

525 office help

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535 hospital, medical, dental

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Canada's leading Truckload Carrier is seeking a:

Rate Clerk

Responsible for assisting with costing and analysis for Canada & U.S. markets.

Qualifications should include:

- Analytical thinker
- Computer literate, including good knowledge of Excel
- Fluent in English, French would be an asset

If you have the above skills, and the ability to work without direct supervision, then don't turn down this opportunity to be part of our team.

Compensation includes salary and extensive benefit package.

Please fax or email your resume to:
M. Beales, Pricing Manager
 2815 14th Avenue, Markham, ON L3R 0H9
 mbeales@highlandtransport.com
 Fax: 905-513-2196

*No phone calls please
 We appreciate your response, but only those applicants being considered will be contacted.*

Highland Transport

Marketing/Sales Assistant

Markham technology company seeks well organized and articulate individual to implement marketing programs and qualify sales leads. University graduate with Goldmine or other CRM experience preferred.

Please respond to:
 dc@chriscom.com

LEGAL ASSISTANT

Family law firm in Markham (Warden/ 14th). Must have a Legal Assistant Diploma, Junior position. Divorcemate knowledge an asset.

Fax resume to: (905)415-0785

RECEPTIONIST/ADMIN. ASSISTANT

required for a general insurance office in Markham. Minimum 1 year experience. Excellent room for advancement. Benefits available.

Fax resume to: 905-415-8648 or email to: robert@cpigroup.ca

LEGAL SECRETARY

required for corporate commercial lawyer in freshly renovated law office, located next to Buttonville Airport in Markham. Experience with Word required. Salary commensurate with experience. Please forward resume by email to: borlaw@sympatico.ca or fax to: (905)477-9753

OFFICE ASSISTANT

Real estate & property management company requires full-time person as

ADMINISTRATION/PERSONAL ASSISTANT.

Working knowledge of computer basic including Quick Books. Will train. Office located in Ballantrae.

Please fax resume to: 905-640-2204 c/o Tony Azan

MARKHAM OFFICE REQUIRES DISTRIBUTION CONTROLLER

We are currently seeking a self-motivated person with extensive knowledge of Word spreadsheets, Microsoft Excel & data base applications. Experience of working in a technical sales environment an asset.

To apply please email your resume to:
mary.murray@tairmobile.com
 or fax to: 905-472-5300

THE RIGHT OPPORTUNITY, RIGHT NOW!

OFFICETEAM

We offer temporary assignments with excellent pay & benefits. We are currently in need of:

FRENCH & ENGLISH BILINGUAL CUSTOMER SERVICE REPRESENTATIVES

Minimum one year experience with In/outbound calls

**RECEPTIONISTS
 GENERAL OFFICE CLERKS**

Please forward your resume to:
markham@officeteam.com
 or call 905-771-8272 for more information

MILLER THOMSON LLP Evening Corporate Secretary

Miller Thomson LLP, a prominent national law firm with offices in Toronto, Vancouver, Calgary, Edmonton, Markham, Waterloo Region, Whitehorse and Washington D.C., is seeking an Evening Corporate Secretary in our Markham office.

The successful candidate should have a minimum of three years experience as a corporate legal secretary and a legal secretarial Community College Diploma or equivalent.

The position requires someone with strong secretarial, organizational and technical skills, as well as strong knowledge of corporate legal procedures. The incumbent should be able to work independently and have strong attention to detail.

If interested, please forward your resume in confidence to:

**Robyn Campol
 Manager, Human Resources
 20 Queen Street West, Suite 2500
 Toronto, Ontario M5H 3S1
 Fax No.: 416-595-8695
 E-mail: rcampol@millerthomson.ca**

Part-time Administrator for Markham Private Investigation Firm

Must be technically adept with video recording equipment. Would suit retired person

**Please fax resume to:
 416-444-5841**

RECEPTIONIST/ ACCOUNTING ASSISTANT

Markham Travel Agency requires a Full-Time Receptionist/ Accounting Assistant.

Duties to include: Reception, AP, AR, and general clerical duties.

Skills Requirements: Solid understanding of MS office applications. Well developed communication skills, data entry skills with the ability to organize effectively and meet deadlines. Accounting duties involve 50% of this position.

Qualified candidates please send resume to:

**Box #28, c/o The Economist & Sun,
 9 Heritage Rd., Markham ON L3P 1M3**

Career-Minded Accountants COME AND JOIN THE INDUSTRY LEADER

accountemps

We are looking for:

COLLECTORS PAYROLL SPECIALISTS

Minimum one year of experience in reconciliation's, A/P or A/R is required. Intermediate Excel skills are a must. Please forward your resume to: markham@accountemps.com or call 905-709-8009 for more information.

Lumber- Inside Sales Representative

An attractive opportunity is available for an experienced lumber professional to manage all aspects of Inside Sales for a leading, well established, high volume, wholesale lumber distributor in the Northern GTA. Some computer knowledge would be an asset. The company offers a competitive salary, bonus and benefits package.

Please fax or email your resume in confidence to: (905)727-9145 or p.medichkov@sympatico.ca

530 sales help & agents

EXPERIENCED SALES REPRESENTATIVE

needed immediately for large cellular retailer. Full-time/ part-time positions available. Salary+ commission.

**Please fax resume to:
 905-850-8916**

INTERNAL SALES

Bell Mobility Centre requires experienced person. Growth potential.

Call
(416)460-2756

535 hospital, medical, dental

DENTAL ASSISTANT

Permanent part time

**Please call
 Dr. Fred Weizenberg
 (905)472-5522**

EXPERIENCED HYGIENIST

Please call or fax resume to:


**Dr. Kozovski
 (905)471-9100**

Massage Therapists

Registered. F/T or P/T.

Fax to: Markham Physiotherapy Clinic
 attn: Jennifer Zavitz Hicke
(905)471-3751

Making it Great



Registered Nurses, Emergency Room

- Full-time and part-time

Registered Nurses, ICU/CCU

- Full-time and contract

Registered Nurses, Childbirth and Children's Centre

- Full-time

Registered Practical Nurse, Operating Room

- Full-time

Speech-Language Pathologists
 York Region Preschool Speech and Language Program

- One position based at Southlake Regional Health Centre. Full-time, temporary until March 2004.
- One position based in Richmond Hill. Full-time, temporary until October 2003.

Communicative Disorders Assistant
 York Region Preschool Speech and Language Program

- Full-time/part-time opportunity based out of Markham Stouffville Hospital.


Polysomnographic Technologist, Technical Specialist Role

- Full-time

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.

To find out how we're making it great for patients and staff alike, please send your resume, indicating position of interest, by **October 2, 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

www.msh.on.ca



535 hospital, medical, dental

Laboratory Support Persons

(2 Part-time Entry Positions)

Innopharm Inc. located in Markham, is receiving applications for the above positions. Main responsibilities include laboratory glassware cleaning and general office duties. Highschool diploma required.

**Apply by fax: (905)470-9241
 E-mail: info@innopharm.net**

535 hospital, medical, dental

RN's / RPN's

The "First Choice" Staffing Agency of Hospitals in the Greater Toronto Area.

- Great Rates
- Weekly and Daily Pay

Fax resume to: 416-593-6362
Carecor Health Services Ltd.

535 hospital, medical, dental

Willows Estate

an OMNI home

Experience Hope, Purpose and Belonging

Committed to making a difference in long term care through the pride and dedication of our employees in fifteen homes, we are seeking a **Full Time Director of Care** to join our team of leaders at Willows Estate, our 84 bed home in Aurora.

We are looking for a Registered Nurse with a current Certification with the College of Nurses on Ontario, who has previous management experience, strong computer skills and working knowledge of computer programs MS Work and Excel.

Resumes from qualified applicants maybe submitted to:

Mrs. Susan Jackson, Administrator
 Willows Estate
 13837 Yonge Street
 Aurora, ON L4G 3G8
 Fax: 905-841-0454
 E-mail: suej@omni-way.com

**Applications will be accepted until
 September 30, 2002**

*We thank all applicants for their interest.
 Only those selected for an interview will be contacted.*

535 hospital, medical, dental

540 hotel restaurant

Canlan Ice Sports - Scarborough

requires experienced staff:

LINE COOKS BUSSER/DISHWASHER SERVERS

Both part-time and full-time available
 Markham Road/Steeles Road
 Area contact: **Chris Lowe
 Food & Beverage Manager
 416-412-6491 fax
 Scarborough_fb@icesports.com
 No Phone Calls Please**

540 hotel restaurant

- **WAIT STAFF**
- **LINE COOK**

Required immediately.
 Full time position.
 Apply in person
 at 9064 Woodbine Ave.
Markham Golf & Country Club
 or fax resume to: 905-477-7654

The Bluestone Bistro

Is now hiring for the following:

- **Wait Staff-Full time**

Excellent tips! Great hours!
 •Also req'd, **P/T HOST/HOESSTESS**

Apply in person:
 4261 Hwy. #7 East
 or fax resume to (905)475-9519
 or call (905)475-6999