

505 careers

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525 office help

525 office help

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530 sales help & agents

530 sales help & agents

545 teaching opportunities

NETWORK SUPPORT ANALYST

Scholastic Canada Inc., a leading publisher of children's books, is looking for a Network Support Analyst for their Information Technology Division. This position is responsible for the set-up and installation of PC equipment including: installation and removal of options, installation and configuration of software, cleaning, refurbishing and tracking of existing equipment. The successful candidate will also be proving first and second level support to all network devices and peripherals including: PCs, printers, terminals, modems, hubs, switches, routers and servers.

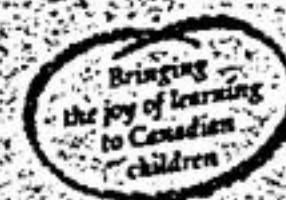
The ideal candidate will have a post secondary education in computer related study as well as 2 years practical support experience in several of the following areas:

- Network Servers - Windows NT/2000, Novell, SCO Unix Applications - Exchange Server, SQL Server, SMS, IIS, Windows 95/98, MS Office
- Hardware - PC, MAC, printers, routers, hubs, switches, tape drives
- Communications - TCP/IP, IPX, Frame Relay

We offer an attractive remuneration package together with the opportunity to contribute to the continued success of our organization while meeting your career objectives. Please send your resume, including salary expectations, to:

Sabrina Cefala, Human Resources Coordinator
Scholastic Canada Ltd.
175 Hillmount Road,
Markham, Ontario L6C 1Z7
Fax: 905-887-3639
E-mail: scefala@scholastic.ca

We thank all applicants, however only those under consideration will be contacted.



SCHOLASTIC

RECEPTIONIST/ADMINISTRATION

Markham computer company looking for a full time or part time person as receptionist and some administrative duties. The ideal candidate shall bring to the position:

- Excellent communication skills
- Experience in reception & some administration duties
- Willing to learn and grow within company
- Assist with office staff on assigned duties
- Knowledge of MS Word, Excel and comfortable with email
- Has worked with Meridian Phone System and voice mail

Please fax/ email/ mail resume to:

Mid-Comp Computer Systems of Canada Inc.



3575 14th Ave., Unit #10
Markham, Ontario
L3R 0H6
Fax: 905-474-9159
Email: mcccsale@mcc-net.com

CUSTOMER CARE REPRESENTATIVES

Totally committed to customers and skilled with Personal Computers, these individuals will work in our Inbound Call Centre. Candidates should be dedicated to providing timely answers to customer questions, and be able to quickly identify solutions to their after-sales issues. Entry level candidates should have good telephone & keyboarding skills, and must be proficient with the Internet - there will be a requirement for some evening/ Saturday shift work. Quote Job# CC11

Send email to Jobs@ipc.ca or fax your resume to (905)472-8945, Attn: Suzanne

FRENCH/ENGLISH BILINGUAL PERSON

required for Aurora based bicycle importer. Duties include: general office help and Accounts Receivable. We are willing to train the right candidate.

Please fax resume to: (905)841-7816

ADVERTISING AGENCY requires full time RECEPTIONIST/ADMINISTRATIVE ASSISTANT

- Computer skills (MS Office application)
- The ability to multi task with exceptional organizational skills
- Good communication skills
- 2 years administrative experience

Please email a copy of our resume stating salary expectations to: results@hopwoodgroup.com or fax it to: 905-415-0316

Experienced full time Real Estate SECRETARY

required immediately for a Markham Law Office. Please reply to G. Arthur Moad, fax # (905)294-4436 tel # (905)294-6446

THE KEEPING ROOM

Do you like working with fine merchandise and in a pleasant atmosphere? Mature Sales Professionals required. Daytime, evening and weekend hours. Please apply in person with resume to The Keeping Room Markville Shopping Centre

535 hospital, medical, dental

535 hospital, medical, dental

Friendly, efficient, Preventive Dental Assistant for Unionville Orthodontic Office. 3 days per week. Please fax resume to: 905-477-1062

DENTAL OFFICE

FRONT DESK PERSON - Full Time
Our growing practice is searching for a multi talented person who is self confident, enthusiastic, possesses exceptional communication skills, strives for excellence and has compassion for people. If you want to join our wonderful team, please bring or fax your resume to: 905-475-4809 Dr. Dennis Azuma 4581 Hwy.#7 E. (at Kennedy Rd.) Unionville

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

535 hospital, medical, dental

Parkview Home for the Aged, (a 109-bed fully accredited long-term care facility operated by the Mennonite Home Association of York County) recognizes and is committed to the significant role of teams in the provision of quality care to Residents. One of Parkview's main resources for support of Unit Teams is the Nurse Clinician.

Nurse Clinician

This is a Staff position in which you will use your clinical and teaching skills working with Residents, their Families, and Unit Teams to plan and evaluate Residents' clinical nursing care. Infection Control, and Employee Health are also components of this position. Your B.Sc.N. coupled with 3-4 yrs education/clinical experience in the geriatric (or related) field could suit you well for this full time M-F day position.

If you are interested in this position and feel you have the required skills we invite you to forward your resume to:

Director, Business Services,
Parkview Home for the Aged,
481 Rupert Avenue,
STOUFFVILLE, ON
L4A 1T7.
Fax: (905)640-4051
e-mail: parkviewadmin@home.com

All replies will be acknowledged.

ECE's \$10.00 per hour **ASSISTANT** \$7.00 per hour required for daycare. Call Jen 905-472-5464 or fax 905-472-0959

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510 general help

ACCESS TO A COMPUTER

Put it to work \$25 to \$75 / hr. PT/FT Call 1-877-999-0323 www.number1homebiz.com

FULL-TIME COUNTER HELP

Required for night shift 10pm-6am for donut shop in Markham. Please call (905)294-5438

GENERAL HELP

Telephone, stock keeping, and light parcelling. Experience an asset. Inquiries to P.O. Box 3051 MIP, Markham, Ontario L3R 6G4

HOSTESSES/ HOSTS

required for new home sales pavilion at McCowan & 16th Avenue, weekend position. Call Denise at 905-471-9891

SANTAS & HELPERS

needed for local malls. Will train: Nov. 12th-Dec. 24th. Excellent pay. Call Danielle, collect (905)895-5158 9am-6pm only!

Canadian Scholarship Trust Plan

Canada's First & Largest Group Registered Education Savings Plan (R.E.S.P.)

PRESENTS

CAREER OPPORTUNITY SEMINAR

1-800-267-3106

www.resp-cst.com

Don Mills Business Center, Saturday - Nov. 11th, 10:30am - 12:00pm

Due to 1998 Federal Budget Changes To R.E.S.P.s (a 20% enhancement up to \$7,200 in grants over 18 years), we are experiencing an **EXPLOSION** in growth for our Plans.

Plan to attend to find out how you can earn an excellent income helping families plan for their children's future post-secondary costs. You will have the opportunity to learn how to be self-employed but with full training and marketing support from Canada's Largest Sales Agency. Car Is A Must.

Call 1-800-267-3106 NOW

for reservation. Limited Seating.

If unable to attend, fax resume to (905) 383-0401

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540 hotel restaurant

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OFFICE ADMINISTRATOR

Small, fast-paced consulting firm requires a full time office administrator with proven experience. The successful candidate must be very organized and detail oriented, with exceptional proofreading skills. Excellent verbal and written communication skills are essential, as well as an advanced working knowledge of Word Perfect and Lotus or Word and Excel. Woodbine/ Hwy. 7 area.

Please fax resume with salary expectations to Cathy at: (905)477-4509

PROPERTY MANAGEMENT SECRETARY

Required immediately. Able to prepare leases. Accounting/legal experience an asset. Fax resume to: 905-640-7369

RECEPTIONIST/TYPIST

We are a medium-sized accounting firm in the Richmond Hill area looking for a The candidate must possess an excellent working knowledge of Microsoft Office '97 as well as the ability to communicate with clients. Remuneration to commensurate with experience. If you are this person, please fax your resume to: 905-709-0182

RECEPTIONIST / SECRETARY

Required for Markham's largest Business Centre. Job share, part time position. FLEXIBILITY AND AVAILABILITY a must. Min. 45 wpm, Excel and Word. Excellent command of English, oral/written. Permanent contract \$14/hr. Fax 905-946-8971

RECEPTIONIST/ OFFICE ASSISTANT

required for multimedia company in Markham. Part time initially, leading to full time. Fax resume to: (905)475-5534

ACHIEVE SUCCESS!



A Gourmet Fast Food Chain **FULL & PART TIME STAFF** Are You Tired of Working in a Dead End Job? Lick's now has opportunities for people who want to get ahead. Full time at Lick's can lead to Management Positions. Please visit us in person at our upcoming Job Fair: Friday, November 10, 2000 9:30am-12:30pm Lick's Markham 5308 Hwy 7 East (at McCowan)

TEMP POSITIONS

Earn extra \$\$\$ for the holiday season •Shipper/ Receiver •Picker/ Packer Concord area Call: (905)669-6600, ext. 2298

TO PLACE YOUR AD CALL

1-800-743-3353