

525 office help

525 office help

530 sales help & agents

530 sales help & agents

530 sales help & agents

545 teaching opportunities

545 teaching opportunities

510 general help

510 general help

**ADMINISTRATIVE ASSISTANT**

We are looking for a well-organized administrative assistant for our Amusement Toy Department. Duties include preparation of correspondence and reports, handling customer service inquiries and trade show bookings. Good knowledge of Word and Excel is required along with excellent communication skills.

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

**GANZ**

**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

**HELP WANTED**

Can you do ten things at the same time? Are you outgoing? Do you love to work with people? This job is for you! Full/ Part time.

Send resume to: 4981 Highway 7  
East, Unit 12A, Box #174,  
Markham, Ontario L3R 1N1

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

Small business in Markham requires **RECEPTIONIST** General bookkeeping, a/r, a/p, good computer/organizational skills. Salary \$10-\$15/hr. based on experience. Must have fluent English. Fax resume to: 905-470-5763

**RECEPTIONIST**

Consulting firm located in Markham is searching for an enthusiastic person for general admin. duties. Must have excellent English communication skills. For details and to apply online, visit: [www.QUEUESystems.net](http://www.QUEUESystems.net)

**RECEPTIONIST/TYPIST**

Busy studio needs an organized person with excellent telephone manner, fluent in English. PC computer experience a must. Leslie and Hwy. 7 location. Fax resume to: 905-886-3449

Local High-Tech Company is looking for an **EXECUTIVE SECRETARY** reporting to both the President & CEO. The ideal candidate should be mature, professional, discreet, organized & personable. If you are interested please contact me by email: [jill.pantel@hcl.com](mailto:jill.pantel@hcl.com) or by fax: 416-496-7625

530 sales help & agents

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Successful western Canadian fundraising company requires **dependable SALES/DELIVERY PERSON** Represent a well known charity distributing chocolate almonds to retail and industrial accounts. Must have excellent record keeping and inventory control skills, reliable vehicle, proven stability. Full time position. Commission Fax 1-888-942-6718 Please quote file #A1 on resume

**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](mailto: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.*

**RIBO Licensed Opportunity**

Our unique, results oriented brokerage requires:

1. Comm Lines CSR with 3-5 yrs exp.
  2. Pers Lines CSR with 1-3 years exp.
- Please send your resume with cover letter outlining experience and salary requirements to:

[recruiting@dlins.com](mailto:recruiting@dlins.com)  
or fax to 1-877-518-8131

535 hospital, medical, dental

535 hospital, medical, dental

**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 12A, Box #174,  
Markham ON L3R 1N1

Participation House  
Now Recruiting  
**REGISTERED NURSES**

Part-time, Weekends,  
Evenings & Nights.  
Send resume by fax only,  
to the attention of:  
Mrs. Frances DiCarlo,  
Human Resources Dept.  
905-294-7834 by June 19, 2002

**TELEPHONE INTERVIEWER**

Required for national service provider. No sales required.  
• Medical terminology background required.  
• Call centre experience.  
• Flexible to work shifts between 12 noon to 9 pm  
• Full and part time.  
• Fluent English a must.

Please send resume to:  
[hiring@hooperholmes.ca](mailto:hiring@hooperholmes.ca)  
Or fax to 416-493-7881

**CDA/ PDA**

Needed Mondays & Wednesdays for local orthodontic practice. Must have excellent English skills, be cheerful, efficient and team oriented. Fluent Chinese an asset. Fax resume to: (905)294-8658

**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

**PDA/ DENTAL ASSISTANT**

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

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**Career in Water**

Tri-Aqua is looking for top **SALES REPS** for G.T.A. Fax resume to: 905-642-9078

540 hotel restaurant

**LINE COOKS**

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

**Maitre D' Manager**

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

**PORTER/ DISHWASHER**

required full-time, Monday-Friday. Benefits. Call (905)475-4333

**Red Hot Bistro & Bar Markham Now Hiring for COOKS**

Full & Part time Apply in person with resume to 144 Main St. N. Markham

**VIOLETTA CAFE**

requires **GENERAL KITCHEN HELP** (905)305-6769

**Town Centre Montessori Private Schools**

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

510 general help

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**OVERHEAD DOOR INSTALLER**

Experienced overhead door installation subcontractor required. Must have WSIB independent contractor status. Markham/Stouffville area Must have own vehicle, be clean, neat & reliable. Phone: 905-642-3217 Fax: 905-642-0995

**Hollingworth Construction Co. CONSTRUCTION WORKERS**

wanted for road, sewer and water-main work. Experienced. Union rates and benefits for right persons. Contact 905-888-9595 or fax 905-888-9597

**ATTN: STUDENTS**

31 openings/ must fill by June 14  
**\$17.25 Base-Appt.**  
• No door to door/ telemarketing.  
• Scholarships available.  
• Conditions apply.  
• No exp. req'd./ training provided.  
Call: (905) 415-9299  
[www.workforstudents.com/on](http://www.workforstudents.com/on)

**MAID**

For weekdays & weekends, part time. Apply: **Stouffville Inn** 38 Ringwood Drive, Stouffville

**CONCORD AREA IMMEDIATE POSITIONS AVAILABLE**

Day, Afternoon and Midnight shifts, CAR AN ASSET, CALL TODAY!!!!  
• Machine Operator \$ 10.50 TO \$11.00  
• Certified Forklift \$ 12.00 TO \$13.00  
• Assemblers-Automotive parts \$ 10.00 TO \$11.00

Call: (905)787-9911  
9631 Yonge St., Unit 10  
Richmond Hill  
or Call (905)477-4450  
4961 Hwy. 7, Unit 1B  
Markham



**QUANTUM**

We put our energy to work for you  
We are currently looking for

- Team oriented individuals with initiative and commitment to excellence, who enjoy working in a fast-paced environment.
- These are long term assembling and packaging positions at a well reputed company in the Markham area.
- Candidates must be energetic and have good communication skills.
- Steel-toed safety boots are required.
- Must have a car, as there is no bus access.
- Day shifts: 7:30 am - 4:00 pm
- Afternoon shifts: 4:00 pm - 12:30 am
- Midnight shifts: 11:25 pm - 7:35 am



Meet us at the Costi Markham Employment Resource Centre on Friday, June 14, 2002 from 1:00 pm to 3:30 pm at 4961 Hwy. 7 (West of McCowan, across Markville Mall), Markham, ON.  
OR  
Walk in to Quantum Management Services from Monday to Friday, 9:00 am to 12:00 noon, at 305 Milner Ave., Suite 311 (corner of Markham Rd. & Milner Ave.), Scarborough, ON.

**WAREHOUSE HELP**

Markham Co. (Woodbine/14th Ave) req. PT Temp. warehouse help. Duties to incl. picking orders, packing, labeling and general warehouse duties. Students welcome. May lead to perm. FT. \$9+  
Also hiring experienced **Shipping Computer Operator** (Purolator/UPS) \$11+ per hour. Fax resumes to 905-470-4115

**Amalgamated Landscaping**

REQUIRES FULL-TIME LANDSCAPE FOREPERSONS Skilled in all aspects of Landscape Maintenance AND GRASS CUTTERS Call: 905-887-9900, Ext. 24

**GRASS CUTTERS**

seeking individuals with work exp. in cutting grass. Starting at \$11 per hour + up. Full time (905)887-7944

**Part time HANDYPERSON-CLEANUP**

for car dealership. \$10/hr. Flexible hours. Call John Longman (905)471-1500

**Experienced Seamstress**

needed with management skills \*\*\*\*\*  
**Sewing Machine Operator** with experience needed for alteration shop in Markham. Good wages. Call (905)946-0109

**STUDENT WORKS PAINTING**

is hiring **PAINTERS** 10-15 positions available, experience preferred but not required. Call: 416-518-8687 or email: [studentworks1@yahoo.ca](mailto:studentworks1@yahoo.ca)

**DISTRICT REPRESENTATIVES**

The Markham Economist & Sun is looking for 3 Part Time District Representatives for Markham, Unionville, or Milliken areas. Working from home, the successful candidate will be responsible for a carrier force in the above areas. To qualify for this position the applicant must:  
Have polished customer service skills  
Work well with children  
Have a reliable vehicle  
Be well organized and possess the ability to work on your own.  
\*Fluency in Chinese would be an asset.

Please fax or drop off resume to:  
**Markham Economist & Sun**  
9 Heritage Rd., Markham  
Fax: 905-294-6384  
Attn: Barry Black  
Distribution Manager

