

525 office help

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530 sales help & agents

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535 hospital, medical, dental

535 hospital, medical, dental

BILINGUAL CUSTOMER SERVICE REPRESENTATIVE
Maternity leave contract

An Aurora based distributor of medical supplies has an immediate opening for a person to fill a 12 month maternity leave contract as a Customer Service Representative.

Qualifications: Previous experience as a customer service representative required. Must have good written and oral French language skills. A pleasant, courteous professional telephone manner is a must, as well as experience in a computerized environment.

If you are flexible and self-motivated, and enjoy working in a fast paced environment, please send your resume to: **Box #117, c/o The Era-Banner, 580 Steven Court, P.O. Box 235, Newmarket, ON, L3Y 4X1**

or email to: canada.hr@hollister.com

We regret that telephone applications will not be accepted.

Mature person full-time position required for a small growing company. Duties include answering phone, order entry, invoicing and general clerical tasks. Must be fluent in English. In house training provided. Non smoker for non-smoking environment. Steeles/Warden area.

Please send your resume to:

Box #21
c/o The Markham Economist & Sun
9 Heritage Rd.
Markham, ON
L3P 1M3

LEGAL SECRETARY

Excellent opportunity at Malach & Fidler, located Hwy. 7 & Leslie, must have 2-3 years min. exp. in litigation, preferably personal injury and insurance.

Fax resume to: (905)889-1139



Avante Mazda is a high volume Mazda Dealership in Richmond Hill. We have immediate positions available for:

SALES REPRESENTATIVES

Experience is preferred but not essential. We offer a company car, 30% commission; Delivery Coordinator. Must be licensed and registered with OMVIC.

Please deliver resume in person to:
11262 Yonge St., Richmond Hill
Attn: General Sales Mgr.
Rui Martins
(905)780-9999 (416)410-6886

DENTAL RECEPTIONIST/ADMINISTRATOR

Dental office experience required. Full time. No weekends. Well established Markham practice. Ideal position for a career opportunity.
Fax resumes:
905-294-2254

535 hospital, medical, dental

535 hospital, medical, dental

MEDICAL SECRETARY

Required immediately for specialist at Markham Stouffville Health Centre. Must be proficient in dicta-typing and computerized medical billing. Experience required, flexible hours.
Fax resume to (905)472-5490

MASSAGE THERAPIST
full time position available.

NATUROPATH

full time position available in a multi-discipline office in Markham.
Send resume to: 4981 Hwy. 7 East, Unit 12 A, Box #174, Markham ON L3R 1N1

Are you a Bilingual Student looking for Extra Money?

Our busy claims department needs bilingual students (English/French) for full-time summer work and part-time (evenings and/or weekends) during the school year.

You enjoy customer service, have excellent communication skills, work well in a fast paced environment and have good problem solving skills.

Please forward your resume, in confidence to: Ann Kitchingman Fax: (905)475-4924 or Email: akitchingman@allstate.ca

We thank all candidates for their interest. However only those selected for an interview will be contacted. No agencies please.



525 office help

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

532 retail sales help

532 retail sales help

Local office supply retailer seeks P/T IN STORE ACCOUNTS MANAGER

Ideal position for homemaker. Day shifts, 10am-3pm.

Fax resume to: 905-479-3979

530 sales help & agents

530 sales help & agents

Computer SALES Rep

Wanted
Exp. required.
Woodbine/
14th Ave.
Call Jeff
(905)944-0907

SALES SUPERSTARS!

The Bay,
Markham
In-store photo
promo.
Great \$\$\$
905-513-2730

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

535 hospital, medical, dental

RECEPTIONIST Part time

for Chiropractic Centre. Computer skills required. Must be responsible, caring, with good organizational skills and a pleasant telephone manner.
Fax resume to:
905-471-6148
Attn: Ellen

RNs, RPNs

Urgently needed for hospital assignments. Excellent remuneration and professional benefits.
Call (905)882-1322 or fax 905-882-2243
Gardien Nursing Agency

540 hotel restaurant

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

Please Recycle



540 hotel restaurant

Maitre D' Manager

80 seat fine dining + bar & patio. Wine experience a must!
Fax 905-727-0785

545 teaching opportunities

MONTESSORI TEACHER

Required immediately. Good pay. Excellent benefits. Call Ali or Jenny at: 905-470-6595

Town Centre Montessori Private Schools

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

510 general help

510 general help

Shop Person

Required for busy Roofing company located in Markham.
Fax: 905-479-8305 or email jason@chouinardbrothers.com

WAL-MART

Vision Centre at Markville Mall is hiring 1 FT & 1 PT **VISION CENTRE ASSOCIATE**
Please apply within or fax resume to: 1-905-579-5499

Markham office requires a temporary full time Administrative Assistant/ Receptionist

for maternity leave. Excellent telephone manner and organizational skills necessary. Knowledge of Microsoft Office and Microsoft Outlook are a must. Please fax us your resume at (905)472-1239

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

SPECIAL PROJECTS SALES REPRESENTATIVE
Toronto Community News is Growing!

Our newly created Special Projects Division requires a creative, resourceful, highly motivated individual to sell advertising space into special supplements & features. The ideal candidate must possess excellent written communication & presentation skills. Cold calling potential advertisers as well as maintaining ongoing relationships are key requirements. Ability to multi-task is definitely a must. Previous sales experience is an asset. If you are interested in working in a friendly and energetic environment and would like an opportunity to build a rewarding career, please forward your resume to:

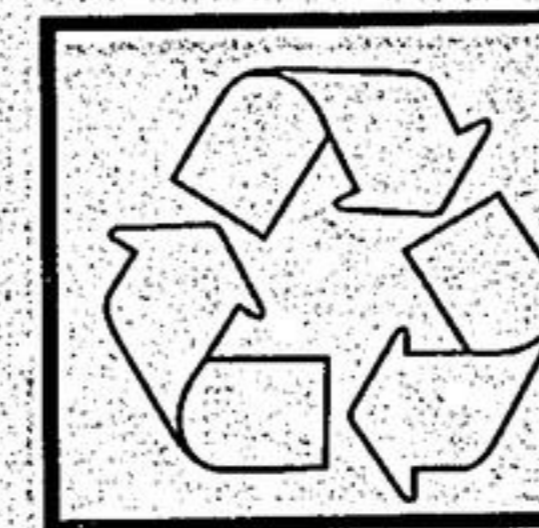
Rysia Adam - Special Projects Advertising Manager
Toronto Community News
10 Tempo Avenue, Toronto ON M2H 2N8
email: radam@mirror-guardian.com

Toronto Community News is one of the major distributors of flyers, samples and other products in our market area. We are very proud of our award winning publications, the excellent quality of our printed products and the extremely high readership our newspapers enjoy.

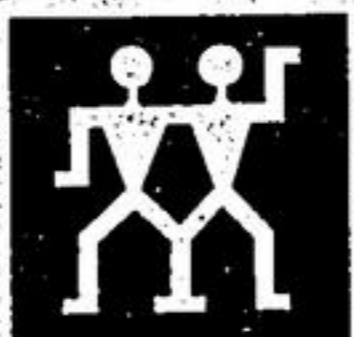
535 hospital, medical, dental

PHARMACY ASSISTANT

Richmond Hill F/T. We require strong computer, communication and people skills.
Fax 905 508-3885



530 sales help & agents



ZWILLING J.A. HENCKELS

Due to exceptional growth, Zwilling J. A. Henckels Canada Ltd., the makers of the world's finest cutlery since 1731 - has an outstanding opportunity for a:

SALES AND CUSTOMER SERVICE ASSISTANT

We require a highly motivated and well-organized individual with a sound understanding of sales and customer service activities. This individual will work with the sales team in an administrative capacity. We need a solid team-player that is not above any task.

The ideal candidate will be customer service oriented and possess 3-5 years of administrative/ secretarial experience in an office environment. Excellent organization, communication, and multi-tasking skills are a must. Advanced computer skills in Microsoft Windows 98 (Word, Excel, Power Point) are required. Experience in an AS/400 system would be an asset.

We offer an excellent starting salary and competitive benefits package. If interested please forward your resume (indicating salary requirements) for immediate consideration.

Zwilling J. A. Henckels Canada Ltd.
435 Cochrane Drive, Markham, ON L3R 9R5
Fax: (905)475-0635 E-Mail: operations@jahenckels.ca
Only those selected for an interview will be contacted. No calls to agencies please.

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

JR. LEGAL SECRETARY

We require an independent hard working individual with 1 year experience in corporate, estate and real estate law. Must work well under pressure with minimal supervision, to be responsible for various jobs in our busy law firm. Must have knowledge of Conveyancer, Word Perfect 9 and Microsoft Word programs.
Send resume via fax: 905-470-8365

Full time KITCHEN MANAGERS & COOKS

needed for Roadhouse in Stouffville.
Fax resume to: 905-731-2152

LINE COOKS

Full & part-time. Exp. preferred.
Apply in person:
Kelsey's
Highway 7 & Woodbine.
905-470-6700
3100 Steeles Ave.
905-470-6478