

515 skilled & technical help

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525 office help

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535 hospital, medical, dental

**DORTEC INDUSTRIES** is a full service supplier and system integrator for the design, development and manufacture of automotive closure systems. We require the following enthusiastic individual to join our team.

**Maintenance Mechanic/ Millwright**

As a certified industrial Millwright, you would be responsible for the prevention and repairing of electrical breakdowns on a shift rotational system. Your experience with PLCs, hydraulics, electro-hydraulics, and troubleshooting is complimented by good communication skills and the ability to work with minimal supervision. We require a minimum of 5 years' post-apprenticeship experience, preferably in an assembly operation.

**Industrial Electrician**

As a certified industrial electrician, you would be responsible for preventative maintenance and repair of semi-automated production equipment and plant facilities. We are looking for candidates with the following experience: PLCs, superior trouble-shooting skills, mechanical aptitude, good communication skills and the ability to work as a team member. We require a minimum five year post-apprenticeship experience (preferably in an automotive setting) and an excellent safety record.

Please fax or send your resume to: Human Resources DorteC Industries, P.O. Box 357, 581 Newpark Boulevard, Newmarket, Ontario, L3Y 4X7. Fax (905)853-5472.



We thank all applicants in advance and advise that only those selected for an interview will be contacted.

**AR CLERK**

You will be responsible for invoicing, posting payments, calling customers for amounts due, gathering credit information, preparing bank deposits, reports and other various A/R related functions.

Only those applicants selected for an interview will be contacted.

Reply to:

Attention: Human Resources  
McAsphalt Industries Limited  
8800 Sheppard Avenue East  
Scarborough, Ontario  
M1B 5R4

Fax: (416) 281-8842  
No telephone calls or agencies please.

**OFFICE CLERK**

Required for contractor in Markham. Duties involved are typing, filing and answering phones. Part-time position 3 days per week may lead to full-time position. Please fax resume to: 905-294-6022 or call 905-294-5565.

**SECRETARY/RECEPTIONIST**

Motivated self-starter able to work on own with little direction. Microsoft Office experience required. Markham Road/Steeles area.

Fax during business hours only  
905-640-2549

**2 POSITIONS**

If you have experience in Collections/Customer Service or Inside Sales, then join a winning team! Flexible hours, 9am-3pm, Monday to Friday. Concord area.  
Fax resume to: 905-738-0443

**OFFICE ADMINISTRATOR**

For a family owned property management company. Computer experience, public relation skills essential. Seeking an enthusiastic & down to earth person.  
Fax resume to: 905-294-6247

**P/T LEGAL SEC.**  
20hrs/week - Kennedy/Steeles. Corp. Some lit.-WP and some bookkeeping. Super, easy going, small firm.  
Call Anna 416-484-8426 or email resume arisen@sympatico.ca



**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

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A new **STATE FARM INSURANCE AGENCY** is opening up in Richmond Hill ( Yonge & Bernard), and we need a

**FULL TIME MARKETING & SALES SPECIALIST**

If you are a positive, enthusiastic & outgoing individual who is looking for a rewarding career in insurance/financial industry this job is for you

The ideal candidate will possess:

- Strong sales & marketing skills
- Excellent organizational, time management & computer proficiency skills ( Microsoft Windows)
- Ability to adapt to non traditional work schedule
- Previous sales experience including retail, restaurant & telemarketing positions
- Any previous customer service experience also an asset
- Ability to obtain Provincial Licensing requirements

This position offers a competitive salary & bonus structure as well as a continuous learning environment.

Please fax a cover letter & resume to:  
905-946-1862  
by September 28, 2000, Attn. Cherie Knapton

540 hotel restaurant

**BUS PERSON. A.M & WAIT STAFF, A.M** for restaurant in Markham. Call (905)305-6769

510 general help

**Mature Individuals** 2 nights per week. Can lead to Permanent part time. Retail exp. A MUST. Drop off resume to Pharmacist, at Heritage Pharmacy, next to Garden Basket.

**PART TIME CLEANING** Looking for part time help. Must enjoy working for Seniors. Must have own car. (905)201-9186

**Shipper Receiver** For warehouse. Experience req'd. Woodbine and 407 area. Own transportation req'd. Please fax resume to: 905-477-9665  
Attention: Warehouse Mgr.

**HELP WANTED** F/T/PT openings Flexible schedules \$14.05 to start Advances & Incentives Students welcome 416-733-7940

**Please Recycle**

**CONSTRUCTION LABOURER**  
Full time, permanent. Driver's license required. Markham area. Experience required.  
Call 905-898-5503 or fax resume: 905-898-5214

Kavanagh Roofing has full and part time positions available for a **Shingler & Labourer**  
Call for interview 416-805-7518

Manufacturer for the automotive and office products industries has the following opening:  
**SHIPPING ASSISTANT**  
Highly motivated experienced shipping assistant with attention to detail required for busy shipping department. Licensed fork lift driver. Raymond Reach certification an asset. Two shift rotation.  
Please forward resumes to:  
Jane Maclellan, H.R. Manager  
R. Reiningger & Son Limited  
1240 Twinney Drive  
Newmarket, Ontario  
L3Y 5N1  
E-mail: janem@reiningger.com  
Fax: 905-898-6020  
No Agencies Please

525 office help

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**SENIOR DATA OPERATORS**  
Senior Operators needed, 15,000+ keystrokes. Knowledge of Canada Postal Code Standards. Excellent salary based on experience. Serious applicants only.  
Warden & Steeles.  
Please fax to: 905-475-3198

**CUSTOMER SERVICE/ SALES ASSISTANT CLERK**  
Applicants should be detailed minded, have good telephone manners, able to assist sales staff and enjoy varied duties of a small office located in Keele & Hwy. 7 area.  
Please forward resume to:  
Floval Equipment Ltd.  
250 Rayette Rd., Unit 1  
Concord, ON L4K 2G6  
Fax: (905)669-4905  
email: sales@floval.com

525 office help

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Canada's leading designer and marketer of branded and licensed motorsports apparel has an opening for a:  
**F/T ACCOUNTING CLERK**  
Duties include: invoicing, accounts reconciliation, sales analysis. Self-motivated, detail oriented individual with strong analytical skills. You should be fully experienced with Excel and Word and thrive in a high growth, fast paced environment.  
Location: Stouffville, Ontario  
Fax your resume to:  
 **CHOKO MOTORSPORTS INC.**  
Fax: (905)642-1011  
Attn: Controller  
Only those applicants on the short list will be contacted for interviews

**PART TIME PERSON**  
Monday-Friday, 10am-3pm for general clerical and reception back-up.  
Fax to: (905)475-7699  
ASCOM CANADA

**FAST TRACK YOUR CAREER**  
Great opportunity for a cheerful, high energy, very outgoing person, with outstanding communication and telephone skills to assist Doctor in providing superior health care. Great hours. Excellent training provided. If you are a recent university grad or other ambitious individual, this is for you!  
Apply in person  
**West Chiropractic Clinic**  
4747 Hwy. #7 East, Unionville

**RIBO Licensed**  
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

**RECEPTIONIST/TYPIST**  
Part time. Some real estate & computer experience preferred. Includes general office duties.  
Fax resume to Olga:  
905-889-3322

530 sales help & agents

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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

532 retail sales help

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A Quality Fine Furniture Retailer in Markham has an opening for a  
**SALES CONSULTANT**  
A great opportunity to earn an excellent income with benefits package. Minimum guaranteed to start.  
Preference will be given to individuals with fine furniture & design experience.  
To join our team,  
Please call 905-477-3081

**SALES CONSULTANT**  
for Markham area. Must be detail oriented and have some computer Internet knowledge & experience.  
Please fax resume to: 905-852-3850 or email to: dirwin@worldsites.net

**RETAIL COMMUNICATION POSITION**  
Available immediately. Required full-time, working in Markham area. Training provided.  
Fax resume to: 905-476-3665

535 hospital, medical, dental

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**BARTIMAEUS INC.**  
Requires Child & Youth Workers to work with individuals with A.D.H.D., Autism, and other developmental delays, in the York Region & Barrie area. Minimum of 5 years experience.  
Please fax resumes to:  
905-953-0589

**PART-TIME THERAPIST**  
Stouffville/ Vardorf area family looking for positive and energetic individual to teach child with Autism utilizing behavioral Therapy. Preferred candidate: Psychology or Special Education. Training provided.  
Call or Fax (905)727-5138 or email: docconn@sprint.ca