

525 office help

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540 hotel restaurant

540 hotel restaurant

510 general help

510 general help

**CUSTOMER SERVICE REP.**  
Holophone Canada Inc. in Richmond Hill, requires a bright, detailed, proven CSR with excellent W/P, data and communication skills. Please fax (905)793-9597 (Brampton)

**INTERMEDIATE PAYROLL ASSISTANT**

Computer payroll experience. Ceridian knowledge desirable. Excellent communication skills. Markham/Thornhill area. Fax resume to: 905-946-1116

**OFFICE ADMINISTRATOR**

Mature, self-motivated individuals with excellent telephone skills required to provide administrative support for a small accounting firm. Ability to work independently a must. WordPerfect, Lotus, general office management & some bookkeeping experience preferred. Please fax resumes to: (905)709-0072

**ADMINISTRATIVE ASSISTANT**

We are an international firm with a Software Development division located in Markham. Our office is rapidly expanding and we have an immediate opening for an entry-level Administrative Assistant. This position has plenty of room for future advancement. General office duties are required including reception, secretarial and order desk. Our ideal candidate would have strong communication skills, computer literacy and a professional telephone manner. Excellent organizational and interpersonal skills as well as experience with MS Word are essential. Experience with Excel and fluency in Spanish would be an asset.

If you are a team player who is friendly and outgoing, please forward your resume & salary expectations to:

Human Resources

Sage Canada Ltd.  
8920 Woodbine Ave., Suite 204  
Markham, ON L3R 9W9

E-mail: hr@pvx.com

No phone calls or agencies please. Only those considered will be contacted.

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

Insurance Office  
Requires an experienced  
**RIBO Licenced CSR**  
for Personal Lines Dept.  
Fax resume to: (905) 415-8648.  
Salary + Benefits.

**Customer Service - Order Desk**

Markham exporter of Health Care Products is currently seeking a CSR. As a team player you will use your superior customer service philosophy to assist customers with their inquiries and to help resolve problems.

The ideal candidate will possess experience working in C.S. Above-average communication skills are essential, capable to handle a variety of tasks of a small business. Computer literate. Office with no smoking policy \$12.50/hr.

Please fax your resume to  
Wellness Innovations - 905-477-5329

**NAVISION software**

The Navision World is a unique virtual organization within the IT industry. It includes Navision Software a/s, local Navision Software companies in 24 countries and nearly 1,000 independently owned partners, Navision Solution Centres, Navision Software solutions help more than 41,000 customers worldwide make important financial and business management decisions. Navision Software Canada is currently looking to add another member to our highly skilled team in the role of:

**OFFICE ADMINISTRATOR**

**The Position:**

- Administer the daily office affairs of a fast-paced high-tech company.
- Manage all reception and phone communications
- Maintain office procedures and facilities.
- Provide administrative support to Navision team
- Liaison with suppliers and caterer

**The Requirements:**

- Positive outlook and professional attitude
- Proven knowledge and experience with Microsoft; Word, Excel, Outlook, PowerPoint
- Experience with Meridian Norstar phone system
- Bilingual; French/English an asset but not required.
- 1-2 years experience as receptionist, executive assistant, office admin.

Send Resumes via e-mail in MS Word format to:

Email: mbrowne@navision.ca

Website: www.navision.ca

**ADMINISTRATIVE ASSISTANT**

Comsource, a leading Broadband Telecommunications distribution Company, requires an experienced Administrative Assistant in our Markham location. If you are well organized, have a strong background with Word, Excel, data entry & switchboard, & work well in a team environment, please fax your resume.

Att: Janice Calleja 905-477-9665

530 sales help &amp; agents

530 sales help &amp; agents

**SALES REPRESENTATIVE**

We are a fast growing publishing company based in Markham seeking a high energy, self-motivated individual to join our team. Please forward your resume in confidence.

Fax: 888-370-8745 or visit our web site www.datascript.com

**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.

535 hospital, medical, dental

535 hospital, medical, dental

**Full Time Hygienist**

Required to be part of a progressive, innovative and friendly dental team who strive to give their patients the best in dental care. Please fax resume (905)294-2254

535 hospital, medical, dental

535 hospital, medical, dental

540 hotel restaurant

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**Baldwins Steak & Fine Dining**

Opening in Aurora - Nov. 2000  
**SOUS CHEF - COOK**  
**WAIT STAFF**  
(Fine Dining Experience)  
**BUSPERSONS**  
**DISHWASHERS**  
**CLEANING STAFF**  
**BARTENDERS**  
Please fax resume to:  
905-841-1051

540 hotel restaurant

540 hotel restaurant

535 hospital, medical, dental

**PHYSIOTHERAPIST**

Reg'd; F/T, P/T and Sr. Clinical positions available.

Fax resume to:  
Jennifer Hicke at:  
MARKHAM PHYSIOTHERAPY CLINIC  
(905)471-3751

540 hotel restaurant

**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

**WAIT STAFF**

Required for busy Markham Bistro and Bar  
Please call (905)471-3240

**Barista**

Looking for mature person full/part-time position.  
**Maison Du Cafe**  
96 Cornell Park Ave.  
(905)201-1311

**CHEF/COOK**

required for cafeteria in Markham area.  
Please fax resume to:  
416-293-6440

**THE LION OF STOUFFVILLE**

requires:  
• **Bar Tender** - for busy bar  
• **Waitstaff**  
(must be able to handle high sales)  
• **Full Time Cleaner**  
We offer a great health & dental benefit package  
Call (905)642-1344  
Or fax resume to (905)642-1343

**NOW HIRING SERVERS AND COOKS**

Apply in person  
Tom & Jerry's  
15531 Yonge Street, Aurora  
Dependable, self motivated people need only apply!

**CAFETERIA PERSON**

Required; Warden/Hwy. 7  
9:30 am - 2 pm daily  
Above average wage.  
416-286-4563 or fax 905-853-7135

545 teaching opportunities

545 teaching opportunities

**E.C.E. WANTED**

For part-time after school position at Christian School Program (3pm-6pm). Occasional relief work also available. Please call Marilyn at 905-513-0011 or fax resume to: 905-513-7536

**MONTESSORI School in Markham**

needs  
**Teaching Assistant**  
from 3pm-6pm.  
Fax resume to:  
905-471-6423

510 general help

**DZ DRIVERS REQUIRED**

Industrial Gas Cylinder Delivery  
Knowledge of GTA  
Experience an asset.  
Clean abstract  
Please fax resume to:  
416-746-8018

**FACTORY HELP WANTED**

A major Wire and Cable company located in Richmond Hill requires several full time machine operators and general help. Starting wage \$9/hr plus an excellent benefit package including profit sharing, stock options and signing bonus.  
Please apply by fax, phone or in person:  
**Eastern Wire + Conduit**  
28 Sims Crescent, Richmond Hill  
Phone: 905-731-0338 (ext. 230)  
Fax: 905-731-9570

**5 POSITIONS**

Industrial laundry in Markham needs 5 reliable people to fill the following permanent positions.

- **Driver** - G licence, 5 ton truck (standard) for night deliveries, 1am-11am, weekends only. Clean abstract
- **Driver** - G licence for daily deliveries, 45 hrs/wk, Mon-Fri. Clean abstract
- **Operator Washing Machine** - Mon-Fri, 5-11pm.
- **General Help** - 2 positions, Mon-Fri, 7-4pm

Apply in person from 10am-3pm  
Mon - Fri at: 860 Denison Street  
Unit #7, Markham

**SCHOOL BUS DRIVERS NEEDED**

Training and licensing provided for successful applicants. Call: **Casey Transportation** (905)727-2621

**Steelcase**

We have teamed up with Steelcase Canada to recruit for the following temporary positions:

**MACHINE OPERATORS**

**PAINTERS**  
**ASSEMBLERS**  
**SHIPPING/ RECEIVING**

(Woodbine/ Steeles location)  
Days and afternoon shifts available \$9/hr  
To apply contact Alex at:  
(905)948-1235  
or fax: (905)948-1271

**MANPOWER**

**ASSISTANT MANAGER FOR MARKHAM BOWL**

Exp. an asset, but willing to train  
Call George 905-294-4556 or apply in person to: 5762 Hwy. # 7, (Markham Rd.) Markham

**EASTSIDE CHEVROLET OLDSMOBILE LTD.**

"A SERVICE COMPANY THAT SELLS GREAT CARS AND TRUCKS"

**DELIVERY PERSON**

Contact ERIC (905)475-2016

**First Choice Hair Cutters**

**P/T HAIRSTYLIST**

For a busy Stouffville Salon. Guaranteed \$7.50/hr, profit sharing, dental, drug, eye care plan & birthday off with pay. No Sundays. \$150. hiring bonus. For an interview call: 905-640-9555

**PART/FULL TIME**

Currently seeking a trustworthy & reliable individual for janitorial & light maintenance position in an office & warehouse environment. We offer flexible hours and a very competitive wage & benefit package.

To apply, please forward resume to Doug, fax 905-764-7476 or e-mail admin@mass.ca or mail to: 40 East Pearce St., Richmond Hill, ON L4B 1B7.

**TALENTED PARTS DELIVERY DRIVER**

- Great customer relations
- General knowledge of GTA
- Clean driving record

Call Al Guenther 905-731-3950 or fax 905-731-6292

**YONGE CHRYSLER**

**RICHMOND HILL**

**Work while your kids are in school.**

Aramark Canada Ltd. needs **GENERAL HELP & FLOATER SUPERVISORS** in several high school cafeterias in Markham. Please call Debbie (416)255-6131 ext. 415