

505 careers

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CUSTOMS CO-ORDINATOR

Responsibilities include preparation of export documentation (B13, B11, B3), tariff classification, duty drawbacks, textile declarations and compliance of customs laws and regulations. Our ideal candidate will have a post-secondary education in Int'l Customs & Tariffs, as well as experience with U.S. customs and FDA issues. Strong computer skills (MS Office and AS/400) are required.

OFFICE ASSISTANT

We are looking for a well organized and detail oriented office assistant. Responsibilities include preparation of correspondence and price lists, report writing and generating, AS/400 data entry, order taking and tradeshow bookings. Knowledge of Ms Office is required along with excellent communication skills.

Please forward your resume to:
Human Resources Department,
Fax: 905-856-4647
Email: hrcanada@ganz.com
Website: www.ganz.com

GANZ

OAKTOWN COLLISION

Oaktown Collision requires the following individuals to join our team at our new state-of-the-art facility in Richmond Hill. We are currently seeking:

- COLLISION REPAIR TECHNICIANS
- AUTOMOTIVE PAINTERS
- APPRAISERS

We offer an exceptional working environment, as well as, excellent compensation and benefit packages.

For an appointment please call:
905-508-8696

515 skilled & technical help

515 skilled & technical help

Plant Maintenance Electrician

Growing food company in 400/#7 area requires a full-time electrician. Electrical, maintenance and PLC skills required with a proven mechanical aptitude.

Please respond with salary expectations to: peter@renees.com



Work Closer to Home!

Experienced Fitter/Welder

Creative, safe, clean environment
Competitive salary and benefits

Visit us in person at
155 Engelhard Drive, Aurora
or fax resume to
905-713-0676

525 office help

525 office help

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

OFFICE HELP

Full Time position required for a small growing company. Duties include answering phones, order entry, invoicing & general clerical tasks. Knowledge of Accpac a plus. Must be fluent in English. Nonsmoker for nonsmoking environment. Steeles/Warden area.

Please send your resume to:
Box #19 c/o The Economist & Sun
9 Heritage Rd., Markham, ON L3P 1M5

525 office help

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PART TIME RECEPTIONIST

Evening & Weekends.

required for busy high profile real estate office in Markham. Real estate exp. preferred. Computer literacy, fast typing skills and ability to handle a busy switchboard a must.

Please fax all resumes to
Sharon at 905-471-3816
or email: scomeau@sutton.com

**Join a Winning Team
Accounts Payable/
Receivable Clerk**

Full time position opportunity.
Dealership experience preferred.

(Reynolds System)

Send resume by fax to:

905-477-0311

unionvillemotors@gmcananda.com

Attn: Mr. Hext



Call: (905)477-1666

Markham based Call Centre is looking to hire

CUSTOMER SERVICE REPRESENTATIVES

for 10:00 a.m. to 2:00 p.m. shifts,
Monday to Friday only.

Please email or fax resume to:
kim.fernandez@bljc.com
or 905-415-3299

**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

CUSTOMER SERVICE REP

Responsible person required for HVAC business in Markham. Applicant should possess strong organization and communication skills. Full time, afternoons/evenings.
Fax resume to Trish 905-471-0206

REAL ESTATE ASSISTANT

- Must have Real Estate Experience
 - Excellent communication and interpersonal skills
 - Competency in Word, Excel & Internet
 - Fast-paced environment
- Fax resume 905-471-9082

**LEGAL RECEPTIONIST-
SECRETARY**

Insurance and personal injury practice, 1-2 years experience required, non-smoking, Hwy #7 & Leslie.
Malach & Fidler,
Fax resume to: 905-889-1139

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

535 hospital, medical, dental

535 hospital, medical, dental

PDA/ DENTAL ASSISTANT

HARP certified. 2 days per week and occasional Saturdays.
Orthodontist office. York Region.

Fax resume to:
905-642-9692

**DENTAL OFFICE (Unionville)
FRONT DESK PERSON**

Permanent position
Our practice is searching for an enthusiastic, compassionate person who has excellent communication skills.

Fax resume to: (905)475-4809

525 office help

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PARALEGAL

We are an equipment leasing company located in Markham specializing in commercial finance with personal guarantees. At present we require an in-house Paralegal on a minimum 6-month contract with a possibility of a long-term role.

QUALIFICATIONS

- > Minimum 3 years experience in enforcement of commercial finance contracts (all Provinces), preferred experience in equipment leasing
- > A positive work attitude and work well as part of a team
- > Proficient in Microsoft Word & Excel as well as email and web-based information gathering
- > Knowledge of all laws across Canada regarding 3rd party equipment financing/leasing

For complete details about this opportunity please visit our web site at www.walkercredit.com and download a full job description "Paralegal/ Law Clerk".

532 retail sales help

532 retail sales help

532 retail sales help

**HY & ZEL'S MARKHAM STORE
FRONT LINE SUPERVISOR GROCERY
PERMANENT FULL TIME (HEAD CASHIER)**

Supervise cashiers, prepare bank deposits, perform reconciliations, resolve customer complaints, prepare work schedules, train or arrange for cashier training. Experience preferred in retail establishment. Must provide Police Clearance certificate prior to being hired. Ability to work independently. Flexibility to work various shifts including days, evenings, weekends and holidays when required. Ability to communicate clearly & effectively.

Apply in person to Store Manager at Markham Store,
8360 Kennedy Road, Markham
or resume to: 905-470-2097
No telephone calls please.

535 hospital, medical, dental

535 hospital, medical, dental

535 hospital, medical, dental

Making it Great

**Social Worker (MSW) or
Registered Nurse, Mental Health**

Join us in this new full-time role as the Coordinator, Community Mental Health to develop and implement the Community Treatment Order (CTO) Program across the southern part of York Region. As a consultant, educator and advocate for mental-health clients, you will support comprehensive, community-based treatment plans, provide community training and education, and develop protocols, data and relationships with multiple stakeholders, as well as liaise with these sources throughout the CTO process. You will also be involved in the assessment, therapy, and community re-integration of adult out-patients. With 3 to 5 years' recent experience working with seriously mentally ill persons, you bring current knowledge of the revised Mental Health Act, Health Care Consent Act, and other relevant legislation. Your excellent clinical assessment, documentation and triage capabilities, and working knowledge of current mental health-care trends, pharmacology and related treatment protocols are enhanced by superb collaborative abilities. A valid driver's licence and access to a dependable vehicle are required. Knowledge of community resources in York/Durham Regions is a definite asset.

To find out how we're making it great for patients and staff alike, please send your resumé, by June 5, 2002, to: Human Resources, Markham Stouffville Hospital, 381 Church Street, Markham, Ontario, L3P 7P3. Fax: 905-472-7055. Job Line: 905-472-7575 or 1-866-243-JOBS. E-mail: humanres@msh.on.ca



We Make it Great by fostering a high-energy, team-driven environment to create a challenging, rewarding workplace, where ongoing professional and personal development is actively supported. This means sharing knowledge, ideas and decision-making. Consider joining our community hospital team in a warm, family-centred atmosphere of co-operation and care.

www.msh.on.ca



525 office help

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540 hotel restaurant

545 teaching opportunities

545 teaching opportunities

New Indian Restaurant, opening June, on East Beaver Creek, seeking experienced TANDOORI CHEF, KITCHEN HELP, WAITERS
Tel: 905-886-4255

**Town Centre Montessori
Private Schools**
requires
**MONTESSORI PRE-SCHOOL
TEACHERS AND ASSISTANTS**
Fax resume to: 905-474-3113

510 general help

510 general help

**GENERAL LABOUR
POSITIONS:**

Available in Richmond Hill and Markham
\$9/hr - 9.50/hr

- Markham location lifting 12-15 lbs.
- Richmond Hill location lifting up to 50lbs.
- Safety shoes a must!
- Good attitude and reliability a must!

ProTemps

Tel: 416-488-8124
Email: toronto@protempcanada.com