

525 office help

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530 sales help & agents

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535 hospital medical, dental

535 hospital medical, dental

510 general help

We are a rapidly growing distribution company in the Canadian Natural Gas Industry with immediate opening for the following positions in our Aurora office.

ADMINISTRATIVE ASSISTANT

- Pleasant/professional telephone manner
- Proficient in Microsoft Office97
- Strong verbal & written communication skills
- Accounting (AccPac) experience preferred

CUSTOMER SERVICE REPRESENTATIVE

- 3 to 5 years experience preferred
- Strong mathematical/analytical background
- Proficient in Microsoft Office97
- Your responsibilities include servicing all aspects of customer needs through your acquired knowledge of specific product lines
- Generate weekly and monthly reports; varied administrative duties

We offer competitive salaries and extensive benefits packages. If you have the energy and necessary job tools to contribute to our fast-paced growing company, then please fax your resume to the Attention of the General Manager at (905) 727-6077.

SENIOR BOOKKEEPER

required for Hwy.#7 & 400 manufacturer. Experience with Accpac software, month-end processing. General Ledger input and costing reconciliations.

Our company will provide a salary commensurate with your experience, an excellent benefit plan and a fast paced work environment.

Resumes will be accepted by fax until September 20, 2000. Fax: 416-745-0925

STAFF ACCOUNTANT
FINANCIAL ANALYST
ACCOUNTS PAYABLE
ACCOUNTS RECEIVABLE
for temporary positions

accountemps

Specialized Financial Staffing

Tel: (905) 709-8009 Fax: (905) 709-3664
For more information visit our website at www.accountemps.com

ACCOUNTS PAYABLE

F/T position, office in Concord. Must have payroll, A/P & G/L experience; knowledge of ACCPAC an asset. This is a career opportunity. Excellent office environment. Starting salary \$25-30K plus benefits.

Fax resume attn H.R. Dept (905)669-4329 and call (905)760-0086

CUSTOMER SERVICE REP

Applicant should be an experienced, customer-oriented individual with a pleasant phone manner. Microsoft office experience is a necessity. Other responsibilities include order processing, customer inquiries and office duties. As this is a six-day operation, flexibility is imperative.

MYOB, an asset. SMOKE-FREE environment. Fax your resume in confidence to: (905)642-4952

RECEPTION

Reception position available at the Bochner Eye Institute, one of Canada's leading laser eye centres, in our new Unionville location. Our professional office requires someone with excellent telephone and interpersonal skills, along with a strong computer background and organizational abilities. Fax resume to: 416-921-9508

EXECUTIVE ASSISTANT
ADMINISTRATIVE ASSISTANT
RECEPTION/SWITCHBOARD
DATA ENTRY/OFFICE CLERK
for temporary positions

OFFICE TEAM

Specialized Administrative Staffing

Tel: (905) 771-8272 Fax: (905) 709-3664
For more information visit our website at www.officeteam.com

Property management company seeks qualified Real Estate and/or Administrative Assistant with a minimum of 2 years experience. Strong organizational skills and the ability to work independently a must. Kindly fax or mail resumes to:

Centrecorp

2851 John Street, Suite 1
Markham, Ont. L3R 5R7
Attn: Human Resources
Fax: 905-477-7390

RECEPTIONIST

This is a great opportunity to be part of the dynamic Fragrance and Cosmetic Industry. As distributors of internationally renowned Dolce & Gabbana and Versace we need an individual with superb English communication skills, a pleasant telephone manner and positive attitude to join our office team. Located in our modern, Markham offices you would interact with our European clients, and provide admin. support. Knowledge of Italian and French is an asset. Please contact Jan:

(905)479-4080, ext. 221

RIBO Licensed Contract Position

P/L CSR for Unionville Insurance Brokerage. 5 years experience and knowledge of Powerbroker required. Contact Karen Furois or Richard Farmer at: 416-213-5701 or fax resume to: 416-213-5705

ACCOUNTS RECEIVABLE/ COLLECTIONS

Experience essential. Concord area. Please fax resume to: 905-738-0443

ENGLISH CUSTOMER SERVICE REPs

Required for outbound call center, no selling. Markham area.

Please fax to: 905-470-1471

535 hospital medical, dental

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WANTED IMMEDIATELY

RN's for all shifts. We pay up to \$25/hr. Be part of our dynamic team. Call 21st Century Health Care Services at (416) 918-4655

SERVICE ADVISOR

Required immediately. Ideal candidate will have Ford Dealership experience, up to date product & warranty knowledge. Individual must be able to communicate with customers, keeping customer satisfaction & loyalty as the priority.

For confidential interview call or fax resume to: M. Oglesby, Service Manager,

SHANAHAN

Newmarket

567 Davis Drive, Newmarket
905-853-5000, 416-798-4858
Fax: 905-853-3004

535 hospital medical, dental

535 hospital medical, dental



Dr. Kevin Brown & Associates

WE'RE GROWING!

2 Dental Assistants (PDA preferred) & 1 Dental Receptionist required, for upscale multi-doctor Markham practice. Assisting positions available are 1 P/T and 1 F/T. Reception position is P/T. Enthusiastic, self-motivated, highly organized and great communication skills required. Even and Sat. Experience preferred. Please call 905-415-7700

FULL TIME RPN

For evenings at Mariann Home, 9915 Yonge St., Richmond Hill. Work in a pleasant, Christian and home like atmosphere on a unit of 26 residents. Fax resume to: 905-884-1800



PHYSIOTHERAPIST

Registered, F/T, P/T and Sr. Clinical positions available. McKenzie/Manual Therapy skills an asset.

MASSAGE THERAPIST

P/T, 2 days per week. Fax resume to: Jennifer Zavitz Hicke: (905)471-3751

RN'S/ RPN'S

FT/PT. All shifts. Eagle Terrace, Newmarket. Fax resume to: DOC @ 905-895-2645

VERSA CARE MARKHAM

is recruiting Full and Part time R.N.'s/ R.P.N.'s. also an Assistant Director of Care. Join our progressive Long Term Care Team. Interested applicants may fax resume to: 905-471-0750 signing bonus

Firstat
Nursing Services

Requires immediately: **RNs & RPNs**

F/T, P/T & Casual Positions for Hospitals and Nursing Homes in Toronto, York Region & Ajax/ Pickering areas **HCA's & PSW's**

Private Duty & Nursing Homes P/T Private Duty in Aurora

Staffing Scheduler

Required for our Markham Office. Successful applicant will: • Have scheduling experience • Demonstrate excellent organizational and interpersonal skills. Please fax resume: 905-477-1956 or call: 905-305-9551

ADMINISTRATIVE ASSISTANT

Wanted for health care clinic. Must have strong people and telephone skills. Must be detail oriented and highly organized. Experience with orthotics and shoes as well as telemarketing skills are definite assets. Must be available to work 2 evenings and Saturdays. Please fax resume to: 905-479-7808

FULL TIME, PART TIME & CASUAL POSITIONS

available as Intervenors and Support Workers for adults with Deaf-blindness in their homes and communities. Locations in Richmond Hill, Aurora and Newmarket. Shift work. Experience not necessary. Training provided.

Fax resume to: 905-770-0598
Independent Living
11181 Yonge Street
Richmond Hill, ON L4S 1L2

MATURE WAIT STAFF

Required immediately Refreshment Station. 9:30am - 6:00pm. Clubhouse 6:30am - 2:30pm. Call 905-887-5801 Meadowbrook Golf & Country Club

540 hotel restaurant

540 hotel restaurant

P/T COUNTER HELP

Wanted for cafeteria at lunch time in office building at 404 & Hwy 7 area. Competitive wage based on experience. Call (905) 513-1705, don't call between 11am-2pm. Or apply in person - 80 Tiverton Court.

WAIT AND KITCHEN STAFF

Experienced and friendly required by the Old Curiosity Tea Shop in Markham. Flexible hours, great pay, wonderful coworkers. Fax resume to: (905)201-6052

WAIT STAFF & CHEFS

Hospitality Catering Top wages paid for on full-time, part-time & temporary basis. Must have drivers license. Please fax 905-940-8392

545 teaching opportunities

545 teaching opportunities

Preschool in Markham requires:

ECE TEACHER

Immediately. Fax resume to: (905)948-1785



Upper Canada Child Care Centres

Upper Canada is a growing family of child care centres throughout York Region. We are currently looking for enthusiastic individuals to join our team of child care professionals. Positions currently available in the Markham area:

Code PTAM: Part Time Assistant Teacher
Code SATM: School Aged Teacher
Code SEAM: Supply ECE/Assistant Teacher

Include position code on cover letter. Please fax resumes to: 905-799-3112

\$14 TO START

Due to expansion local company has 43 immediate FT/PT positions in housewares and sports items. Training provided. Must fill by Sept. 22. Call 416-733-7940

BAKERY GENERAL HELP

8am-4pm. Lifting required. \$9/hr. to start. Apply within: 900 Denison Street, Markham

CABINET MAKER/ ASSEMBLER

required. Experienced in all aspects. Full time. Maple, Ontario. Fax: 905-303-2334 L.A. STORE FIXTURES

CREW MANAGERS/ CANVASSERS

Block Parent calendar campaign fundraiser for Markham. Experienced. Crew Manager must have car. Paid weekly. Call Marianne (905)294-5858 #13308 0218 RR0001

FULL TIME LABOURERS

Landscape construction company. 1-2 years construction experience and a car required. Must be hard working. 416-347-4449

HAIRSTYLIST

Required with clientele. For Markham Salon. Please call Domenic (905)294-6215

Landscape Maintenance Help

required immediately. Experienced, drivers licence. \$13+ per hour. Call (905)642-6133 leave message.

PART-TIME HELP FOR COAT CHECK

Day time hours. Major Hotel on Airport strip. Phone Barbara at (905)893-0588

Private school in Unionville seeking CLEANER

12pm-7pm, \$9-10/hr. SUPPLY TEACHERS. Pay commensurate with experience. (905)474-9888