must have excellent communication and interpersonal skills and be able to operate in both a team and individual environment.

Ceridian Canada Ltd. offers a competitive wage and benefits package and an exciting work environment. Please submit your resume quoting reference #1-0002 with a covering letter to:

CERIDIAN.

Ceridian Canada Ltd.
675 Cochrane Drive
Markham, Ontario
L3R 0B8
Fax (905) 947-7041

We thank all applicants for their interest in Ceridian Canada Ltd. and advise that only those candidates selected for an interview will be contacted.

**Don't start your
career small.
THINK BIG.**

Shouldn't your career grow with a company that has the resources and international presence to support your ambitions? The product of a merger between market frontrunners TTC and WWG, we are the global leader in communications testing, enabling customers to strengthen profitability by improving service to their customers. So just imagine contributing to such advanced technology and challenging projects. And the incredible rewards and advancement opportunities you'll earn. This is an excellent opportunity for a highly motivated self-starter to join our team in Scarborough.

SERVICE ADMINISTRATIVE ASSISTANT

Reporting to the National Service Manager, you will interface with our customers regarding equipment repair status, parts inquiries and service agreements. We are looking for a self-directed, outgoing individual who wants to grow in a customer service atmosphere. Database and MS Office experience is a must, as well as a minimum of 3 years' customer service experience. Familiarity with ISO 9002 procedures is a plus.

Please forward your resume to: **WWG TTC, Ad Code: AG563, 20400 Observation Drive, Germantown, MD 20876; FAX: (301) 353-9380; e-mail: resume@ttc.com.** Receive the most up-to-date information on our company at www.power2lead.com. Additional information on our former entities of TTC and WWG are available at www.ttc.com and www.wwg-solutions.com. An EOE, M/F/D/V.

WWG TTC

540 hotel restaurant

**COFFEE TIME
BAKER**
Fluent in English
IMMEDIATE
Overnight Shift
Hwy #7/Woodbine
leave message
(905)947-0477

**COUNTER
HELP &
PREP COOK**
required part
time 5 days/
week
Please call
(905)470-1987

545 teaching opportunities

ECE
Before & After
School Program
5 hours a day,
\$13/hr. with
grant
Call Terry
(905)472-3712

**CUSTOMER SERVICE-
INSIDE SALES**

Take charge, self-motivated, team player with strong communication skills, 2-3 years Customer Service experience with commitment and track record of identifying and meeting customer needs. Telemarketing and computer skills mandatory. Able to work flexible hours a must. Location: Stouffville, Ontario. Please fax in confidence to: 905-642-1011

**INSIDE SALES**

IPSCO Ontario Inc. is home to the only Canadian and one of North America's largest and most powerful, cut to length line and Temper Leveling facility. As a member of the IPSCO Inc. family of companies, we are dedicated to our customers' needs through continuous improvement.

We are currently seeking a result-oriented inside sales professional. The ideal candidate will have a minimum of 3 to 5 years inside sales experience in the metals industry, preference being given to either flat rolled or plate background with excellent interpersonal, analytical, computer (specify) and customer relations skills coupled with a degree/diploma in business or marketing.

Salary will be commensurate with education and experience. A comprehensive range of employee benefits, including profit sharing, is also provided.

IPSCO Ontario Inc. is a wholly owned subsidiary of IPSCO Inc., a bi-national corporation with steelmaking, tubular product, and coil processing facilities in both Canada and the United States.

If you meet our requirements and would like to join our team, please submit your resume in complete confidence

Michael Atwell
General Sales Manager
IPSCO Ontario Inc.
1051 Tapscott Road
Scarborough, Ontario M1X 1A1

For more information about IPSCO, visit our web site at www.ipSCO.com

**NATIONAL MARKETING
COMPANY**

With consumer products and licensed merchandise requires an experienced sales manager to over-see current hardware and drugstore retail accounts, develop new business, organize and manage sales strategies with a team of sales reps to obtain and exceed sales quotas.

Please fax resume: (905)946-0702

**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"

**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.

535 hospital, medical, dental

535 hospital, medical, dental

**PART-TIME
RN & RECEPTIONIST**

wanted afternoons & one evening for busy Paediatric office. Please fax resume to: 905-477-7857

535 hospital, medical, dental

535 hospital, medical, dental

Regional Nursing Services requires community nurses and home support staff to work throughout York Region.

Required immediately:

- HM's, HCA's, HSW's
- Personal Support Workers
- Registered Practical Nurses
- Registered Nurses

Must have driver's license and must have own vehicle

Regional Nursing Services offers:

- Competitive Wages
- Benefits
- Educational Opportunities



Please fax your
resume to Paula
at
905-737-6126

**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

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

**CASUAL
LABOURERS**
2 positions available. Own transportation required. Start immediately. Fax resume to 905-294-8286

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

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

PAINTER
wanted full time/part time for flexible hours. Hourly rate negotiable, based on experience. Call: (416)879-1797 or fax 905-642-3830