

509 drivers

509 drivers

525 office help

525 office help

525 office help

525 office help

535 hospital, medical, dental

535 hospital, medical, dental

545 teaching opportunities

**DRIVER/WAREHOUSE ASST.**

Part-time position (3 days/week) making local deliveries with one-ton cube truck and assisting in warehouse with shipping & receiving duties. Must be dependable and have an excellent driving record. Training will be provided. Please fax resume to:  
**Technic Inc. at 905-940-4470**

515 skilled &amp; technical help

515 skilled &amp; technical help

**LASER PRINTER TECHNICIAN**

required by Markham computer firm. Experience on HP & Lexmark printers preferred. Salary, commission and benefits. Car required.

Fax resume: 905-477-6859  
 email: sales@cwpsolutions.com

525 office help

525 office help

**GANZ**, leading the way with distinctive giftware and lasting customer satisfaction, currently requires....

**DEPOSIT CLERKS (2)**

We are looking for two deposit clerks with experience in processing large volumes of cash/cheque applications, various A/R adjustments, processing payments on credit cards and reconciliation of customers' accounts. Successful candidates will have at least two years' experience in accounts receivable or general accounting. Ideal candidates must also be able to meet deadlines and work well under pressure. Previous exposure to a multi-currency environment is preferred.

One position requires own transportation to make deposits. The second position will have a combination of deposit and general accounting duties.

Interested candidates are invited to respond in writing to: Human Resources, One Pearce Road, Woodbridge, ON L4L 3T2 Fax: (905) 856-4647  
 email: hrcanada@ganz.com

**FAST TRACK YOUR CAREER**

Great opportunity for a cheerful, high energy, very outgoing person, with outstanding communication skills to assist Doctor in providing superior health care. Great hours. Excellent training provided. If you are a recent university grad or other ambitious individual, this is for you!

Apply in person

**West Chiropractic Clinic**  
 4747 Hwy. #7 East, Unionville

**RECEPTIONIST/ TYPIST**

Busy real estate office. Full time permanent, must have: R.E. exp., Quick, MS Word min. 35 wpm. Opportunity to learn & grow, positive attitude, multi-task ability, teamwork & communication expert, customer service specialist.

Fax resume to:  
**Karen 905-470-7770**

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**MILLER THOMSON LLP  
Evening Corporate Secretary**

Miller Thomson LLP, a prominent national law firm with offices in Toronto, Vancouver, Calgary, Edmonton, Markham, Whitehorse and Washington D.C., is seeking an Evening Corporate Secretary in our Markham office.

The successful candidate should have a minimum of three years' experience as a corporate legal secretary and a Community College Diploma or equivalent.

The position requires someone with strong secretarial, organizational and technical skills. The incumbent should be able to work independently and have strong attention to detail.

If interested, please forward your resume in confidence to:

**Robyn Campol**  
 Manager, Human Resources  
 20 Queen Street West, Suite 2500  
 Toronto, Ontario M5H 3S1  
 Fax No.: 416-595-8695  
 E-mail: rcampol@millerthomson.ca

For temporary positions in:  
**PAYROLL SPECIALIST  
 STAFF ACCOUNTANT  
 COLLECTIONS SPECIALIST  
 ACCOUNTS PAYABLE  
 ACCOUNTS RECEIVABLE  
 BOOKKEEPER**

**accountemps**

Tel: (905) 709-8009 Fax: (905) 709-3664  
 Email: markham@accountemps.com  
 For more information visit our website at  
 www.accountemps.com

**MARKETING ASSISTANT**

4 day work week. Swiss Herbal Remedies Ltd. is seeking a mature, experienced individual to fill the position of Marketing Assistant to the Manager, Marketing & Training. You must have a min. of 2 years experience in an office/ marketing environment. Your duties will involve direct communications with printers, ad agencies and media. Advanced computer skills are necessary for this position along with excellent communications skills. Bilingualism (English/ French) are definite assets. Clerical duties as assigned. Forward detailed resume with references to:

**Human Resources,  
 Swiss Herbal Remedies Ltd.  
 35 Leek Crescent  
 Richmond Hill, ON L4B 4C2  
 or fax: (905)886-5434**

Please no telephone inquiries. Only those selected for an interview will be contacted. Thank you.

For temporary positions in:  
**CUSTOMER SERVICE  
 EXECUTIVE ASSISTANT  
 ADMINISTRATIVE ASSISTANT  
 RECEPTION / SWITCHBOARD  
 MARKETING / SALES ASSISTANT**

**OFFICETEAM**

Tel: 905-771-8272 • Fax: 905-709-3664  
 Email: markham@officeteam.com  
 For more information visit our website at  
 www.officeteam.com

**LEGAL SECRETARY**

Full-time for Markham law office. Min. 3 yrs. experience; working knowledge of software pertaining to Real Estate, Corporate & Estate law.

Fax resume to: (905)513-7147

**Data Entry/Account Administration**  
 Markham company requires experienced individual for our Data Entry Dept. Strong computer skills, organization and time management skills a must. Reliable transportation and flexibility required.

Please fax resume to: 905-470-4115

**SPECIALS EVENTS CO-ORDINATOR****Part-time Contract Position**

- Plan/ coordinate/ implement special events
- Obtain corporate sponsorships, prizes, goods-in-kind

Fax resume: (905)472-9776

525 office help

**PART-TIME  
BOOKKEEPER**

required for East Markham business.

Call  
 (905)201-0838  
 or fax resume:  
 (905)201-0839

**Please  
Recycle**

A renowned builder in Markham requires  
**F/T Receptionist/ Clerical Staff**  
 Starting \$10/hr. Must have experience in MS Word, Excel, excellent people skills and telephone manner.  
 Fax resume to: (905)479-1530

Canadian distributor in Richmond Hill seeking individual to work in Customer Service dept and to handle some administration tasks. Skills must include computer knowledge, detail oriented and ability to multi-task effectively. French would be an asset. Fax resume to:  
 Rose Harwood, 905-763-8322 or  
 e-mail rharwood@seikocan.com

530 sales help &amp; agents

530 sales help &amp; agents

**SALES  
REPRESENTATIVES**

Interested in joining the fastest growing name in educational technology?

Renaissance Learning currently has opportunities available for dynamic and detail-oriented Sales Representatives in our Aurora office to sell our educational software to the K-12 school market.

Selling is done via the telephone through leads - no cold calling.

Candidates should possess excellent communication, organizational and basic PC computer skills.

Renaissance Learning of Canada offers an attractive salary, comprehensive benefits package, and a dynamic work environment where people are given respect, responsibility, and independence.

If you are interested in joining our dedicated team, please forward your resume in confidence to:

**Patricia Weise-Hoover**  
 e-mail: jobs@renlearn.ca  
 by fax: (905)726-8119

P.O. Box 220

**Aurora, Ontario L4G 3H3**

**Renaissance Learning of Canada**

Helping Educators Improve Schools  
 Through Technology and Research

Richmond Hill's largest Call Centre needs Experienced full & part time, day & evening **TELEMARKETERS** and **SALES REPS**

- \$10-\$12/hr guaranteed +commission
- Benefits available
- Career opportunity with room for growth
- Flexible hours -9am-12 midnight

Please call Ian at (905)709-0919

One of North America's largest financial services companies is expanding.

If you desire a dynamic career with excellent income potential:  
**Call Mauro at 1-888-248-9717**

532 retail sales help

532 retail sales help

**On-line Store Manager**

Good oral and written communication skills, digital photography, html knowledge, organized.

MS Word: E-mail resume to:  
 sheraton\_antiques@hotmail.com

535 hospital, medical, dental

535 hospital, medical, dental

**PDA for Orthodontic  
Office In Stouffville**

3-4 Full days  
 Fax resume to  
 (905) 642-9692  
 or call (905) 642-3642

**AMICA at SWAN LAKE  
Retirement Residence**

Immediate Positions:

**RPN** - part time evenings

Forward resume by fax:  
 (905)201-6059 or  
 e-mail: ahever@amica.ca

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

**Experienced  
MEDICAL  
SECRETARY**

Computer skills and typing a must. Mature with good recommendations.

Fax resume to:  
**905-884-9187**

or mail to:

**Dr. Y. Karas**  
 10014 Yonge St.,  
 Richmond Hill, ON, L4C 1T8

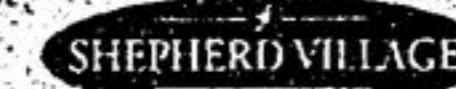
Shepherd Village Inc. is a caring community providing a continuum of care from independent living up to and including needs of the mature adult in a Christian environment. *Make a difference in someone's life by joining our unique and caring family of employees and clients as...*

**CARE COORDINATORS**  
(Retirement & Long Term Care)

These two key positions will coordinate the wellness and care plans for the residents. The successful candidates must have a minimum of 5 years previous supervisory experience with demonstrable strong management and problem solving skills. Candidates must hold a current RN license with the Ontario College of Nurses. Long term care experience is preferred.

These are full-time, day positions with a competitive salary, bonus & benefits package. Come to beautiful surroundings, a positive and upbeat working atmosphere with career development opportunities, as new programs develop, in the soon to be completed state-of-the-art long-term care facility.

Human Resources  
 Shepard Village Inc.  
 3758 Sheppard Avenue East,  
 Toronto, ON M1T 3K9  
 Fax: 416-293-6229  
 E-mail: info@shepherdvillage.org

**PART-TIME PHARMACY  
MARCHADISER**

Evenings and weekends.

Suitable for student/ homemaker.

Fax resume to (905)471-3732

EST 1989

**Home Relief**

Health Services Inc.  
 HOME CARE & NURSING

**Requires****PSWs / HCAs**

for private and facility work  
 in Markham, Stouffville &

Richmond Hill

Car is required

Call 905-472-0709



Care Plus is a rapidly expanding progressive health care company offering a full range of nursing and therapy services.

Our community paediatric team requires RN's for York Region. Paediatric specialty training and in-house Certification provided. Returning to nursing? We can help. Competitive rates.

Please fax resume to:  
 (905)306-1709 or  
 Toll Free 1-866-899-9108  
 Or call (905)306-0202 or  
 Toll Free 1-877-560-0202

Reliable, enthusiastic, energetic  
**ECEs/ ECAs & Assistants**  
 wanted for the Markham area.  
**Please call**  
**416-895-2009**  
**905-201-1706**

510 general help

**Advertising  
Sales Required  
for the  
Shoppes  
Newsletters**

Candidates must be outgoing, self motivated and work well under tight deadlines.

Fax resume  
 905-982-0351 or  
 sales@theshoppes.ca

Company in wood industry has immediate openings for **LABOURERS & MACHINE OPERATORS** Day & Night shift available.  
**(905)640-4788**

**FACTORY  
HELP**

Able to lift 25kg., unload trucks, package parts in cartons, stack cartons on skids. Apply in person: 8 Steelescase Rd.W. (Steeles/ Woodbine) 8am-4pm, M-F

**SUBWAY**

Subway Sandwiches Stouffville, has openings for **P/T Days, Evenings & Weekends** Apply in store Mon. - Fri. 9am-5pm

**Take a Free  
Vacation!**

Access to a computer? Work at home on line. \$2000+ p/t, \$5000+ ft. Toll free  
**1-877-418-1741**  
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