

505 careers

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525 office help

525 office help

525 office help

530 sales help & agents

530 sales help & agents



Lily is Canada's leading manufacturer of paper and plastic disposable products for the food service industry. If you enjoy a fast paced, team driven environment, consider joining us as a...

Human Resources Generalist

An independent problem solver with sound judgement and proven administrative skills, you will execute a wide range of complex administrative and key project functions within the Human Resources discipline.

Success demands superior interpersonal and organizational skills and at least 1 to 3 years work experience as a Generalist. A post secondary education in Human Resources Management with a Labour Relations major is critical to this position. Proficiency with Microsoft Office and familiarity with an HRIS system enhance your qualifications.

We offer a competitive rate, an attractive benefits package, and an environment that emphasizes teamwork. Please apply in writing to:

Human Resources Department
LILY, 2121 Markham Road, Scarborough, Ontario M1B 2W3
Fax: 416-332-3491
or email: s2ruffo@sweetheart.com

We thank all applicants, however, only those selected for an interview will be contacted. No telephone enquiries or agencies please. Lily is an equal opportunity employer.

MILLER THOMSON LLP

Miller Thomson LLP, a prominent national law firm with offices in Toronto, Markham, Calgary, Edmonton, Vancouver, Washington, D.C., and Whitehorse has an immediate opening in our Markham office for a:

FINANCIAL ANALYST

Responsibilities:

- Assist in the preparation of month end yearly financial statements
- Assist in developing and writing financial policies and procedures
- Provide guidance to other accounting staff when required
- Liaison with external auditors
- Assist in performing the budgeting, forecasting and planning function
- Assist in the coordination and review of the annual audit work paper packages
- Financial reporting coordination with other accounting staff
- Responsible for various ad hoc projects as requested by senior management
- Will report to the Accounting Supervisor

Skills:

- Superior analytical, communication (verbal and written) and leadership skills
- Multi-task in a fast paced environment
- Strong organizational skills
- Excellent knowledge of Microsoft Office
- 4/5 Level CGA/CMA
- Law experience preferred but not necessary

If you are interested, please forward your resume to:

Human Resources, Miller Thomson LLP,
20 Queen St. West, Suite 2500, Toronto ON M5H 3S1
or Fax (416)595-8695

We appreciate the interest of all applicants and advise that only those under consideration will be contacted.

TORONTO MARKHAM CALGARY EDMONTON VANCOUVER WASHINGTON, D.C. WHITEHORSE



Canada's Number One Home Furnishings Retailer is now hiring Sales Associates for Furniture, Appliance/ Electronic Sales. Home furnishings sales experience not absolutely necessary. You must be enthusiastic, personable, presentable and willing to learn. This is a rare opportunity for career-oriented individuals to join the renowned industry leader and earn above average incomes (\$35,000 - \$100,000) in a friendly, stable & profitable work environment. Our benefits include medical insurance, dental insurance, prescription drug plan, generous employee discounts and profit sharing along with career growth opportunities to those who aspire to management positions.

Please send your resume or apply at:

20 McLevin Ave.,

Scarborough, Ont. M1B 2V5.
 We thank everyone who applies, however, only those selected for an interview will be contacted.

A new STATE FARM INSURANCE AGENCY is opening up in Markham (Kennedy & Hwy. 7), and we need a

FULL TIME MARKETING & SALES PERSON

If you are a positive, enthusiastic & outgoing individual who is looking for a rewarding career in the insurance/ financial industry, this job is for you. The ideal candidate will possess: • 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 • Sales & marketing skills.

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

Please fax a cover letter & resume to: (416) 383-0903
 By October 25, 2000, Attn: Hanif

515

skilled & technical help

515

skilled & technical help

525

office help

525

office help

BENCH TECHNICIAN P/T

To repair in-house monitors, printers and other peripherals.
Pharmacy/Steels area
Fax resume to: (416)494-3946

CREDIT COLLECTION TRAINEES

Must have good communication skills, polite phone manner and be computer literate with knowledge of Windows.

For interview call Joy:
(416)297-7077 ext. 294

MARKVILLE FORD LINCOLN
 requires a
PART TIME RECEPTIONIST

for busy new car dealership. Mondays to Thursdays, 4pm-9pm and Saturdays 8:30am-6pm. Experience preferred \$8.00 per hour. Contact Paul Roach
 Tel: 905-470-7044 Fax: 905-940-5230

Markham computer manufacturer seeking entry level
SUPPORT TECHNICIANS

PC experience and telephone skills a must. Shift work required
 Fax resume to Nina
(905) 472-6633



GOODWRENCH LUBE TECHNICIAN

Are you:
 - friendly person who enjoys talking to others
 - good at detail workmanship
 - looking for a friendly work environment
 - do not like working nights or weekends
 - fast learner

If you meet the above criteria then we are interested in talking to you. For an appointment contact **MARK GILES (905)640-1610** Interviews will be scheduled for after 7 pm. Mon. - Thurs.

LEGAL SECRETARY

Part time. Markham area. Litigation experience an asset. Reply to:
Box 4645
c/o Markham Economist & Sun
9 Heritage Road
Markham, Ont. L3P 1M3

ACCOUNTS RECEIVABLE/ COLLECTION CLERK

Markham area. Junior position. \$21,000 per year.
 Please call (905)305-0195



Customer Service/ Order Desk

Required by leading manufacturer of industrial woodworking cutting tools in the Markham area. Must have excellent communication skills and minimum 2 years experience in industrial/distributor sales or customer service. Compensation includes salary, bonus, and benefits package. Fax resume to:
Ms. Eremita
FS Tool Corporation
(905) 475-0347

SITE SUPER:

Progressive home builder looking for site supervisor to handle local residential project. Must be reliable and willing to co-operate as part of a team.
SERVICE/ HANDYPERSON:
 100 to 200 per year home builder looking for experienced service representative to complete year end repairs. Knowledge of Ontario New Home Warranty Program an asset.
 Please fax resume to:
(905) 761-7201

BACK OFFICE RRSP ADMINISTRATION ASSISTANT

Busy administration office needs person for 4 month term entry level position. Knowledge of investment industry an asset. Flexibility within the office environment a must.
Please send or fax resume to Sue Latchford at:
T.W. AUSTIN
90C Centurian Dr. Suite 215
Markham, ON L3R 8C5
Fax: 905-513-7272
Phone: (905)513-6633, ext. 239

AMJ CAMPBELL VAN LINES

2 pos. - eager, detailed, organized w/MSOffice and general computer exp., excellent interpersonal & communication skills.
Admin. Asst-Operations/Nat'l Accts
 - File coord. & processing
 - Customer arrangements & confirmations (phone & correspondence)
 - Data entry, admin. support
Accounting
 - AVR invoicing
 - Staff commissions
 - General accounting duties, reception relief
 - Req. basic accounting course
FAX 905-887-3235
torontoeast@amjcmovers.com

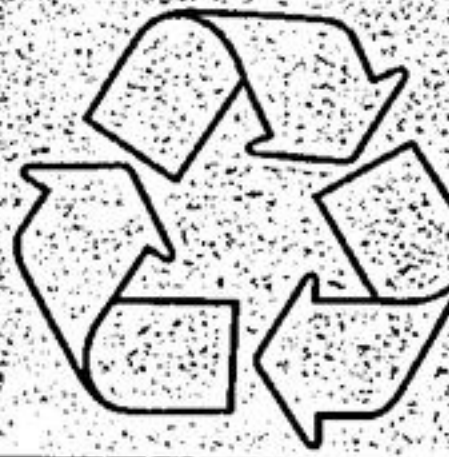
530 sales help & agents

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THE KEEPING ROOM requires suitable candidate as **MANAGER**. Previous merchandising and display experience required. Must have good organizational skills. Applicant will be responsible for staffing, scheduling, and overall management of the store.
Please Fax resume to:
(519)238-5085 or drop off at:
The Keeping Room
5000 Hwy.#7 East, Unit 406
Markham, ON L3R 4M9

Busy Unionville Travel Agency requires Experienced TRAVEL COUNSELOR
Please call 905-477-9899

Please Recycle



532 retail sales help

532 retail sales help

540 hotel restaurant

PART TIME RETAIL SALES ASSOCIATE

for up-scale Markham gift shop. Min. 2 days/week, but require almost full time through Christmas season and additional hours as required throughout the year. Experience an asset but not required. Must be mature, friendly and motivated. Available immediately.
Apply by fax 905-471-5595
or by mail at: 5694 Hwy.#7 Box 155
Markham, ON L3P 1B4

535 hospital, medical, dental

535 hospital, medical, dental

PEDIATRIC COMMUNITY HEALTHCARE (York Region)

If you enjoy independence as well as flexibility and want to be an integral part of an expanding pediatric community service then join the **Healthy Expressions** team. R.N. or R.P.N. Certificate is essential and previous pediatric experience is preferred. Attractive benefits and wages. Please fax resume to: (416)233-2015

OPPORTUNITIES AT GREEN GABLES

RN.'S
 Part Time
R.P.N.'s
 Full Time & Part Time
H.C.A.'s & P.S.W.'s
 Part Time - All Shifts
Please send resume to:
Green Gables Manor,
13621 Ninth Line,
Stouffville, ON L4A 7X3
Fax 905-640-0995

COUNTER HELP & PREP COOK

Required part time 5 days per week
Please call (905)470-1987

La Grotta on Main

is now hiring **LINE COOKS** Evngs & weekends
 Apply in person to:
205 Main Street
Unionville
 Or call Chris at
(905)940-0235

545 teaching opportunities

Part-time Piano Teacher required. Approximately 3 hours per week.
(905)640-2696

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PART TIME DICTA- TYPIST

required for busy independent adjusting firm in Markham. Must have 70 wpm and experience with MS Office. Insurance experience is preferred.
Please facsimile your resume to:
Vanler Insurance Adjusters Ltd.,
(905)946-0171

We are a fast growing & dynamic company in the automotive electronics industry. We currently seek a **TEAM SPIRITED INDIVIDUAL** to provide customer service, inside sales and team support. You possess customer service experience, some experience in clerical support, excellent communication skills, MS Office skills, and/or customer service/sales experience. We offer a very competitive wage & benefit package.
To apply, please forward resume to:
Martin, fax 905-764-7476
or e-mail admin@mass.ca