

# Classified

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

[www.yorkregion.com](http://www.yorkregion.com)

525 office help

The corporate offices of Group 4 Securitas (Canada) Ltd. located in the Woodbine & Hwy 7 area are now hiring for the following positions:

**Collections Clerk**

Permanent, full-time position. Excellent telephone & collection skills to ensure timely collection of receivables. Good computer skills required & knowledge of Great Plains would be an asset.

**Receptionist/Office Clerk**

Permanent, full-time position. A positive telephone manner, an intermediate knowledge of MS Word & Lotus required.

**Accounting Clerk**

8-12 month contract. Experience in payroll and accounts payable required.

Please fax or e-mail resumes clearly stating the position applied for to: (905)946-1925 or group4@group4.ca

525 office help

525 office help

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525 office help

530 sales help & agents

530 sales help & agents

535 hospital medical, dental

535 hospital medical, dental

A large printing company, located in Concord, has the following opening:

**Customer Service Representative**

The CSR's play an integral role within the company as they provide the liaison between the production and sales departments, as well as continually dealing with suppliers and customers to ensure that all client requirements have been met.

The ideal candidate should have 2 years customer service experience, in a printing environment, and a post graduate education in graphics communication. We are looking for a highly motivated individual with excellent communication skills and the ability to deal effectively with changing priorities.

Interested candidates should fax their resume, including salary expectations, to:

Human Resources at Fax: (905) 669-2378 or Call: (905) 669-2386 Ext: 222

**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

532 retail sales help

532 retail sales help

**PART-TIME RECEPTIONIST**  
Required for busy Markham doctor's office. Includes day, evening and week-ends.  
Fax resume to: (905)475-3581

**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

**MILLER THOMSON LLP**  
Miller Thomson LLP, a prominent national law firm with offices in Toronto, Markham, Calgary, Edmonton, Vancouver, Washington, D.C., and Whitehorse have immediate openings in the Toronto & Markham offices for:

**LEGAL SECRETARIES**

Corporate, Litigation and Floater Secretaries

**Responsibilities & Skills:**

- Minimum three to five years of legal experience (in the above areas)
- Knowledge of WordPerfect 8.0 & MS Word
- Excellent computer skills
- Strong communication, interpersonal & organizational skills

If you are interested, please forward your resume to:

Anita Cheung-Beaver - 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

530 sales help & agents

530 sales help & agents

**REAL ESTATE TEAM.**

In Unionville area requires a f/t licensed agent to work with purchasers. Most leads provided, some prospecting. Great opportunity to work in a dynamic environment with top producers! Please fax resume to 905-477-6839, Attn Dean.

**Busy Unionville Travel Agency requires Experienced TRAVEL COUNSELOR**

Please call 905-477-9899

525 office help

540 hotel restaurant

Stop!  
Why aren't you working at Eddie Bauer?  
Greater Toronto Area



**Management Sales & Stock Associates**

Send resume to: Eddie Bauer, 5000 Hwy. 7, Unit 438, Markham, ONT L3R4M9. Fax: 416-961-6033 or 319-234-1011, email: dsrecruit@aol.com or pick up an application at the Eddie Bauer store nearest you.

*Eddie Bauer*

**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

**Opportunities at Parkview Home**  
A Non Profit Long Term Care Facility  
**HCA/ PSW**  
CASUAL for 7.5 & 4 hour shifts and  
PART TIME for 4 hour shifts Alternate weekends  
Apply to: Director, Business Services Parkview Home for the Aged 481 Rupert Ave. Stouffville, ON L4A 1T7 Fax: 905-640-4051

**PHYSIOTHERAPIST**  
Registered, F/T, P/T and Sr. Clinical positions available.  
**MEDICAL SECRETARY**  
F/T. Experienced. Excellent computer and dicta typing skills.  
Fax resume to: Jennifer Zavitz Hicke: (905)471-3751

540 hotel restaurant

540 hotel restaurant

**COFFEE CONNECTION**  
Full time & part time afternoon & evening shifts. Competitive wages.  
Apply in person to Nikkie or Mark Markville Shopping Centre McCowan/Hwy.#7 East

**Sheraton Parkway Toronto North**  
Hotel & Suites Richmond Hill  
Our busy, 450 room hotel is looking for candidates for the following positions:  
**Catering & Sales Manager (Asian Market)**  
Required for dynamic, fast paced Sales department servicing 30,000 square ft of function space. We are seeking a high-energy person with superior customer service and organizational skills, min. 2 years exp. in Sales and Catering. Existing clientele a definite asset.

**Maintenance Banquets**  
Send your covering letter and resume to: Human Resources Department 600 Highway 7 East Richmond Hill, ON L4B 1B2 Fax: 905-882-3112 Email: humanresources@sheratonparkway.com We regret that we can only contact applicants who will be interviewed.

**OLD COUNTRY INN**  
requires immediately:  
• **COOK**  
• **WAIT STAFF** • **KITCHEN HELP**  
Apply in person 198 Main Street, Unionville Or call: 905-477-2715

540 hotel restaurant

540 hotel restaurant

Full and Part Time positions available at The Old Curiosity Tea Shop at 91 Main St., Markham.  
• **Sandwich Preparer**  
• **Wait Staff**  
Applicants must be experienced, service oriented, friendly and multi-tasking and enjoy a fast paced lunchtime environment. Please drop resume off or fax: 905-201-6057

**CUSTOMER SERVICE REP.**  
R.I.B.O. licensed. Position available for part-time and full-time.  
Please call Philip Colley @ (905)477-2720 or fax resume to 905-477-0424

**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

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

**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

**ACCOUNTS RECEIVABLE/ COLLECTION CLERK**  
Markham area. Junior position. \$21,000 per year.  
Please call (905)305-0195

**WAIT STAFF Required**  
for busy Markham Bistro and Bar  
Please call: (905)471-3240

530 sales help & agents

530 sales help & agents

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

545 teaching opportunities

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

**Please Recycle**

**FS TOOL**  
**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

**ACCOUNTS PAYABLE**  
We are a growing distributor in the Warden and 14th Avenue area. Seeking person with previous experience in Accounts Payable and cash receipts posting. Good keyboarding skills would be a definite asset.  
Please fax resume to: 905-946-8435 Attention Finance Department

**BUSY PUB REQUIRES: Experienced Servers**  
Apply in person to: Col. Mustard Pub and Deli 6545 Highway #7 E., Markham Or call: (905)294-4925