

515 skilled & technical help

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525 office help

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530 sales help & agents

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Millwright/Stationary Engineer
 Growing Food Company in 400/#7 area requires full-time Millwright or 4th Class Stationary Engineer Certificate.
 If you appreciate the challenge of working in a fast paced manufacturing environment, have excellent trouble shooting skills and can work both independently as well as on teams please apply.
 Shift work will be required.
 Please fax your resume attention: Plant Engineer at 416-744-4369

525 office help

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OFFICE RECEPTIONIST
 Young, aggressive, computer firm seeking full time office help with excellent telephone skills.
 Salary 20-24K. Send resume: E-mail: jack@ocr.ca Fax: 905-475-0566

ACCOUNTS PAYABLE
 Required for busy builder's office at Bathurst and Major Mackenzie. Must be organized, have strong communication and computer skills. Good command of the English language and previous experience a must. Full-time Mon-Fri 9-5pm.
 Interested applicants please fax resume to: Great West Developments (905)770-5867 Attn: Christina
 We thank all applicants for their interest however, only those under consideration will be contacted.


ADMINISTRATIVE ASSISTANT/GENERAL OFFICE RECEPTION
 Markham International Moving Company requires experienced, detail-oriented person with good command of English, telephone/computer skills (MS Word, Outlook) Salary & benefits
 Fax resume to Trisha @ 905-946-1798

RECEPTIONIST
 Required for busy insurance office, some computer experience an asset. Full-time position. Benefits. Scarborough. Call John 416-299-4142 or fax 416-299-8083

WEB DESIGN/ADMIN ASSISTANT
 Markham Internet company Admin with Web design skills. Fluent English, organized, reliable. Training & promotion opportunity. Email resume to: tonia@onestopwebsites.com

WANT TO WORK IN A HOME/OFFICE ATMOSPHERE?
 Mature, congenial individual to work flexible part-time hours days evenings and some weekends. R.E. experience preferred but not necessary. Willing to train for a permanent Receptionist position. Fax resume to: 905-947-8070

LEGAL ASSISTANT/RECEPTION
 Markham law firm is looking for a mature energetic person to join our legal team. Minimum 3 years Real Estate Law experience. Conveyancer, Interview, PCLaw. Fax resume to: 905-777-3978

Deeds Speak!
 For 30 years, the York Regional Police, through close contact with residents and businesses, have been ensuring the safety and security of one of Ontario's fastest-growing communities. We have kept pace by employing highly trained personnel and by utilizing the latest in technology. For a unique and rewarding career, join us as

Police Communicator
 Your solid keyboarding and computer capabilities will enable you to operate specialized radio, computer, and telephone equipment, answer/evaluate emergency and non-emergency calls, and dispatch information to police officers. As well, you will respond to inquiries via police radio and computer communications. Capable of working in a stressful and unpredictable environment, you communicate in a clear and concise manner. You have a Grade 12 diploma (a college certificate/diploma in a related field is preferred) and are able to multi-task.
 The salary range for this position is \$34,745 to \$44,165. File #01-20

Records & Information Clerk
 Exceptionally organized, personable, and able to communicate effectively, you will utilize demonstrated computer skills to enter reports through hard copy and direct voice, respond to inquiries, and update Canadian Police Information Centre data. As well, you will file documents and handle incoming/outgoing CPIC narrative messages. A Grade 12 education is required and a certificate/diploma in a related field is preferred.
 The salary range for this position is \$31,799 to \$39,053. File #01-21

Both roles require working 12-hour shifts in a 24-hour, 365-day environment. You must be capable of typing 45 wpm and will be required to complete pre-employment testing. Costs and/or time related to the testing will be the responsibility of the applicant. You must not have been convicted of a criminal offence, for which a pardon has not been granted.
 Please apply in confidence, quoting the appropriate file number, to: Human Resource Services, York Regional Police, 17250 Yonge Street, Newmarket, Ontario L3Y 4W5 Fax: (905) 853-5810
 We thank all applicants for their interest, but wish to advise that only those selected for an interview will be contacted. Information regarding applications is collected under the authority of the Municipal Freedom of Information Act and will be used to determine suitability for potential employment. Questions about the collection of personal information may be directed to the Human Resources Department.

BAILEY
 Competitive wages! Opportunity for growth! Excellent benefits! Great working environment!
 A progressive Construction Based Manufacturer located in Concord is celebrating it's 50th year in business and has immediate openings for the following positions:
ORDER DESK CLERK
 This position requires a customer-focused, self-starter who enjoys a busy working environment. Candidate must possess current computer skills, Sales/Customer Service experience and a construction background would be an asset.
 Join a WINNING TEAM! fax your resume to: 905-738-1723 or e-mail to hr@bmp-group.com

Our rapidly growing Canadian company has an immediate opening for the following position in our Aurora office:
Jr. Administration/Accounting
 • Basic accounting knowledge
 • Proficient in Microsoft Office 97 and ACCPAC
 • Candidate must be organized, professional, energetic and detail oriented
 • Competitive salary and extensive benefit package offered
 If you have the energy and necessary tools to contribute to our fast-paced growing company, then please fax your resume to the Controller (905) 727-6077.

525 office help

530 sales help & agents

535 hospital, medical, dental

PART TIME RECEPTIONIST
 Flexible to work days M-F. Excellent customer service skills. Call Donna (905)640-7703 Stouffville Family Foot Care

TRAVEL AGENT
 1 yr. min. experience Corp./Vac. Apollo Fax resume 905-201-9243

CLERICAL OFFICE HELP
 needed for doctor's office 25-30 hrs/week Markham area Fax resume to: 905-472-6534

A LEADING FLOORING COMPANY IN MARKHAM REQUIRES
OFFICE ADMINISTRATOR
QUALIFICATIONS:
 • Min 2yrs Experience, Customer Service A/P, A/P, Bank Reconciliation Proficiency in Microsoft office, Simply Accounting, excellent communication skills
RESPONSIBILITIES:
 • General office admin/ book keeping
 • The ability to schedule & prioritize workload
 Applicants are asked to fax resume & salary expectations to: 905-479-1855 (no agencies or phone calls please)

RECEPTIONIST
 Printing company seeks office help. Must have excellent telephone and typing skills, basic accounting and computer skills. Markham area. Salary 24k - 26k. Send resume to Fax: 905-940-6810 emailppdc@ican.net

PERMANENT PART-TIME Mon-Fri 9-3
 For busy independent vehicle repair shop in Richmond Hill. Duties include A/R, A/P and A/C reconciliation. Mature, organized, self-starter with a solution oriented attitude required. Must be computer literate and have accounting experience. Preference will be given to those with AccPac Simply Accounting software experience. Fax resume to: 905.508.2917.

530 sales help & agents

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INSIDE SALESPERSON
 Required by Harwell Electric in Aurora. Must have industrial electrical product knowledge. Fax resume to: 905-727-5717.

Myron MANUFACTURING

ATTN: INSIDE SALES PROFESSIONALS
 Myron is a world leader in imprinted promotional material. We have been in the business of helping our clients grow their business for over 51 years. At this time, we are seeking motivated Inside Sales Professionals to support our continued growth. We offer:
THE BENEFITS OF:
 • Base salary + NO CEILING ON COMMISSIONS + Bonuses. Full time opportunities, Mon. - Fri.
 • Competitive Benefits package. Co. Paid Parking, Education and Referral Programs, etc. Located in the North East Scarborough Area on the TTC Line and easy access to Hwys. 401, 404, 407 & 48
THE CHALLENGE:
 • On going sales development of our existing Corporate Client base through excellent communication and negotiating skills and effective, professional closing skills.
QUALIFICATIONS:
 • High School + 2 yrs. of post secondary in a sales related discipline. 2+ yrs. of experience in outbound or retail sales. Competency in basic computer skills. Verbal and written proficiency in the English language. Must possess entrepreneurial qualities.
 Qualified candidates interested in rising to the Myron challenge are urged to contact:
Tanya, Phone: (416)291-1834, ext. 599 Fax: (416)291-8986 or 291-2034 email: tmccoll@myron.com
 Myron thanks all applicants for their interest, however only those candidates who are selected for an interview will be contacted.

LOOKING FOR A NEW CAREER?
 Join a fast growing marketing Company. Do you have leadership abilities and are willing to work hard? No degree necessary. We will train. Call Sera at 416-497-7077

GREENFIELD GOLF-MARKHAM
 Golf retailer requires reliable, hard working & experienced sales staff for Part-time, possibly full time position (day/evening/week-end shifts). Some stock room duties. Computer skills & golf knowledge an asset. Fax resume: 905-946-1731

535 hospital, medical, dental

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BETHANY LODGE
 A Christian long term care facility requires **Part-time RN & RPN**
Qualifications:
 • Registered with the College of Nurses of Ontario
 • Some experience and education in gerontology, supervisory and team skills an asset
 Interested applicants fax resume to Bethany Lodge (905)477-2888 or phone (905)477-3838, and ask for Dian Cairns, Director of Care.

Busy multi practice dental office in Richmond Hill requires:
RECEPTIONIST
 For full and part-time days and evenings. Must have experience and computer skills. Position also available for **Full-time Certified Dental Assistant**
 Italian speaking an asset. Call Lyn @ (905)884-4094

540 hotel restaurant

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Parkview Village Gardenvue Restaurant requires immediately **PART TIME WAIT STAFF**
 with some cooking experience. Must be available evenings and weekends. For more information contact Cheryl Dummit at: (905)640-1940, ext 26

530 sales help & agents

540 hotel restaurant

Amaretto Restaurant requires P/T experienced **COOKS & WAITSTAFF**
 Call (905)642-6524 or apply in person: 67 Edward St., Stouffville.

WAIT STAFF
 Friendly & courteous required full or part time. Woodbine/ Steeles area. Call after 2pm: (905)415-0078

545 teaching opportunities

ASST. & ECE TEACHERS
 F/T, P/T, & Supply. 3-6p.m. school age positions for Markham/ Thornhill childcare centres. Fax resume to: (905)946-1116