

525 office help

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545 teaching opportunities

545 teaching opportunities

510 general help

ACCOUNTS RECEIVABLE

required for construction industry. Knowledge of Accpac.
Fax 905-479-8305 or email parinda@chouinardbrothers.com

Looking for full/part time **Customer Service/Telemarketer.** Excellent telephone and customer service skills. Computer knowledge an asset. Flexible hours.
Please fax resume to: (905) 471-0206
-Attention: Trish Northey

GENERAL ADMINISTRATIVE ASSISTANT required for busy Richmond Hill new home builder. Duties are wide ranging and challenging. Positive attitude and ability to work as part of a team is required. General office, computer and accounting knowledge are essential.
Please fax resume with salary expectations to: A. Holder @ 905-944-8366

CREDIT/ COLLECTIONS

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.
Please forward your resume to: **Human Resources Department**
Fax: 905-856-4647
Email: hrCanada@ganz.com
GANZ

LEGAL SECRETARY

Must have 2-3 years experience in personal injury and insurance litigation, non-smoking, Hwy #7 & Leslie.
Malach & Fidler, fax resume to: (905)889-1139

JR. RECEPTIONIST

Fluent in English with multi-line phone experience. Able to multi-task and take the initiative. Computer literate with proficiency in MS Office and Email.
Email resume to: info@silentgliss.ca

Canadian distributor in Richmond Hill seeking Customer Service Representative. Skills must include good computer knowledge, detail oriented and ability to multi-task effectively. Candidate must be completely bilingual in French.
Fax resume to: Rose Harwood, 905-763-8322 or e-mail rharwood@seikocan.com

Markham Insurance office requires **COMMERCIAL CSR & MARKETER** to manage a commercial department.
Must be RIBO licenced. Min. 1 year experience. Salary & benefits.
CPI Group call (905)415-1015

Walk-In Clinic Garden Basket Plaza (Hwy 48 & 16th) requires part-time evening & weekend **RECEPTIONIST**
Please fax resume. Attn: Doris (905)642-6339

Receptionist / Administrator

(F/T) Excellent oral communication and telephone skills required. Working knowledge of PC's, Word, Excel. \$26K-30K. Fax resume to Forsys Corp. at: 905-305-1810.

RECEPTIONIST

A Markham general insurance office requires experienced receptionist. Duties include switch board, filing & computer work.
Fax resume to: 905-415-8648

RECEPTIONIST

Immediate position in Markham for Receptionist with excellent communication skills, Microsoft Office, accurate data entry, bookkeeping knowledge and French language an asset. References. Fax resume to: 905-479-8714

JOIN THE TEAM
For temporary positions in:
EXECUTIVE ASSISTANT
OFFICE MANAGER
CUSTOMER SERVICE
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

CAREER-MINDED ACCOUNTANTS
COME JOIN THE INDUSTRY LEADER
For temporary positions in:
SENIOR ACCOUNTANT
STAFF ACCOUNTANT
PAYROLL SPECIALIST
ACCOUNTS PAYABLE
ACCOUNTS RECEIVABLE
ACCOUNTING CLERK
DATA ENTRY

accountemps

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

Receptionist

Industrial/ Commercial Real Estate company located in Markham is seeking a highly motivated full time Receptionist with real estate experience. This individual must be able to multi-task in a fast paced environment as well as possess a strong command of the English language. Typing skills as well as knowledge of using the Internet, Trebvision, Windows 95/98, MS Word, Corel Wordperfect and Excel is a necessity.

Should your qualifications meet the above requirements, please fax your resume to (905)477-0505

SECRETARY

Private investigation firm. Proficient computer skills, Word essential, typing minimum 60 wpm, dicta, Excel, English & grammar.

Fax resume to **Northwood & Associates**
416-444-5841

TELEMARKETER

A dynamic high performer with superior communication skills is required full-time to make appointments with business executives for outside sales representatives. After six months in our Steeles/Woodbine office you have the option to work from home.

Leave a voice message at 905 305 8900 ext. 555 and ALSO email your resume to: mgrossma@taxsave or fax to: 905 305 8905
Check us out at www.taxsave.ca

We regret that we can only contact candidates selected for an interview.

SENIOR ACCOUNTS PAYABLE CLERK

Required immediately for a busy growing manufacturing company located in the Markham area. Knowledge of Excel required. Good communication skills with a keen eye for detail are essential. Prefer 3 years experience minimum.
Respond to PO Box #17, c/o The Markham Economist & Sun, 9 Heritage Road, Markham, ON L3P-1M3

530 sales help & agents

530 sales help & agents

MAKE BOOKS YOUR BUSINESS!!
\$40K min. Guarantee

An opportunity has arisen for a Marketing Distributor in the Richmond Hill/ Markham area. No selling is involved, just daily deliveries to new and existing customers.

We provide:
• Full training
• Field support
• A guaranteed min. per year income of \$40K
You provide:
• Self-motivation
• Organization
• Customer service
• Storage for stock
Call or visit our website:
1-877-325-4766
www.alironmarketing.com

530 sales help & agents

535 hospital, medical, dental

SALES PERSON

commissioned for roofing & eavestrough company in York Region. Experience preferred.
Fax resume to: 905-294-4016

RNs, RPNs HCAs and PSWs

Needed immediately for all shifts. Good rates.
Call 5-STAR HEALTH CARE
905-472-3345

535 hospital, medical, dental

535 hospital, medical, dental

CDA/ PDA/ RN(s)

Surgical assistant required immediately, weekdays for oral surgeon and periodontist in UNIONVILLE. Recent graduates welcome.
Phone (905)479-1856 or Fax resume (905)479-1483

PDA/ DENTAL ASSISTANT

HARP certified. 2 days per week and occasional Saturdays. Orthodontist office. York Region.
Fax resume to: 905-642-9692

540 hotel restaurant

540 hotel restaurant



Busy lunch location now hiring all positions.
Bring resume to:
3100 Steeles Ave. East (between 3-5) (NE. corner Woodbine & Steeles in Markham)

The Lion of Stouffville
5917 Main St., Stouffville

is now accepting applications for:
• **LINE COOKS**
• **KITCHEN CLEANER**
• **DISHWASHER**
full-time/part-time
Call 905-642-1344
or fax resume to 905-642-1343

Town Centre Montessori Private Schools

requires **MONTESSORI PRE-SCHOOL TEACHERS AND ASSISTANTS**
Fax resume to: 905-474-3113

SUPERVISOR REQUIRED FOR CHILD CARE CENTRE

providing preschool and school age programs in York North. Supervisory experience and references required.
Fax resume to: 905-841-8889
Attention Program Manager

545 teaching opportunities

FULL TIME ECE's

required immediately for local daycare. Reliable transportation required.
\$10/hr/ full benefits.
Fax resume to: 905-472-0959

510 general help

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Architectural Technologist

Min. of 3 yrs. experience, skilled with AutoCad LT 2000, experience with small computer networks. Knowledge of SoftPlan residential software considered beneficial. Proficiency in written and spoken English. Position available immediately.

Email resume to: dja@rogers.com or fax: (905) 479-9985

David Johnston Architect Ltd., 8 Maple Lane Unionville

CORPORATE COURIER

Miller Paving Limited has an immediate opening for a Corporate Courier. The ideal candidate must have excellent communication skills, a positive attitude and exceptional time-management skills. A clean and valid driver's license is required.

Interested applicants are invited to send a resume to:



Human Resources
Miller Paving Limited
P.O. Box 4080
Markham, ON L3R 9R8
Fax# 905-475-3852
Email: KCrosbie@millergroup.ca

FULL & PART TIME TAXI DRIVERS

Clean abstract. Friendly environment
Wayne 905-640-5466

FULL TIME PERSON

required for delivery & set up of basketball systems. Own truck an asset.
(905)886-2144

NEEDED URGENTLY

Richmond Hill **Weekend Work!**
Fri-Sat 11pm-7am
\$10.00 per hour
Metal Manufacturing
Heavy Lifting.
Open House 9am-3pm
Mon. May 13-Fri. May 17.
STAFFING SERVICES
10239 Yonge St.
(2 lights north of Major Mac)
(905)737-2103
Ask for Wilma

STAFFING SERVICES

TELEPHONE CLERKS

Canadian Baby Photographers Ltd.
Warden/ Steeles
TELEPHONE CLERKS - FULL TIME We are seeking reliable and mature individuals Monday to Friday 9am-5pm to schedule appointments for our photographers. Must be fluent in English (orally & written). Experience is an asset. (Must be able to start immediately). Wages + Bonus.
Tel. (905)940-9661 ext. 247
Call Betty between 12pm & 3pm.
THIS IS A NON-SMOKING ENVIRONMENT.

NOW HIRING

General Labourers needed to prepare steel plates for punch press. Duties include: checking & weighing materials; sorting packages & crates; cleaning work areas & equipment & performing other labouring & elemental activities. Positions are F/T, Day, evening, night & weekend shifts available. Apply in person at Labour Ready, 18 Levedale Rd., Richmond Hill or call (905)787-1063. No Fees.

VARIOUS POSITIONS

Seal coating company seeking individuals.
Call (905)294-7325

YARD HELP

Gormley area 8am-4:30pm \$12.00/hr.
Fax resume (905)888-1917

TELEMARKETERS Earn extra CASH

Markham Location. Evening Shift: 6:00pm-9:30pm
Mature preferred. We will train. Fluent English.

STUDENTS WELCOME
Call Lee:

(416) 757-5717

