



525 office help

Markham law firm requires
2 LEGAL ASSISTANTS
• Family Law - 6 months to 1 year (maternity leave)
• Litigation - Full time permanent. Experience required.
Fax resume to: 950-940-3139

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

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

ASSISTANT
Markham company requires experienced individual with excellent people skills. Must be an independent worker with great organization and time management skills. Customer service and shipping/ receiving experience, computer knowledge and secretarial skills necessary. Reliable transportation and flexibility required.
Fax resume to: (905)415-6992.

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

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

BOOKKEEPER
Markham Company
15 to 25 hours per week. Own vehicle required. Knowledge of Quickbooks and Lotus. Duties include answering phones etc. Start mid-February.
Call 10am to 4pm (905)294-0166

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

525 office help

Due to rapid growth, GANZ currently requires....
CREDIT & COLLECTION REPRESENTATIVES
A minimum of 2 years' experience in performing credit investigations, setting credit limits and collecting accounts in a computerized credit environment is required. Persuasive collection skills are essential with exposure to U.S. commercial accounts preferred. One position requires French language skills.
Please forward your resume to:
Human Resources Department
Fax: 905-856-4647
Email: hrcanada@ganz.com



Canada's largest Truckload Carrier is currently seeking a:
Dynamic Communicator
- telemarketing to secure new customers
- developing & maintenance of own account base
- qualifying and securing leads for our Sales Force

If you have any of the above skills, good command of the English language, and the ability to work without direct supervision, then don't turn down this opportunity to be part of our team. Compensation includes salary and extensive benefit package. Send your resume in confidence to:
Highland Transport
2815 14th Avenue, Markham, ON L3R 0H9
Fax: 905-513-1023
e-mail: torsale@highlandtransport.com

No phone calls please
We appreciate your response, but only those applicants being considered will be contacted.

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

ADMIN ASST. 30-35K
We are looking for 5 years' experience to work in Markham Area. Must have excellent computer skills. Good communication and interpersonal skills. Experience working with senior management.
Please email your resume to fba@ils.net

INSIDE SALES/ SERVICE
Small industrial distributor located in Markham has an immediate position available. Experience is an asset but willing to train the right person. The position includes a variety of responsibilities, primarily customer service and general shop duties. You must have excellent communication skills and a willingness to learn.
Please fax resumes to:
905-475-8267

530 sales help & agents

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

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

535 hospital, medical, dental

OFFICE MANAGER
For busy Orthodontic practice in York Region. Resourceful, friendly, organized. Up to 4 days/ week Orthodontic experience preferred. Must be willing to do some reception/ co-ordinator duties.
Fax resume to: 905-642-9692

535 hospital, medical, dental

535 hospital, medical, dental

535 hospital, medical, dental

Required immediately:
• HSW • PSW • HCA
• Casual Staff • Guaranteed Full-Time Hours
• Regular Part-Time Staff • Benefit's Package
We offer competitive wages and educational opportunities. Certification, a valid driver's licence, and a vehicle are required.
Qualified applicants apply to:
Tel: (905) 715-7808 or
Fax: (905) 715-7868
e-mail: smanduca@prefhealthcare.com



Preferred Health Care Services Inc.

Unionville Home Society
A charitable organization offering housing and care for the elderly, requires
REGISTERED PRACTICAL NURSES WITH MEDICATION CERTIFICATE
PART TIME POSITIONS AVAILABLE
3:00 pm - 11:00 pm alternate week-ends
11:00 pm - 7:00 am alternate week-ends
CASUAL POSITIONS AVAILABLE
Day, Evening and Night shift
UHS offers resident-focused care, fosters a team driven environment. Provides ongoing inservice education and promotes career development through our learning center and internal posting policy.
GERIATRIC NURSING IS THE SPECIALTY OF THE FUTURE. JOIN OUR TEAM!
Please forward your resume to:
Sara O'Donnell, Co-ordinator, Human Resources
Unionville Home Society
4300 Hwy 7, Unionville, Ontario L3R 1L8
Fax# (905) 477-5938 or e-mail sara@uhs.on.ca
No phone calls please. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

535 hospital, medical, dental

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

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

HEALTH & FITNESS CLUB
Has full and part-time positions available for
KITCHEN/COUNTER HELP
Experienced individuals should fax their resumes to:
Food & Beverage Manager
(905)475-7151

540 hotel restaurant

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

540 hotel restaurant

535 hospital, medical, dental

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

540 hotel restaurant

F/T GENERAL KITCHEN
help required for Markham/ Richmond Hill area. Mon. to Fri. Must be reliable, cooking exp. preferred.
Fax resume to: (416)493-3969

545 teaching opportunities

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

Please Recycle



540 hotel restaurant

WAIT STAFF
Part time positions available at The Glynnwood, 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 - 8:30 pm bi-weekly & alternate wknds.
Fax resume to Claver Gonsalves
(905) 881-9490



510 general help

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

510 general help

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

529 inside sales help

529 inside sales help