

525 office help

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532 retail sales help

532 retail sales help

WWW.SPHERION.COM

**Front Desk Coordinator**

As the first point of contact for clients, you must exhibit a friendly and professional demeanour - both in person and over the phone. You must also be proficient with a Meridian phone system and able to handle more than 300 calls per day while overseeing appointment scheduling and database management. Excellent written and verbal communication skills, expert knowledge of MS Word and Excel, and a typing speed of 50 w.p.m. or higher are essential. Familiarity with Outlook and PowerPoint would be great. A reliable and dedicated team player will excel in this role.

We are...



Please forward your resume today to:  
**Ishbel Wilkie, Spherion Workforce Architects**  
 Fax: (416) 494-2887 • E-mail: wilkie@spherion.ca

**RECEPTIONIST**

For our Head Office in Markham, ON.

The successful candidate will have: 1 year experience in a professional environment, Word, Excel, Multi-line switchboard experience. Excellent communication and interpersonal skills. Apply to: **HR Dept. DMTI Spatial Inc., 625 Cochrane Dr. 3rd Floor, Markham, ON, L3R 9R9. Fax: 905-948-9404. Email to: jobs@dmτισpatial.com.**  
 No agencies or telephone calls please. We thank all applicants, however, only those selected for an interview will be contacted.  
 DMTI Spatial Inc. is an equal opportunity employer.

**SALES CLERK**

High energy person required (January start) Ideal for homemaker with previous experience. Min. 25 hrs./week, max. 40 hrs./week. Duties: floor merchandising, retail sales.  
**Boyd's Source for Sports:**  
 Call Ian (905)640-6657

**TO PLACE YOUR AD CALL**  
**1-800-743-3353**

**IMMEDIATELY**

**Two senior Typists**

Full-time or Part-time

Typing, lengthy reports Word 97

**Junior Typist**

Word 97 plus filing, clerical work

Private investigation firm

Woodbine & Steeles, Markham

Fax Margaret (905)470-2437

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**Sales Opportunity**

A well-established print company in Newmarket requires a motivated and experienced sales professional to expand its existing customer base. A minimum of two years of sales or print production is required.

If you are interested in joining a dynamic team who offers service and quality, please forward your resume to:

**York Region Printing**  
 1183 Ringwell Drive  
 Newmarket ON L3Y 7V1  
 Attention: General Manager

**LITIGATION ASSISTANT**

Required for a senior Litigation lawyer an experienced commercial litigation assistant. A self-motivated individual with strong computer skills in addition to having experience in banking/insolvency litigation and regulatory work will enjoy working with this busy lawyer.

**COMMERCIAL/ REAL ESTATE LEGAL ASSISTANT**

Required for a busy Banking/ Commercial Real Estate law practice. You have a strong legal real estate assistant background with experience in commercial mortgages and banking documentation. You are a team player with strong computer skills.

Qualified candidates should submit their resumes, in confidence to:

Jennifer Norman, Office Manager  
**Wilson Vukelich**  
 710-60 Columbia Way,  
 Markham, ON, L3R 0C9  
 or fax: (905)940-8785

We appreciate the interest of all applicants.  
 Only those under consideration will be contacted.



**FULL TIME OFFICE CLERK**

Experience in both manufacturing and small office environments a must. Good phone and communication skills along with an excellent command of the English language essential. Accurate typing skills and computer literacy necessary.

Apply in person to:  
**Alcore Fabricating**  
 65 Newkirk Rd. N., Richmond Hill  
 Tel: (905)770-6565, Fax: (905)737-1296

**CLASSIFIED**

**HOTLINE**

1-800

743-3353

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An International Insurance Company located in Markham (Warden/Denison) is recruiting for a **Bilingual Life Customer Service Rep**

This unique position is the first phase of a skill path process that will involve continuous training in all aspects of Customer Service (call centre), fluent in both French and English languages, and possess excellent communication skills, you are invited to email your resume to:

sbeelik@aon.com  
 Or by fax to: (905)305-4361

**WANTED:** Friendly, open minded, ambitious person to join our team. Market upscale communication services to consumers just like us. Generous pay plan.  
**Call: 416-384-6956**

535 hospital, medical, dental

535 hospital, medical, dental

**FULL TIME EXPERIENCED MEDICAL RECEPTIONIST** for physio clinic. Computer & billing is a must. Position is available immediately. Fax resume 905-472-1880 Phone: 905-472-9493



**Juvenile Diabetes Foundation Canada**  
 The Diabetes Research Foundation

Juvenile Diabetes Foundation is seeking two assistants. One in the National Walk Department and one in the Major Donor Department. These assistants will provide administrative support to Directors. Both positions require excellent knowledge of database software such as MS Word, Excel and PowerPoint, background in communications and customer service, ability to manage multiple tasks and time frames and superior written and verbal skills. The National Walk Assistant candidate should have Project Management Skills and strong detail orientation. The successful candidate for the Major Donor Assistant should have a minimum 2 years experience in a similar position dealing with senior business people and association/ committee members. If you meet all the above requirements please forward your resume by Mail, E-Mail or Fax on or before December 24, 2000.

**JUVENILE DIABETES FOUNDATION**  
 7100 Woodbine Avenue, Suite 311  
 Markham, Ontario L3R 5J2  
 Attn: Human Resources  
 FAX: 905-944-0800 • E-Mail: hrjdfc@jdfc.ca

We thank everyone for their interview but will only contact candidates selected for an interview.

**INTERMEDIATE PAYROLL ASSISTANT**

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

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An established company in north Scarborough has a position available on the **sales order desk**. The successful applicant will know Accpac software and have prior experience. Competitive salary and great benefits.  
 Please submit resume to: Box 4652, c/o the Economist & Sun, 9 Heritage Rd. Markham, ON L3P 1M3

B.E. Larkin Equipment Ltd. (Kubota) Gormley Wanted

> SALESPEOPLE  
 > LICENSED HEAVY DUTY EQUIPMENT MECHANIC  
 > PARTS COUNTER PERSON  
 Reply with resume to:  
 Human Resources  
 P.O. Box 2140  
 Peterborough, Ontario, K9J 7Y4  
 Or fax to 1-705-876-9163  
**NO PHONE CALLS PLEASE**



Join the team where you come first! Come join a rapidly growing health care company, in an industry of the future.  
**SCHEDULING COORDINATOR**  
 Immediate position available in our Markham Office  
**Qualifications and Responsibilities include:**  
 • Scheduling experience  
 • Knowledge of medical terminology  
 • Ability to coordinate the day to day schedules of our health care providers  
 • Client service focused, highly organized and self motivated  
 • Ability to meet deadlines and work in a fast paced environment  
 The successful candidate will have the opportunity to participate in our new and exciting Bonus & Profit Sharing Program  
**Please fax resume: 905-477-1956**  
**Or call: 905-305-9551**  
 Only those selected for interview will be contacted. Thank you.

**RN'S RPN'S & PSW'S** Required now  
  
 for all shifts  
 NHI Personnel  
 (416)368-9871  
 Downtown  
 (416)754-0700  
 Scarborough  
 Nursing Students Considered

Promote your company's **INTERNET PRESENCE** in the Classifieds. Be sure to include your **WEB ADDRESS**

**FULL TIME CERTIFIED DENTAL ASSISTANT (with HARP)** required for Markham Family Dental Practice.  
 Please fax resume to: 905-294-8209



Large automotive group of dealers requires:  
 • A full time receptionist for our Jaguar store. Duties will include: reception duties, vehicle licensing, inventory control, cash receipts and deposits.  
 • An accounting clerk for our centralized accounting department. Duties will include processing vehicle sales, accounts payable, Payroll and GL reconciliations.

The successful candidate(s) must be pleasant, energetic, able to work in a fast paced environment with minimal supervision and possess a strong command of the English language. Automotive dealership and Reynolds and Reynolds experience an asset.  
 We offer a competitive compensation package, a group health package and a pension plan.  
**Please fax resume to:**  
 Lina Di Giovanni  
 at (416) 787-3827

**RECEPTIONIST**  
 Some experience preferred. Must be energetic, pleasant and team player. Full time and part time positions.

Apply to Jan via fax: 905-887-3655  
 or drop off resume to:  
**Cachet Family Physicians**  
 9255 Woodbine/16th.  
 No Phone Calls Pls.

540 hotel restaurant

540 hotel restaurant

**CAFETERIA SUPERVISOR**  
 Hwy. 7/Warden area. Full time position days (7:00am-2:30pm)  
 Food service experience required  
**Fax resume to: 905-853-7155**