

525 office help

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535 hospital medical, dental

535 hospital medical, dental

510 general help

510 general help

100 houses for sale

**INSURANCE BROKERAGE,**  
Markham requires **RECEPTIONIST**  
with CSR duties. RIBO license an asset.  
Junior position. 2 - JR. RIBO license  
CSR with data input. F/T.  
Fax resume to **Brian,**  
**Dermody Insurance Brokers.**  
**905-479-7911**

**SECRETARY/RECEPTIONIST**  
Required immediately. Full-time position in CA office. Candidates must have 2-3 years office experience and be computer literate. Bookkeeping experience would be an asset, but willing to train. Markham area. Fax resume to (905)474-2665

**PART TIME DICTA TYPIST/ DATA ENTRY PERSON**  
With computer experience required for national company. Flexible hours. 50-60 wpm. fluency in English a must. Grade 12 minimum. Victoria Park/ Steeles area.  
Fax resume to:  
**905-948-9464**

**RECEPTIONIST/ADMIN SUPPORT**  
A Markham manufacturing company is seeking a full time Receptionist/Administrative support person. Applicants should be well organized, personable and have good telephone skills. Strong knowledge of A/P and A/R required. PC skills in a Windows based environment is essential. Duties will include: switchboard, A/P and A/R support and various other administrative tasks. Interested candidates are asked to fax their resume with salary expectations to:  
**905-475-1337**

**ADMIN. ASSISTANT PART-TIME**  
Busy hi-tech office, Hwy #7/Leslie area. Pleasant phone manner, able to multi-task. Some accounting knowledge an asset, but not a must.  
Fax resume/cover letter to  
**Reggie: 905-882-5501**

Rand McNally Canada  
**RESEARCH ASSISTANT**  
Markham office requires a personable individual to assist with map research. This well organized person needs to have proficient computer skills and a pleasant telephone manner.  
Fax resume to G. Baker  
**(905)477-7408**

**For temporary positions in:**  
BILINGUAL CUSTOMER SERVICE  
EXECUTIVE ASSISTANT  
ADMINISTRATIVE ASSISTANT  
RECEPTION/SWITCHBOARD  
DATA ENTRY/OFFICE CLERK  
**OFFICETEAM**  
Specialized Administrative Staffing  
Tel: (905) 771-8272  
Fax: (905) 709-3664  
For more information visit our website at  
[www.officeteam.com](http://www.officeteam.com)

**WOODBINE CHRYSLER**  
In Markham  
Is currently looking for a  
**Part-time Receptionist**  
Evenings and Saturdays.  
Please fax resume  
Attn: Steve Longman  
Fax: **905-415-2001**

**NATIONAL COMPANY (Steeles & Pharmacy)**  
Seeking individuals with professional phone manners, good typing speed and strong written & verbal communication skills in English. Must be organized, motivated & able to work independently.  
Fax resume to:  
**905-948-9464**

530 sales help & agents

**CORPORATE SALES**  
Small PC Training Co. looking for outgoing, energetic person to contact companies by phone to provide them with information about our training services. Salary plus commission. Located at Aurora Rd. & McCowan Rd. Call Michele at:  
**905-642-4807**

**SALES PROFESSIONAL For On-Line Telecom Store**  
**Delphi Solutions**  
Telecommunications company in Markham requires an experienced sales person to sell products to new & existing customers. This is a 7 month contract position with a possibility of being permanent.  
Fax: 905-513-4714  
Email: [chr@delphisolutions.com](mailto:chr@delphisolutions.com)  
Web store: [www.e-telecomstore.com](http://www.e-telecomstore.com)

**Second Cup Coffee Co. is looking for:**  
**Opening-Day Time Positions**  
Friendly, energetic people to train as coffee agents and look after our customers.  
We offer:  
• Competitive hourly wages  
• opportunity for advancement  
• an enjoyable working atmosphere  
  
Apply at Second Cup  
Unionville  
Warden & Hwy. #7

**ACURA SALES PROFESSIONAL**  
required for high end import dealer. Offering the all new MDX Sport Utility & 1.7EL. Salary, commission and benefits. Must have auto sales experience.  
Apply in confidence to: David Horvath  
Tel: 905-841-1400 Fax: 905-841-8650  
**STERNE ACURA**  
15795 Yonge St. Aurora

510 general help

**FULL TIME GENERAL LABOURER**  
to perform varied duties. Must have a valid drivers license and be able to start and end work day from office in Thornhill. This is an entry level position and would suit an applicant interested in working towards an electrical apprenticeship.  
Fax resume: 905-731-1547

**Unionville Home Society**  
A charitable organization offering housing and care for the elderly, requires  
**REGISTERED PRACTICAL NURSE WITH MEDICATION CERTIFICATE**  
Full-time, Part-time, and Temporary positions available.  
UHS offers resident-focused care, fosters a team driven environment, provides ongoing in-service education and promotes career development through our learning centre and internal posting policy. Starting hourly rate is \$17.25.

**GERIATRIC NURSING IS THE SPECIALTY OF THE FUTURE. JOIN OUR TEAM!**  
Please forward your resume to:  
Sara O'Donnell,  
Co-ordinator, Human Resources  
Unionville Home Society  
4300 Hwy 7, Unionville, ON L3R 1L8  
Fax: 905-477-5938  
*No phone calls please. We thank all applicants for their interest, however, only those selected for an interview will be contacted.*

Vitality Suites Dental Office is growing and seeks  
• **FULL-TIME RDH**  
• **RESTORATION RDH**  
• **TREATMENT CO-ORDINATOR**  
Fax resume to Dorothy at:  
905-479-7808

**SALES ASSISTANT/ JR. REP**  
required for hot new Markham computer reseller. Outgoing with excellent communication skills. Salary+ sales bonuses.  
Fax resume to: (905) 947-8457

540 hotel restaurant

A busy Electronic Sales Warehouse in the Woodbine/ 404 area requires  
**FULL-TIME HELP.**  
Some heavy lifting required. No experience necessary.  
Please call Diane (905)475-8000

Riding School requires  
**BARN HELPER**  
Experience with barn duties and assisting customers. Good conditions, new barn, riding available, modern, professional environment.  
Call (905)888-1950

510 general help

Work while your kids are in school. Monday to Friday, no nights or weekends  
Aramark Canada Ltd. is looking for  
**CAFETERIA HELP**  
in Markham & King City areas.  
Please call Debbie  
(416)255-6131 ext. 415

**Topcuts**  
One of Metro's larger Unisex Hairstyling chains has openings in the Markham area for recent hair school graduates and experienced stylists.

- Your own styling station immediately
- Guaranteed basic, commission and benefits
- Convenient hours in clean, modern salons
- Equipment supplied
- Advanced technique and management training
- Progressive promotion opportunities

**Check out your prospects**  
Call 416-223-1700

**Raywal Limited**, a manufacturer of fine kitchen cabinets is looking to fill the following positions immediately.  
**SERVICE PERSON**  
Experience in plumbing and carpentry, must have good customer service skills. Own transportation and tools are a must.  
**MAINTENANCE PERSON**  
Experienced with preventative maintenance programs and trouble shooting of industrial machinery.  
Both positions require flexibility with hours worked.  
Interested candidates please respond with a resume  
**Quoting file #S301.**  
Fax 416-733-7629 or [jobs@raywal.com](mailto:jobs@raywal.com)

510 general help

**URGENT**  
Temporary & Permanent positions available immediately.  
**WAREHOUSE**  
Pickers/Packers -4:30pm-1am, temp to perm, in Richmond Hill, must have car \*\*\*Free safety boots bonus  
**OFFICE**  
Reception -experience required  
Data Entry Op's -10,000 keystrokes per hour  
For interview call (905)737-1600  
**STAFFING SERVICES**

**JOIN OUR WINNING TEAM!**  
**FULL TIME LOT PERSON**  
required.  
Contact Paul Mortiluario  
**G.M. SERVICE TECHNICIAN**  
required. Busy shop, excellent benefits and bonus plan.  
Contact Martin Nauta  
  
4630 Hwy. #7 - Unionville  
Apply in person or fax resume:  
(905)477-0311

 **FULL TIME POSITION**  
Available immediately in a busy animal hospital. 3 nights/ week, 6pm-8am. We are looking for an enthusiastic, highly motivated and reliable person to keep a watchful eye on animals overnight among other duties. Must be comfortable handling animals.  
Fax resume to: 905-477-1708

**TELEMARKETER**  
required. Experience an asset, but will train. Minimum 3 shifts/ week.  
\$8./ Hour.  
Call (905)471-4220

**Weed Man**

**WOODBINE CHRYSLER**  
In Markham  
Needs Full-time  
**Lot Person**  
Please fax your resume to:  
(905)415-2001 or call  
Denny Mota: (905)415-2260

**ACREAGE**  
Lovely homes on 2-10 acre lots, private location, under \$275K.  
Pre-recorded message  
**1-800-326-5582**  
ID# 1410  
ReMax Omega Realty (1988) Ltd.

**AFFORDABLE**  
Free computerized list of available properties in your specific price range and area.  
24hr. free pre-recorded message  
**1-800-326-5582**  
ID# 8050  
ReMax Omega Realty (1988) Ltd.

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