

525 office help

525 office help

525 office help

525 office help

525 office help

530 sales help & agents

530 sales help & agents

ADMINISTRATIVE CLERK

We have an immediate opening for an Administrative Clerk. The ideal candidate must possess excellent communication and computer skills, a pleasant telephone manner, and working knowledge of Microsoft Word and Excel.

Interested applicants are invited to send their resume to:



Human Resources
The Miller Group
P.O. Box 4080
Markham, ON L3R 9R8
Fax#: (905)475-3852
E-mail: Damodeo@millergroup.ca

We thank all applicants however, only those selected for an interview will be contacted.

Now accepting resumes for a Customer Service Administrative Assistant at the Ballantrae development. The successful candidate must:

- have experience in an administrative office
- have excellent communication and interpersonal skills
- have computer skills, including the use of Microsoft Word and Excel
- be able to multi-task

Please forward resume to:
Schickedanz Bros. Limited
P.O. Box 209
Stouffville, ON
L4A 7Z5
Fax: 905-640-9481
E-Mail: ballantrae@psinet.com

*only those candidates selected for an interview will be contacted



requires:

Customer Service Representatives

As a key player in the administrative team you must have the following:

- ✓ Be self motivated, energetic with good communication skills (both verbal and written)
- ✓ excellent organizational skills able to handle a wide variety of daily tasks
- ✓ Previous banking and/or leasing experience
- ✓ Attention to detail, ability to adapt to change and handle large volumes with accuracy and efficiency

Please fax your resume to: 905-943-4430
Attn: Administration Manager or via E-mail to:
jolyn@walkercredit.com

We wish to thank all applicants, and only selected individuals will be contacted for an interview.

PART TIME RECEPTIONIST

Evening & Weekends.

required for busy high profile real estate office in Ajax/Pickering area. Real estate experience preferred. Knowledge of MS Office and fast typing skills an asset. Computer literacy and ability to handle a busy switchboard a must.

Please fax all resumes to:
Sharon: 905-471-3816

MGR (1) & SECT.Y (1)

Required for Markham. Mgr: Experienced in multi-tenant office mgmt, computer and internet related skills, extremely sales and people oriented personality. Sect'y: Excellent computer skills in Office 2000, graphics and Adobe Acrobat. Friendly and outgoing personality.
Call Lily (905)415-0330

Markham prepress company has the following employment positions available:

ACCOUNTS RECEIVABLE CLERK
• Strong computer skills (Windows 98, MS Office & Simply Accounting)

• Able to work in a team environment or individually

• Strong organizational skill

RECEPTIONIST
• Strong communication and customer service skills

• Must speak and write fluently in English

• Hardworking, responsible, energetic individual
Please fax resume to General Manager at 905-513-7541

CAD OPERATOR

Interior Design Firm,
Richmond Hill
Motivated self starter. Minimum 2 yrs. office experience. Auto Cad 2000 experience with working drawings.
Email resumes to:
pam@totalplanning.com

LONGMAN'S

MARKHAM DODGE CHRYSLER

requires Part-time PAYROLL/BOOKKEEPER

- ADP computerized payroll
- Experience a must
- Wed., Thurs., Fri. ~ 1-5pm

Please fax resume to
Sandy Longman
(905)415-2001

CUSTOMER SERVICE/ ADMINISTRATIVE ASSISTANT

An Aurora based distributor of medical supplies has an immediate opening for an order entry/customer service person.

Qualifications: Must have good written and spoken fluency in both English and French. A pleasant telephone manner and excellent interpersonal skills are a must, as well as experience in a computerized environment. Previous experience in customer service is a definite asset. If you are flexible and self motivated, and would enjoy working in a fast paced, small office environment, please send your resume to:

Box 15, c/o The Era-Banner,
580 Steven Court,
Newmarket, ON L3Y 4X1

BOOKKEEPER

Part-time 1-1 1/2 days per week. Must be trained bookkeeper with computer "Simply Accounting" including year end, payroll.
Fax resume to: 905-642-2660

MARKHAM - REAL ESTATE

Active office requires:
ADMINISTRATIVE ASSISTANT/ DEAL SECRETARY

Proficient in Lone Wolf software. Send resume with salary expectations to:

Box 1
c/o The Markham Economist & Sun
9 Heritage Road
Markham, ON L3P 1M3

RECEPTIONIST/ ASSISTANT

for small chartered accountant firm. Must be professional, mature, organized, able to prioritize, efficient, accurate & Microsoft Office proficient. Must be a self starter, upbeat, cordial and personable with good interpersonal skills. Liaison between clients & staff.

Please send resume and expected salary to:

Box 20, c/o Era-Banner, 580B Steven Court, Newmarket, ON L3Y 4X1

514 salon & spa help

HAIRDRESSER

1-5 years experience.

Apply in person with resume
HAIRWAYS
2 Hawkridge Ave.
Markham

PART TIME HAIRSTYLIST

with experience required for salon in Stouffville. May lead to full time. Call 905-640-6340 ask for Tony.

Please Recycle



530 sales help & agents

530 sales help & agents

FULL TIME IT SALES POSITION

Salary + Commission
Details: www.canwave.com/hr
Call 905-475-7273 ext. 404

ACURA SALES PROFESSIONAL

Required immediately for high end import dealer. The successful candidate must have previous auto sales experience.

- We offer: ✓ Salary & top commission plan
- ✓ Bonus plan & on going incentives
- ✓ Health benefits ✓ On going training program
- ✓ Large inventory ✓ New & used to sell from

Apply in confidence to David Horvath
Tel: 905-841-1400 Fax: 905-841.8650

STERNE ACURA
13795 Yonge St., Aurora

PERMA PAVING STONE CO.

INSIDE SALES POSITION

Woodbine & Hwy 7 area

Manufacture of concrete products has immediate opening for bright person with good phone manners & communication skills. Computer use and basic math skills required.

Fax resume to, 905-612-8699

535 hospital, medical, dental

535 hospital, medical, dental

WORKABLE CENTRES INC.

ONTARIO REHABILITATION PROVIDER
Seeking

Customer Service Representative - North York (FT)
Excellent organization, customer service, multi-tasking skills required.

Computer proficiency in MS Word, Excel & Lotus Notes

Senior Physiotherapists (min. 3yrs. exp)
North York (FT and/or PT) - Barrie (FT)

Previous experience with WSIB, Auto (DAC) and LTD an asset
Please submit your resume by fax at 416-499-3520 or by e-mail to humanresources@workable.ca

It's no secret...

...If you're buying, selling, looking, offering services or career opportunities, Classified works for you!

It may be Classified, but it's no secret... it works!

1-800-743-3353

Medical Receptionist

Richmond Hill

Must be able to do Venipunctures and ECG, telephone skills, references.

Fax resume to:
905-881-1580

RN

position. Part time hrs.

Family practice office.

Please fax resume to:
905-471-3627

RN'S RPN'S & PSW'S

Required now



for all shifts
NHI Personnel
(416)368-9871
Downtown
(416)754-0700
Scarborough
Nursing Students Considered

515 skilled & technical help

LAWN SPRINKLER

With an expanding company.

FOREMAN SERVICE TECHNICIAN INSTALLERS

Experience preferred. Drivers license. Dufferin & Steeles Area. Training provided.
Mr. Waters
416-665-0052

REGISTERED NURSES

are needed to support complex health issues and quality of life. You need to be active, flexible and adaptable. You need to have a love for the outdoors and be committed to providing individualized support in a variety of community settings.

A highly competitive salary will be negotiated. Positions are available immediately.

Please forward your resume to:
Josie De Martino,
Newmarket & District Association
for Community Living
757 Bogart Avenue,
Newmarket, ON L3Y 2A7
Fax: (905)898-6441



Newmarket and District Association for Community Living

Join a visionary company that offers continual commitment to clients and caregivers alike!

Home Care RNs, RPNs & PSWs

• York Region

As a member of our team, you can expect the best - attractive compensation for full and part-time positions, flexible benefits, guaranteed hours, travel, and educational opportunities.

RNs & RPNs enjoy new pay rates!

Please apply by contacting:
Debbie Johnston - Director of Clinical Management, Nursing
Local Fax: (905) 853-7725
e-mail: djohnston@bayshore.ca
or Tim Valsey - Area Director
Fax: (toll free) 1-888-223-8599
e-mail: tvalsey@bayshore.ca
Tel: 1-800-234-8661 ext. 228



Bayshore is Care You Can Count On™
www.bayshore.ca