

514 salon & spa help

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525 office help

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535 hospital, medical, dental

535 hospital, medical, dental

**JUNIOR STYLIST/HAIRSTYLIST**  
Headlines Hair Studio in Stouffville is currently looking for a Junior Stylist/Hairstylist.  
**Please call John or Marc (905)642-0336**

515 skilled & technical help

515 skilled & technical help

**CARPENTER**  
Required immediately for new home construction. Must be motivated and able to run crew.  
**Phone 905-852-4369**  
**Fax resume (905)852-3450**

York Region based mechanical company is currently seeking full-time positions for:  
• **Plumber** • **Gas Fitter**  
• **Refrigeration Technician**  
Applicant must be trained to work on commercial, industrial and high-end residential. Applicant must be a team player and have a clean driving record. Wages based on experience.  
**Please fax resume Attn: B. Kerr**  
Kerrson Mechanical Ltd.  
At (905)727-4204

**LAND SURVEYING OPPORTUNITIES**  
**RADY-PENTEK & EDWARD SURVEYING LTD.** is a Toronto based Land Surveying firm with immediate openings for experienced individuals in the following positions:  
**PARTY CHIEFS**  
**INSTRUMENT PERSONS**  
**COMPUTATIONS/ACAD STAFF**  
**Forward your resume by fax to (416)635-5001**

525 office help

525 office help

**Customer Service/Sales Support**  
Woodbine/Denison  
In the office furniture industry we are seeking an experienced and energetic person to join our team. Supporting sales representative, you must be organized, possess strong communication skills, and have excellent computer knowledge. Some administrative responsibilities required.  
**Please fax resume to: 905-948-0850 or email to: info@inno-install.com**

Avid Media, publisher of 5 special interest publications, has an immediate opening for a **PRODUCTION ASSISTANT**.  
The ideal candidate will have a strong knowledge of Quark, Photoshop, Illustrator in the Mac environment. He/she must have strong organizational skills and the ability to work within tight deadlines. Knowledge of print production is an asset.  
**Please fax resume in confidence to Gloria Wilkinson 905-475-9246**

**OFFICE ADMINISTRATOR**  
Experienced professional for home builder required. Reception and office management. Book keeping an asset. Small office. Able to work independently.  
**Call: (905)294-0992**  
**Or fax: 905-294-1457**

**Film Bureau Inc.** requires an **ADMINISTRATION MANAGER**. Located in our Markham facility, this position reports directly to the president. The successful candidate will have good computer skills in Microsoft Office, be extremely organized, be adept at dealing with people, and have a basic understanding of accounting.  
**Fax resume to Derek G: 905-513-9824**  
**or email Derek@filmbureau.com**

Markham based marketing company requires a:  
**Program Coordinator**  
This is an entry level position with a dynamic, growing organization that provides opportunity for advancement. To be successful, applicants must exhibit:  
• excellent communication skills and a strong command of English spelling and grammar is mandatory. Knowledge of French is a definite asset.  
• organized work habits and the ability to perform within a fast-paced environment.  
• computer literacy and strong keyboarding skills.  
• Full benefit package provided.  
Salary commensurate with skills and experience.  
**Program Coordinator** position involves managing of on-going promotional programs working with both clients and customers.  
**Fax resume to 905-642-9191, or email career@pipher.com**

**ADMINISTRATIVE ASSISTANT**  
Required for a personal financial planning firm in Markham.  
• Experience in financial industry  
• Proficiency in MS Office  
• Excellent communication skills  
• Excellent organizational skills  
Salary commensurate with experience. Benefit plan available.  
**Please fax resume and salary expectations to Liz Galloway at (905)471-3623**  
*We thank all applicants in advance and advise that only those selected for an interview will be contacted.*

**ACCOUNTANT/ASSISTANT**  
Busy "little" Markham accounting office requires personnel for an entrepreneurial client base. Must have excellent working knowledge of Caseware, Quickbooks, Taxbyte, and Lotus or comparable programs. Salary will be commensurate with experience. Flexibility with respect to full or part time.  
Please fax detailed resume with salary expectations to: **905-294-8861**.  
*Thank you for your interest, but only those selected for interview, will be contacted.*

**LEGAL SECRETARY**  
Fully experienced.  
Corporate and Real Estate.  
**Fax resume to: (905)294-4436**

**P/T BOOKKEEPER**  
With some general office duties required for landscape company in Gormley. Must be proficient in spoken and written English and experienced using Quickbooks, A/P, A/R, payroll and government forms.  
**Fax resume stating experience and salary expectations to: 905-887-5858**

**Client Care Representative**  
Managing a team of field technicians in a busy call centre, the suitable candidate has strong interpersonal and communication skills, ability to handle customer complaints, and data entry skills. Minimum 2 years customer service experience a must.  
**Fax resume (905) 470-9213**  
**E-mail: fderohanian@minolta.ca**  
No phone calls or agencies please  
**MINOLTA**

**Brown's Gallery Ltd.** - A leader in the Collectibles Industry  
Is currently looking for a **CUSTOMER SERVICE REPRESENTATIVE** with accounting experience. The candidate must have an excellent command of the English language and a clear telephone manner. MYOB accounting experience as well as knowledge of collectible is an asset. Hours are Monday to Friday, 9am-5pm. One or two Saturdays a month is also required. This is a fun and rewarding position working with a great team and a growing company located in Stouffville.  
**Interested applicants should contact the Office Manager Mrs. Patty Rice at 905-642-1177**

**FULL-TIME OFFICE ADMINISTRATOR**  
Wanted for small business in Stouffville. General administration, reception, AR & AP. Independent worker with computer skills a requirement. Send resume by fax to: 905-642-1779 or e-mail: **barone@on.aibn.com**

**BOOKKEEPER P/T**  
Bookkeeper required 3 days a week for busy Richmond Hill office. Duties include: payroll, A/R, A/P, deposits.  
**Fax resume to: Swiss Herbal Remedies Personnel 905-886-5434**

**GRAPHICS DESIGNER**  
required. Advertising company is presently seeking to fill the position of graphics designer/production. Challenging position requires solid knowledge in Corel. Other design software a plus.  
**Please fax resume to: 905-852-8805**

530 sales help & agents

530 sales help & agents

**SALES PERSON REQUIRED**  
Seeking a well disciplined, organized individual. This person will be selling customized business products, business to business. Previous sales experience is not essential. The successful applicant must have their own car and speak English fluently. This is a full-time salaried position with car allowance and room for advancement. Company in Scarborough.  
**Contact: Joanna Liu**  
**Email resume to: joannaliu@specialtiedsgraphic.com**  
**Fax resume to 416-701-1238**

**SALES AGENTS**  
Required to expand new territories in debit/credit card processing. Great commissions with qualified client base.  
**Fax resume: 1-866-582-2201**  
**Email: resume@tangerinconcepts.com**

**SALES PEOPLE NEEDED**  
for growing import auto dealer in Richmond Hill.  
**Love people? Like cars? This is a career opportunity!**  
Excellent benefits & compensation plan.  
**Call Alan 905-883-3555**

535 hospital, medical, dental

535 hospital, medical, dental

**DENTAL ASSISTANT**  
Full-time, start Oct. 29. Exp. as chairside assistant req. Some computer skills. Hours include some evgs. and Sat. Warden/Steeles.  
**Call: (905)475-3338**

**FREEDOM SUPPORT SERVICES (Temporary Agency)**  
requires P.S.W., D.S.W., S.S.W. to work in group homes. Must be police checked. Car required.  
**Fax resume to: 416-630-7273**  
**or call 416-630-3074**

535 hospital, medical, dental

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**GREEN GABLES MANOR**  
**Requires immediately RN Care Coordinator**  
**Full-time days**  
Specialty Care is currently rebuilding and expanding Green Gables as an innovative long-term care facility specializing in services to those with memory loss. We are seeking a dynamic RN with BScN and proven nursing leadership, solid interpersonal skills and experience in long term care to plan, direct and coordinate the daily management of care services using a multidisciplinary and collaborative approach. Knowledge of Gentecare dementia programs is helpful. Further career development will be supported.  
**Please send your resume with a brief covering letter by fax or email by September 17, 2001**  
**Kathy Szela, Administrator**  
**Fax: (905) 640-0995**  
**kathy.szela@specialty-care.com**

**PHARMACY ASSISTANT**  
• Full Time • Benefits  
Experience preferred for professional medical pharmacy in Markham.  
**Fax resume to (905)471-3732**

**Markham Physiotherapy Clinic** has the following position available:  
• **MEDICAL SECRETARY**  
Excellent computer and keyboard skills required. 30-35 hrs/week, including 1-2 evenings.  
• **MASSAGE THERAPIST**  
3 afternoons/evenings per week.  
**Fax resume to Jennifer Zavitz Hicke: 905-471-3751**

**DENTAL ASSISTANT or P.D.A.**  
Friendly, responsible, HARP certified Dental Assistant for a fast paced Stouffville Orthodontic office. Tues & Wed Full days Recent grads welcome.  
**Fax resume to: 905-642-9692**  
**or call: 905-642-3642**

540 hotel restaurant

540 hotel restaurant

**TooGood Cafe**  
(142 Main Street, Unionville)  
**Servers/ Bussers**  
Full/ Part-time.  
Email resume to: **ecgriswood@aol.com**  
**or fax 905-479-2950 call 905-479-1950**

**Second Cup Coffee Co. is looking for:**  
Friendly, energetic people to train as coffee agents and look after our customers.  
We offer:  
• Competitive hourly wages  
• Flexible shifts  
• Opportunity for advancement  
• An enjoyable working atmosphere  
**Apply at Second Cup Unionville**  
**Warden & Hwy #7**

540 hotel restaurant

**1ST & 2ND COOK REQUIRED**  
for busy catering kitchen. F/T & P/T. Clean drivers record. Call 905-479-2676 or fax: 905-479-2688

545 teaching opportunities

**Experienced ECE's** needed for full time positions in Markham area childcare centres.  
**Fax resume to: 905-886-3843**

510 general help

**ASSEMBLERS** needed, temporary and permanent, for high-tech window covering manufacturer. Apply: 181 Amber St. Markham

**FULL & PART-TIME HELP WANTED DELI DEPT.**  
Students welcome. Some exp. req'd.  
**Call: 905-474-0178**  
**ask for Nick**

**HORTON SPICE MILLS**  
Req. people for Heavy packaging of spices.  
**Call Gloria (905)475-6130**