

525 office help

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545 teaching opportunities

545 teaching opportunities

510 general help

510 general help

Ford SECRETARY

Markville Ford Lincoln is seeking a permanent, full time sales secretary. This position requires data entry, generating inventory reports and licensing documents. Automotive experience is preferred but not necessary - we will train the right candidate. Proficiency in Word, Excel and internet applications is a must. Please apply to:

Chris Stehr
Markville Ford Lincoln,
21 Main St., Unionville
(905)474-1350

RECEPTIONIST/ACCOUNTING CLERK

Required for a busy office in Markham. Previous office experience, strong command of English and excellent telephone manner required.

Forward your resume to:
Fax 905-477-4099
or email: dcheung@cms400.com

ADMIN/SALES ASSIST'T.

for Markham Co. Post Sec. Educ. an asset, Word, Excel, & some Bookkeeping exp. req'd.

Fax resume to: 905-475-6075
att'n: Janet or email to: rod@brodi.com

Bilingual Clerk - Markham

Our client, one of Canada's most successful automotive publishers has an excellent opportunity for an administrative support clerk to handle clerical duties and customer service. Responsibilities would include handling incoming calls, orders and inquiries, sorting incoming mail, input of new orders and establishing new accounts on computer system, publishing maintenance reports, and various other administrative activities as required. The successful candidate is a friendly, outgoing, self-motivated individual with the following skills:

- Fluently bilingual in English and French (written and verbal)
- Proficient in the use of MS Word(Office), Windows 95/98, e-mail, internet
- Strong communication and customer service skills
- Ability to work within deadlines & multi-task
- Willingness to work in a fast-paced, dynamic, and progressive environment

Cromark International

Reply in confidence to
Clive Crowe
(905) 816-9090 ext 301
(905) 816-9077 Fax
(416) 410-4424 Toronto
E-mail: ccrowe@cromark.com

**ADMINISTRATOR/
DICTA TYPIST**

Full time.

Detail oriented.

Central Unionville.

Fax resume: 905-479-4406

530 sales help & agents

530 sales help & agents

**INSURANCE OFFICE
PERSONAL LINES SALES**

We require RIBO licenced person to generate personal lines business. Salary & bonus. Also have Personal Lines Program inhouse to assist.
Ph: (905)415-1015, Fax: (905)415-8648

**JOIN THE SHANAHAN
SALES TEAM!**

We're looking for self-motivated, energetic people who wish to earn an above average income. We offer a competitive remuneration package, benefits and a demo program.

If you're interested, please fax resume to:

Randy Winstone or Tony Caietta

SHANAHAN

- Ford

567 Davis Drive, Newmarket
905-853-5000, 416-798-4858
Fax: 905-853-3004

**"The Difference
is Genuine"
High Achievers
Required!**

Allied International Credit Corp., a leading credit recovery agency, seeks results-oriented individuals to join our team of telephone collection officers at our Markham call centre. We offer a fun and fast-paced working environment, paid training, and opportunities for advancement based on your abilities.

We seek candidates who have good English communication skills, keyboarding experience, perseverance, and a winning attitude. Previous collecting experience is not required.

We offer a safe and friendly working environment, a rewarding compensation package and comprehensive benefits (including free parking, educational assistance, personal fitness training, Employee Share Option Plan, and monthly/quarterly incentives to employees who produce results).

To find out why we were selected as one of "Canada's 50 Best Managed Private Companies" in 1999 and 2000, contact Human Resources at 905 513 3507 or check out our web site at www.aiccorp.com. Fax resumes to 905-470-8155 or e-mail them to hr@aiccorp.com. Please quote Reference C-021402.

DATA BASE RESEARCH & MAINTENANCE

You like digging for corporate information and value accuracy. If so this job researching and updating a data base of companies will appeal to you. You have many years of Canadian business to business experience combined with superior telephone skills, fluent English and a working knowledge of windows. Steeles & Woodbine location. Retirees are welcome.

For company information view www.taxsave.ca Email your resume to ylove@taxsave.ca or faxing to 905 305 8905

We regret that we will only be able to contact those that we ylove@twish.com to interview.

535 hospital, medical, dental

535 hospital, medical, dental

MEDICAL RECEPTIONIST

Markham Physicians' office
EKG & Venipuncture an asset
Flexible up to 25 hours/wk.
Fax: 905-479-9635
staffing@refinedsearch.ca

P.D.A.

Friendly, responsible, HARP certified P.D.A. for a fast paced Stouffville Orthodontic office. 3-4 days. Recent grads welcome.
Fax resume to: 905-642-9692
or call: 905-642-3642

RECEPTIONIST

for family doctors office. Full time or 2 part-time. 1 year experience with computer and OHIP billing is a must.
Fax resume 905-472-1880

**•Permanent & Temporary
RN & RPN positions**

• Full-time RN Evening Supervisor
• HCAs/PSWs Part-time weekends.
If you enjoy a proactive setting, autonomous practice join our team at
Aurora Resthaven
Submit resume to:
Aurora Resthaven
32 Mill St.
Aurora, ON, L4G 2R9
or fax to: 905-727-6299

540 hotel restaurant

540 hotel restaurant

**BARTENDERS
& WAIT STAFF**

needed part-time for now,
full-time for summer.
Call (905)470-6955.

Parkview's Garden Restaurant requires
PART-TIME WAIT STAFF
with cooking experience. Flexible hours Monday through Sunday
Noon Shift plus 5:00-7:30 p.m. shift.
Please contact Cheryl Dummitt at
905-640-1940x26

Oxford Learning Centres

Teachers req'd: P/T, F/T.
ECE, Elementary, High School,
also Summer Camp.

For 2 locations:
Steeles/ Brimley, fax: 416-321-1630
Hwy #7/ Kennedy, fax: 905-513-8010

510 general help

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**WE NEED YOU NOW!
PLEASE STEP UP & HELP!
CROSSING GUARDS**

required immediately for
* Hollingham/Lockridge
* Carlton/Chant
* John Button/Capt. Francis
• We also require paid back up
crossing guards- Great pay.
416-606-0901

**Markham Green
Golf Club**

Positions available for 2002 season

**Grounds, Proshop
and Support Staff**

Must possess G or G2 license
Please forward resumes to:

Paul C. Morrell
(pmorrell@ca.ibm.com)
120 Rouge Bank Dr.
Markham, ON L3S 4B7
Tel: 905-294-6455 Fax: 905-294-6288

510 general help

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MOLLY MAID**Markham**

Is looking for a mature, responsible individual to join our staff of home service professionals. Monday - Friday, no evenings/weekends. Training provided. Part time positions also available.
Call: 905-642-2575

**Join Barefoot Grass
you'll find the grass is
Greener on our side!**

Full-Time/Part-Time
Sales Reps,
Lawn Technicians,
Dispatcher.
Salaried positions from
\$525/wk. - \$825/wk
Hourly positions \$9-\$14/hr
Fax resumé to: 905-760-0470



Our new Stouffville location is still
looking to hire a few more...

**• Servers
• Kitchen Help
• Dishwashers**

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.

Visit us at 15 Sandale Road
for an on-the-spot interview!

**SWISS
CHALET**

ROTISSERIE & GRILL

IMMEDIATE!

Vet Tech., min. 3 yrs. exp.
as Clinic Supervisor at wild-
life centre in York Region
weezgagne@aol.com

**KITCHEN
HELP**

Must be hard working & have a good sense of humour. Some kitchen exp. an asset.

Please fax resume to:
905-513-7536
or call Marilyn
(905)513-0011.

**MAINTENANCE
STAFF**

required for racquet & fitness clubs. Must be reliable and fluent in English.

Please fax resume to:
Paul
905-475-7151

**DISPATCHER**

required for busy Markham towing company. Knowledge of computers an asset. Must be able to handle a fast paced environment willing to train. Benefits available.

Call (905)472-0426

CLEANERS

Couple. 6 nights per week. Experience only, please. Only those with experience will be contacted.

Call:(905)773-7053

**MAPLES OF BALLANTRAE
GOLF CLUB**

Do you enjoy working outdoors?
Are you enthusiastic, responsible,
and a team player?

Then come join our maintenance crew!

Fax resume to Adam at:
(905)640-4713

Students & Retired welcome.

Ford LOT PERSON Ford

Markville Ford Lincoln in Unionville is seeking a full time permanent Lot person. Job responsibilities include new vehicle check in, window etching, lot display and general lot duties. Our work environment encourages energy and enthusiasm, creating a strong team effort. Please be prepared to provide a recent Driver's License abstract and resume, and apply to:

Chris Stehr
General Sales Manager
Markville Ford Lincoln,
21 Main St. Unionville
(905)474-1350

SPARKLE POOL & SPA

Looking for a motivated & energetic individual for customer service and inside sales. Swimming pool experience preferred but not necessary. Required immediately.

Fax: 905-415-8006 • Call: 905-415-0808

**Town + Country BMW
CAR JOCKEY**

Required Monday to Friday 9am-6pm. Valid drivers license with a clean abstract a must.

Email or fax resume to:
arthur@tcbmw.com
(905)886-0408

**DRIVER/ SERVICE REP**

Required by leading Markham manufacturing company for daily pickup & delivery in Toronto and surrounding GTA. Must have Class G, clean driving record and excellent communication skills. Knowledge/ experience in wood-working or tooling industry an asset. We supply est'd routes, van, benefits.

Fax resume to:
Ms. Eremita
FS Tool Corporation
(905)475-0347

[PART-TIME EVENINGS

2 x 15 x 4 Insertions
MKM/STOUFF
Sat.Feb.16&Tues.Feb.19
Sat.Feb.23&Tues.Feb.26
fr. OSHAWA (JANICE)]

**HANDY PERSON/
GENERAL LABOURER**

For reno. and maintenance projects Hwy. 407/ 404. Demolition, basic carpentry, plumbing, electrical and drywall. P/T. and F/T.

Fax resume to: 905-477-3978