

525 office help

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535 hospital, medical, dental

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CREDIT & COLLECTIONS CLERK

Miller Paving Limited has an immediate opening for a Credit and Collections Clerk. The ideal candidate must possess excellent knowledge of Excel and Word and have exceptional communication skills. Previous experience in Credit and Collections is required.

Interested applicants are invited to forward a resume to:

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



We thank all applicants however, only those selected for an interview will be contacted.

COLLECTIONS CLERK

for busy Richmond Hill office. Must have previous experience. Must be computer literate with an excellent command of the English language. References required.
Fax resume to: (905)770-1901

MAKE A DIFFERENCE

Great opportunity for a high energy, very outgoing, bubbly person, with outstanding phone and communication skills to assist Doctor in providing superior health care. Great hours. Excellent training provided. If you are an ambitious individual, who enjoys multi-tasking, this is for you!
Apply with your smile at West Chiropractic Clinic
4747 Hwy. #7 East, Unionville

Customer Service Rep

Rapid-Interactive Disability Management Limited (part of The Rapid-Med Group) has an immediate opening for a CSR. This entry-level position requires a candidate with excellent communication skills and proficiency in Microsoft Office. An understanding of medical terminology preferred. Our office is conveniently located at Steeles Ave E. and Victoria Park. RIDM is a leading provider of disability management services to the insurance industry.
Interested candidates should respond by fax (416-496-9993) or by e-mail; ready@rapid-med-plus.com by Oct. 4.

CUSTOMER SERVICE REPRESENTATIVE

Magnum is a full service digital print shop located in Stouffville. Our growth has created the need for a Customer Service Representative. This position is ideal for a motivated individual with strong interpersonal communication skills, high energy, the ability to prioritize, multi-task and work independently. Experience in the industry is not mandatory but would be considered as asset.
Submit resume by fax to: (905) 642-8166 or email magnum11@magnumpint.com

CUSTOMER SERVICE/ LOGISTICS

Growing manufacturer has immediate, full-time opening for sales admin./logistics person. Computer skills and good communication skills (English) required. Richmond Hill, close to public transp. Salary commensurate with experience. Please fax replies to: (905)731-7086

SATURDAY RECEPTIONIST

Experienced, friendly individual with good organizational skills required for Markham Sales Centre, Saturday 11am-5pm. Knowledge of Microsoft Word an asset. \$12/hr. Fax or drop off resume to Swan Lake Village, 16th Ave. (east of Hwy. 48) 905-294-4005. No phone call please.

530 sales help & agents

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Walker Equipment Limited in Markham is seeking a: **SALES REPRESENTATIVE, TRUCKS**

We are looking for a highly motivated, energetic person to help us introduce Mitsubishi trucks into the Toronto/ Central Ontario market. Sales experience is an asset, but the drive to produce results is the requirement. Very competitive remuneration offered.
Please forward your resume by email to: donna@walkerequipment.com or by fax to: 905-294-1702

The Comforts of a home care career



A home care career grants independence—to your clients and to you. As a Saint Elizabeth home care provider, you will help people live on their own, with dignity. And with the unique flexibility of our self-scheduling program, you'll be helping yourself too by creating a healthy balance in your life.

As the population ages and the health care system changes, there is an increasing demand for home care. Working with Saint Elizabeth is your chance to be part of that growing trend.

RNs & RPNs (Guaranteed Hours & Part-time)
Physiotherapists & Occupational Therapists (Part-time)
All positions are available in York Region

We offer an innovative, client-focused environment, flexible/self-scheduling, and an attractive compensation, pension and benefits package. You'll have access to 24-hour clinical and managerial support, plus you'll have excellent opportunities for continuing education.

Please forward your resume to:
Service Delivery Centre Manager, Saint Elizabeth Health Care,
8920 Woodbine Avenue, Suite 303, Markham, Ontario L3R 9W9.
Fax: (905) 944-0566. E-mail: hresources@saintelizabeth.com



www.saintelizabeth.com

MEDICAL SECRETARY/RECEPTIONIST

Part time for specialist's office in Unionville. Dicta-typing is a requirement.
Fax resume to: 905-415-1371

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.

IMMEDIATE Openings for Full/Part Time Positions RNs and RPNs

New LTC centre in Richmond Hill. 124-bed, climate controlled, spacious and friendly residential environment. Positive, energetic and supportive, culture dedicated to resident centred care.
Please fax resume to: 905-737-1866

535 hospital, medical, dental

540 hotel restaurant

DENTAL HYGIENIST

for busy, cheerful East Markham office. Experience preferred. Mondays to start. Fax short resume to 905-294-5324

Too good Café

142 Main St. Unionville Now hiring P/T Individuals. Please contact Teri at 905-940-2366 to join the team.

545 teaching opportunities

Part Time DENTAL HYGIENIST

in Richmond Hill
Please call (905)886-1444 or fax resume 905-886-4302

ECE

required for the toddler room. Must be nurturing and have related experience. Call Kari 905-640-0997 or fax resume 416-291-0512

RECEPTIONIST

for veterinary clinic. Mon - Fri 3pm until closing Alternate Saturdays 8am - 1pm
Please fax resume to: Dr. Ross 416-609-0511

Markham Christian daycare is looking to fill 2 positions:

• Assistant Supervisor for maternity leave contract
• Toddler Room ECE
Please email your resume to: cpdc@sprint.ca

540 hotel restaurant

540 hotel restaurant

The Clever Conductor A New Pub in Stouffville Is Now Hiring STAFF

Drop Resume off at 6211 Main Street or fax resume to: 905-642-8092

545 teaching opportunities

510 general help

PRIVATE TUTORS

Math, Science, English, French. Contact via www.JRGenius.com 905-883-9023

BUSHWOOD GOLF CLUB

requires help in the GREENS DEPT. til the end of the season. Fax resume to 905-640-9877 or apply in person 10905 Reesor Rd.

510 general help

510 general help

CLEANING PEOPLE WANTED

F/T, P/T. Experience not necessary. Will train. Start immediately. Markham area. Call (905)472-6042

HOUSEKEEPING AIDES

Bloomington Cove is now hiring part-time housekeeping aides to start immediately. Wage \$12.65/hr. Please send resume to: Green Gables Manor 13621 9th Line Stouffville, ON L4A 7X3 Fax. (905)640-0995

Shipper/ Receiver

required for a busy Markham warehouse. Min 1. year experience required. Computer skills are a must. Duties include shipping/ receiving, data entry, driving forklift, working knowledge of UPS/Fedex Shipping systems, excellent organizational skills as well as being able to work independently in a team environment. Fax resume to: (905)948-9051

Pioneer

SALES & MARKETING ADMINISTRATIVE ASSISTANT

A major distributor of electronic equipment in Markham has an opportunity for an enthusiastic team player to assume the role of Sales & Marketing Administrative Assistant.

The successful candidate will possess strong PC skills, including advanced Excel, Word and e-mail applications, along with an aptitude for mathematics. Must be able to organize multi-task applications.

Applicant must possess excellent interpersonal abilities, combined with strong oral and written communication skills. We offer a competitive salary.

Please forward your resume (including salary expectations), to:

Human Resources
PIONEER ELECTRONICS OF CANADA, INC.
300 Allstate Parkway
Markham, ON L3R 0P2
Or
Fax: (905)946-7427
(No telephone calls please)

(Only those candidates selected for an interview will be contacted)

RECEPTIONIST

Part-time (afternoons) for Leslie and Highway #7 area in Richmond Hill. Computer experience (Word/Excel) Bilingual (French/English) an asset but not mandatory.
Email resumes to bryanc@access-cash.com

Local law office requires

Full Time REAL ESTATE SECRETARY with experience.
Fax resume to: 905-265-0032

RECEPTIONIST

required for Markham distributor. Excellent phone manner and knowledge of Microsoft Word & Excel. Some French an asset.
Fax resume to 905-470-7787

DATA ENTRY PERSON

Wanted immediately Min. 2 yrs. exp. Full-time position Markham location.
Fax resume to: (905)940-0192

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

530 sales help & agents

CSR

full or part time R.I.B.O. licenced CSR required for busy north Markham office. PIs. fax resume to: P. Perkins 905-471-2515

RECEPTIONIST/ SECRETARY

Required for Markham's largest Business Centre. Part time position 2-3 days/wk. for busy phones and front desk. Flexibility a must. MS Word, Excel & Powerpoint skills required. Excellent command of oral/ written English. \$14/hr.

Fax resume to: 905-946-8971
Previous applicants need not apply.

BILINGUAL RECEPTIONIST/ ADMIN. ASSISTANT

required for small Markham office. Min. 2 years recent related experience. Bilingual in French/English, written and oral are absolute musts. Excellent telephone etiquette & computer skills. Professional, strong communication, organizational and interpersonal skills. Car a must. Full time. \$14/hr.

Fax resume to 905-415-0421
or email: jobs@colibriliga.com