

525 office help

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535 hospital, medical, dental

535 hospital, medical, dental

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RECEPTIONIST
 Busy Markham Insurance Brokerage requires experienced receptionist (minimum 2 years experience), 60-80 wpm a must!
 Please send resume to:
 kcowieso@thehubgroup.com

FINANCIAL PLANNING ASSISTANT
 Required for a fee-only personal financial planning firm in Markham. Applicants should have experience in the financial industry and in the areas of estate/retirement planning and income tax. Must be proficient in MS Office (Word and Excel) and have excellent communication and organizational skills. Salary commensurate with experience. Benefit plan available.
 Please fax resume and salary expectations to Liz Gallway at 905-471-3623
 We thank all applicants in advance and advise that only those selected for an interview will be contacted.

RECEPTIONIST - ADMINISTRATION Markham
 Excellent communication skills. Must have working knowledge of Word and Excel. Minimum 1 year office experience in similar position.
 Send resume to: fba@iils.net

BILINGUAL CUSTOMER SERVICE REPRESENTATIVE
 Must be fluent in both English & French. Call centre environment. Data entry experience. \$13/hr. Shift work, 6:30am-2:30pm or 5:30pm-1:30am.
 Call 905-272-2354, Christine or Shona.

DICTA TYPIST
 Independent adjusting firm in Scarborough. Looking for an experienced dicta typist, preferably Accident Benefit experience. Microsoft Word necessary. Fulltime position, excellent salary & working conditions. Please fax resume to: Marlene Leeson: (905) 438-8709

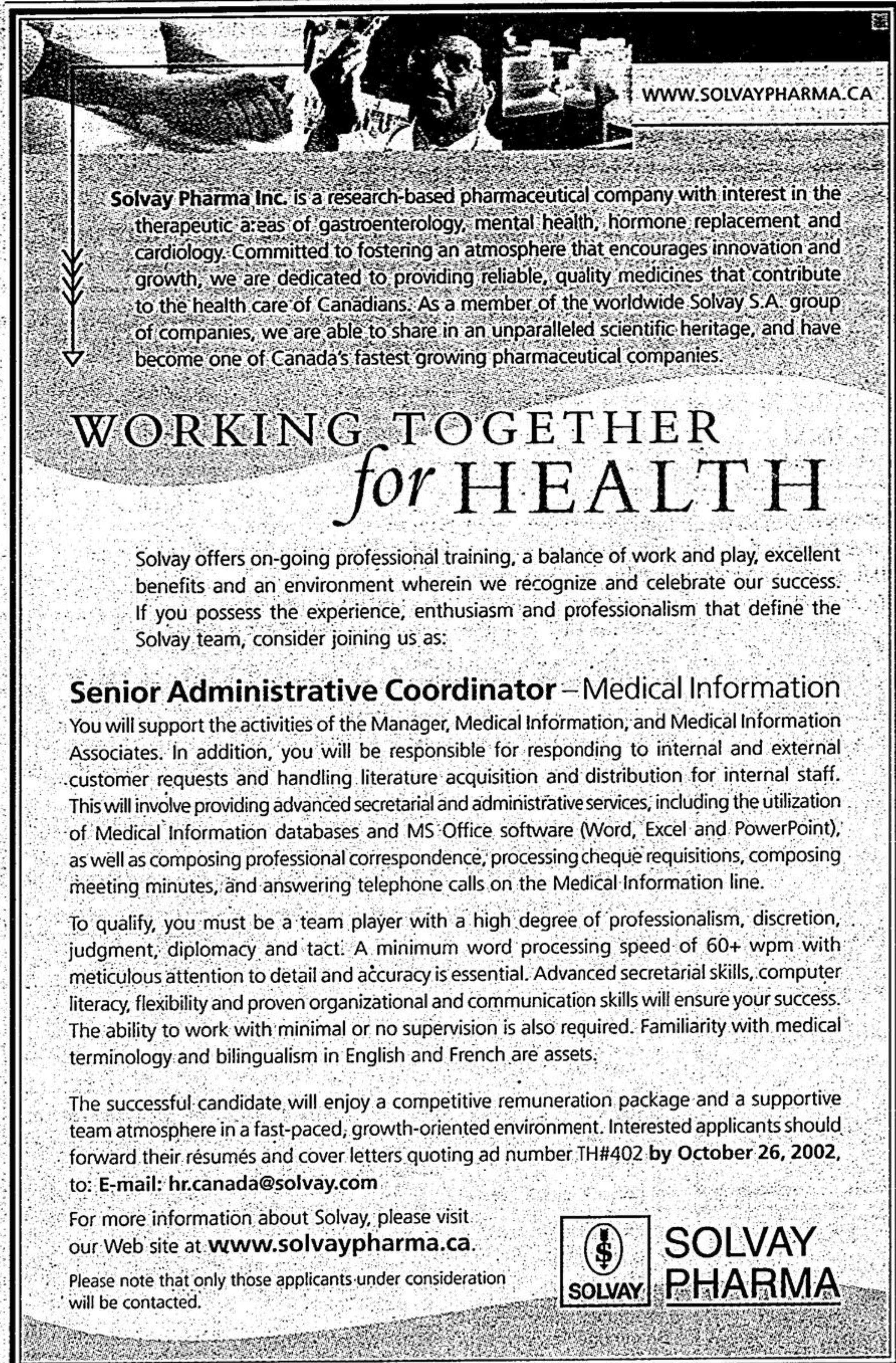
THE PROACTIVE APPROACH TO EMPLOYMENT! OFFICETEAM
 OfficeTeam offers temporary assignments with excellent pay & benefits. We are currently in need of:
FRENCH & ENGLISH BILINGUAL CUSTOMER SERVICE REPRESENTATIVES
 Minimum one year experience with In/outbound calls
JUNIOR ADMINISTRATORS RECEPTIONISTS
 Please forward your resume to: markham@officeteam.com or call 905-771-8272 for more information

Markham printer requires a **RECEPTIONIST & A/R PERSON**
 Must be organized & have good communication skills plus a working knowledge of Simply Accounting.
 Fax resume to: 905-513-7541 or email: derek@ubx.ca

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DENTAL RECEPTIONIST
 required part-time for dental office at Hwy #7/ Warden. Tuesday, 3:30-6:30pm. Experience preferred.
 Please call (905)940-9988



WORKING TOGETHER for HEALTH

Solvay Pharma Inc. is a research-based pharmaceutical company with interest in the therapeutic areas of gastroenterology, mental health, hormone replacement and cardiology. Committed to fostering an atmosphere that encourages innovation and growth, we are dedicated to providing reliable, quality medicines that contribute to the health care of Canadians. As a member of the worldwide Solvay S.A. group of companies, we are able to share in an unparalleled scientific heritage, and have become one of Canada's fastest growing pharmaceutical companies.

Solvay offers on-going professional training, a balance of work and play, excellent benefits and an environment wherein we recognize and celebrate our success. If you possess the experience, enthusiasm and professionalism that define the Solvay team, consider joining us as:

Senior Administrative Coordinator - Medical Information
 You will support the activities of the Manager, Medical Information, and Medical Information Associates. In addition, you will be responsible for responding to internal and external customer requests and handling literature acquisition and distribution for internal staff. This will involve providing advanced secretarial and administrative services, including the utilization of Medical Information databases and MS Office software (Word, Excel and PowerPoint), as well as composing professional correspondence, processing cheque requisitions, composing meeting minutes, and answering telephone calls on the Medical Information line.

To qualify, you must be a team player with a high degree of professionalism, discretion, judgment, diplomacy and tact. A minimum word processing speed of 60+ wpm with meticulous attention to detail and accuracy is essential. Advanced secretarial skills, computer literacy, flexibility and proven organizational and communication skills will ensure your success. The ability to work with minimal or no supervision is also required. Familiarity with medical terminology and bilingualism in English and French are assets.

The successful candidate will enjoy a competitive remuneration package and a supportive team atmosphere in a fast-paced, growth-oriented environment. Interested applicants should forward their resumes and cover letters quoting ad number TH#402 by October 26, 2002. E-mail: hr.canada@solvay.com

For more information about Solvay, please visit our Web site at www.solvaypharma.ca

Please note that only those applicants under consideration will be contacted.

SOLVAY PHARMA

Specialty Care
 Join our Leadership Team

Specialty Care is a family-owned company committed to providing the highest standards of service and responsiveness to seniors and other adults with special needs. We are presently in a period of expansion and have excellent opportunities over the next 12 months for enthusiastic and experienced senior management professionals in some of our new or existing Long Term Care facilities. Present openings in the Toronto area include: Scarborough, York Region, Simcoe County and Peterborough (Millbrook).

We value our staff and will support your interest in continuing education and career development within our growing company. A commitment to innovation and the ability to work in a progressive, multi-disciplinary team environment are essential. We are looking for exceptional candidates who can bring their experience and talents to the following key positions:

- 1) Administrator**
 With overall responsibility for managing the facility, this individual will have knowledge of LTC standards and demonstrated competence in providing leadership in the areas of: human resources, finance, labour relations, marketing, computer skills and department coordination. Candidate will have a minimum of 3 years related experience, LTC management certificate, preferably with degree in management, social, health services or equivalent.
- 2) Director of Care**
 Responsible for managing our nursing and personal care services, ensuring that quality resident-focused care is provided. The DOC will be registered with the College of Nurses of Ontario, has a BScN and 3 years LTC management and strong team leadership skills and experience in geriatric nursing and dementia (GENTLEGARE model helpful), and computer skills.
- 3) Director of Resident Services**
 Co-ordinates the admissions process and family support services; is responsible for our recreation and restorative staff and programs; will serve as an advocate for residents; and will liaise with therapy consultants. The Director of Resident Services will have a university degree in social work or a related field. The position requires hands on experience with seniors, demonstrated skills in caregiver support, computer skills and a broad knowledge of recreational and community services. Please fax or email resume with covering letter summarizing your experience by **November 1, 2002**:
 Specialty Care Inc
 Attn: Human Resources
 FAX: 416-443-9085 or hr@specialty-care.com
 We thank all candidates for applying; however only those selected for an interview will be contacted.
 Visit our website www.specialty-care.com for more information about our growth opportunities

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510 general help

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532 retail sales help

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F/T SHIPPER/ RECEIVER
 required for busy marine distribution company. Experience required. Great team player. Some heavy lifting involved. Forklift experience an asset. Hwy. 400 & #7 area. Fax to Fabrice: (905)669-8956

DOG LOVER WANTED
 days for part-time help for doggie day care. Dog experience preferred.
 Fax resume to: 905-642-8259

Creativity
 isn't just paint and clay. It's creative people that make great things.

- Tremendous sales growth and expansion equals personal and financial growth for you
- Now over 700 stores throughout the U.S. and Canada and over \$2.4 billion in sales!
- We're opening 65 more stores this year alone!
- The world's most recognized arts and crafts retailer

NOW HIRING FOR OUR MARKHAM LOCATION!
 FULL AND PART TIME POSITIONS AVAILABLE:

- Department Managers
- Lead Sales Associates
- Sales Associates
- Front-End Supervisor
- Overnight Stockers
- Cashiers
- Custom Framing Associates

No experience required...we'll train!

YOU'LL RECEIVE:

- Competitive Compensation Package
- 25% Merchandise Discount
- Flexible Schedules
- Career Advancement

Please **APPLY IN PERSON** at Michaels, Markham Woodside Centre, 3135 Hwy 7 E, Markham, ON.

Michaels
 THE ARTS AND CRAFTS STORE
 Equal Opportunity Employer
 VISIT US ONLINE AT: MICHAELS.COM/JOBS

DIRECTOR OF CARE RNs and RPNs
 Industry leading LTC centre in Richmond Hill. Two storey, 124 bed, climate controlled, spacious and friendly residential environment. Positive, energetic and supportive, culture dedicated to resident centred care and services.
 Please fax resume to: 905-737-1866

SEWING POSITION
 Full time temporary. Woodbine & 16th Ave. Detailed high quality work. Serger and stretch fabric experience
 (905)887-0414

540 hotel restaurant

540 hotel restaurant

The Bluestone Bistro
 Is now hiring for the following:
 Full time & part time **HOST/ HOSTESS**
 Apply in person: 4261 Hwy. #7 East
 or fax resume to (905)475-9519 or call (905)475-6999

OVER 30 PRODUCTIONS INTO.
 requires both principle speaking talent and background movie extras to work immediately. No experience required.
 Call (905)853-3300

Now Hiring for Burger King in Stouffville
 (15 Ringwood Drive & Main Street)
SENIOR & JUNIOR MANAGEMENT POSITIONS AVAILABLE.
 Any fast food & restaurant experience welcomed. Flexible hours possible.
 Please fax all resumes to (416)925-4983

Lawn Care Co.
 in Markham requires experienced **LAWN CARE/ MAINTENANCE PERSON**
 Call 905 887-0050

525 office help

OFFICE MANAGER
 Small but prestigious international retail consulting firm based in Old Unionville requires an experienced bookkeeper for full-time office administration (including reception, bookkeeping, telephone answering etc.). Excellent English, extensive experience with MS Office Professional & Simply Accounting (or equivalent) and a working knowledge of computer graphics packages are essential. A second language and knowledge of computer network maintenance would be helpful. Starting 1st to 15th November. Visit our website then email ONLY your customised CV with references and your expected starting salary to unionville@talbotconsultants.com.

510 general help

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Stouffville United Church is seeking a **SUPERINTENDENT** of the Children's Sunday School Program. This position is ten hours per week working within a team environment.
 Fax resume to 905-640-3740 by November 3, 2002

HYLO
 Property Services Inc. hiring **SNOWPLOW DRIVERS, BROKERS & WALKWAY SHOVELLERS.**
 Call Jeff 416-899-5296 or visit www.gohylo.com