

525 office help

525 office help

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535 hospital, medical, dental

535 hospital, medical, dental

510 general help

510 general help

510 general help

RECEPTIONIST/ADMINISTRATION

Markham based computer company looking for a receptionist as well as fulfill light administrative duties. This position is full-time. The ideal candidate shall bring to the position:

- Excellent communication skills
- Experience in reception and administration duties
- Assist with office staff on assigned duties
- Knowledge of MS Word, Excel and comfortable with email.
- Has worked with Meridian Phone System and voice mail

Please fax/email/mail resume to:



Blair Technology Solutions Inc.
3575 14th Ave., Unit 10
Markham, ON L3R 0H6
Fax: 905-474-9159
Email: btssale@blairtechnology.com

ACCOUNTS RECEIVABLE

25 hours/wk. Warden/Steeles, publishing office. Requires an independent worker experienced in Microsoft Office, with collections experience.
Fax resume Attn: Gloria
905-475-9246

Mayfair Racquet & Fitness Club requires permanent part time FRONT DESK RECEPTION

staff for early morning position. Enthusiastic and outgoing individuals should call Francine at 905-475-0350, ext. 236 for further information.

Established Vaughan Law Firm requires a LEGAL ASSISTANT

Corporate/ Commercial Assistant
3-5 years experience
LEGAL SECRETARY
Real Estate Dept. Recent Graduate
Fax resume in confidence to:
Dorothy Jones 905-760-2900

FULL TIME BOOKKEEPER/ADMINISTRATOR

Req. for a group benefits provider located in Markham. Must be computer literate with knowledge in MS Office. Must also have good communication skills and the ability to handle customer inquiries in a professional and efficient manner. Competitive salary and benefits. Hours 8:30am-4:30pm
Fax resume to: (905)477-2249

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

LEGAL R.E. ASSISTANT
Experience required.
Markham.
Fax resume
905-477-3978

PART-TIME BOOKKEEPER
required for East Markham business.
Call
(905)201-0838
or fax resume:
(905)201-0839

MARKETING ASSISTANT
req'd for fast-paced distributor of Licensed products. Experience with major retailers preferred. References a must. Terrific growth opportunities. Please fax resume to: 905-946-0702

530 sales help & agents

RIBO LICENSED CSR,
Markham area. Salary based on experience. Fax resume to 905-479-5551

530 sales help & agents

Entry Level Sales

Leading Canadian vitamin company requires personnel to service established customer base in Ontario. Position involves, inside sales, merchandising and field sales. You must be sales oriented, organized and have a strong desire to succeed. Related experience dealing at retail level preferred. Must have your own car. Competitive salary, bonus and car allowance provided.

Submit resume to:
Sales-F
35 Leek Crescent
Richmond Hill, ON L4B 4C2
Fax: 905-8865434

Previous applicants need not apply

ACURA SALES & LEASING PROFESSIONAL

Required immediately for high end import dealer. The successful candidate must have previous auto sales experience.
We offer: ✓Salary & top commission plan
✓Car allowance
✓Bonus plan & on going incentives
✓Health benefits ✓On going training program
✓Large inventory ✓New & used to sell from
Apply in confidence to David or Gabriel
Tel: 905-841-1400 Fax: 905-841-8650
STERNE ACURA
15795 Yonge St., Aurora

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

535 hospital, medical, dental

535 hospital, medical, dental

CERTIFIED DENTAL ASSISTANT
Required full time for a progressive dental team in Markham.
Please fax resume to:
905-294-2254

PART-TIME PHARMACY MERCHANDISER
Evenings and weekends.
Suitable for student/ homemaker.
Fax resume to (905)471-3732

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.

ELGINWOOD LTC

Richmond Hill, Ontario
Opening: Spring 2002

- Director of Care
 - RN's & RPN's
 - Recreation Aides
 - Music Therapist
 - Comfort Care Coordinator
 - Staff Educator
 - Volunteer Coordinator
 - Residence Service Coordinator
- Geriatric Exp. Essential
We offer a progressive, supportive environment. Please fax your resume to Bonnie Wilson, fax no.: 905-471-0750

540 hotel restaurant

540 hotel restaurant

WAIT STAFF

Part-time positions available at The Glynwood, a luxury retirement residence in Thornhill. Experience preferred in a fine dining establishment.

4 shifts: 4:30pm - 8:30pm bi-weekly & alternate wknds. and 7am-3:30pm
10 shifts: 4:30pm - 8:30pm bi-weekly & alternate wknds.
Fax resume to Claver Gonsalves
(905) 881-9490



535 hospital, medical, dental

545 teaching opportunities

PART/FULL-TIME MEDICAL SECRETARY
For Markham office. Medical experience required.
Fax resume to 905-201-0018

Childcare Centre in Unionville requires **ASSISTANT TEACHER**
Fax resume to: (905) 946-1116

510 general help

510 general help

EXPERIENCED HAIRSTYLIST
required with clientele for Markham Salon. Also ESTHETICS ROOM available
Call (905)471-7676

FULL TIME/ PART TIME STUDENTS/ OTHERS \$18.05 to START
• 31 openings/must fill by Jan. 18
• flexible hours/ training provided
• no door to door or telemarketing
Call: (905) 415-9299
www.workforstudents.com/on.

ATTENTION EAST THORNHILL RESIDENTS
The Liberal Distribution Department requires reliable individuals to insert and deliver newspapers door to door. 3 times per week. Route sizes 100 to 250 homes. Reliable vehicle necessary. Work from home. Call to register for a route in your area.
(905) 881-3373 ext. 261
THE LIBERAL

Wee Watch
The head office of Canada's largest day care system is looking for an individual with strong computer skills for a new clerical position in the childcare department. P/T. Flexible hours.
Fax resume to Enid at: 905-479-9047

COUNTER PERSON
Reliable, Responsible, full time, part-time
Markville Dry Cleaners
6040 Hwy #7.
(905)472-3507

PICK PACK SHIPPER
for high volume distribution centre. Must be able to work flexible hours & lift 50-75 lbs and speak & read English fluently. Minimum 2 yrs. warehouse exp. & knowledge of small ship systems. Fax resume to: Misco Canada, Attn. Distribution Manager, Confidential
905-477-6615

GENERAL HELP
For new and used clothing wholesaler in Markham. Sorting & handling of materials.
Fax resume to 905-474-4471

Our new Stouffville location is hiring for all positions and shifts!

Open House

- All Management
- Servers • Bartenders
- Kitchen Help • Cooks
- Seaters/Greeters

You share in our idea that quality and guest service come first and are looking for a place to grow, have fun, and make money.
Please visit us for an on-the-spot interview!
Interviews to be held:

Friday, January 18th
10 am - 1 pm & 2 pm - 7 pm
Saturday, January 19th
9 am - 1 pm & 2 pm - 6 pm
Stouffville Recreation Centre - 2nd Floor
(9th Line north of Main)
Or drop your resume off at 15 Sandale Road.

Local registered charity needs **CANVASSERS** immediately.
Cash paid nightly.
Call Dave
905-201-7720

Stay Home and Work OnLine
Make \$500-\$7000 in your spare time. Step by step system.
www.royal-biz-empire.com

SWISS CHALET
ROTISSERIE & GRILL

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

CROSSING GUARDS
required immediately for
• Hollingham/Lockridge
• Raymerville/Higginson
• John Button/Capt. Francis
• We also require paid back up crossing guards- Great pay.
WE NEED YOU NOW!
PLEASE STEP UP & HELP!
416-606-0901

Promote your company's **INTERNET PRESENCE** in the Classifieds. Be sure to include your **WEB ADDRESS**

BETZ POOLS STOUFFVILLE
requires full time **Retail Sales Help**
Experience an asset.
Call for appointment.
Call Lynda or Ted:
905-640-1424

PETRO CANADA
KENNEDY & Hwy 7 CAR WASH ATTENDANT
for mornings.
Fax resume to: (905)477-5213
or apply in person