

525 office help

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535 hospital medical, dental

535 hospital medical, dental

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PAYROLL / AP CLERK
Leading furniture retailer in Concord is seeking individual to administer bi-weekly payroll/benefits for 125+ employees. Must have payroll and computer experience. Duties also include gov't remittances, A/P, account reconciliations. This is a six-month contract position with possibility of renewal. Pay \$18-20/hr.
Submit resume by fax to 905-669-3535, Attn. Mr. N. Kampen.

ADMINISTRATIVE ASSISTANT/ CUSTOMER SERVICE
Required for the Canadian Junior Golf Association in Markham. Must be a team player and able to work in fast paced environment. Must have computer knowledge & customer service skills. Must be neat and organized Monday to Friday 9-5. Must be fluent in English. French speaking is a bonus.
Woodbine and Hwy 7
Please fax resume to 905-947-9734 or e-mail to danny.fritz@cjga.com All resume shall be put to the attention of Danny Fritz.

Participation House
A non-profit agency serving adults with disabilities now recruiting for a Full-time Non Union
ACCOUNTING ASSISTANT
ACCPAC WINDOWS experience required. Ceridian-Computerized payroll experience preferred. Please send resume and state salary requirements to the attention of:
Mrs. Frances DiCarlo, Human Resources Dept. by fax only at (905)294-7834 Respond by April 2, 2003

Junior Underwriter
required for a mortgage company. Banking experience an asset but not necessary. Successful candidate must have excellent customer service skills, work independently and multi-task in a fast paced environment. Require solid knowledge of Microsoft Word, Excel, Internet/Email and Database. Competitive compensation and bonus package.
Fax resume to: (905)946-0063 Successful candidates will be contacted for an interview.

JOIN THE WINNING TEAM! OFFICETEAM
Specialized in Administrative Staffing.
We have opportunities for all levels of:
• BILINGUAL (FRENCH & ENGLISH) CUSTOMER SERVICE REPRESENTATIVE
• BILINGUAL (FRENCH & ENGLISH) ADMINISTRATIVE ASSISTANTS
Please forward your resume to: markham@officeteam.com or call 905-771-8272 for more information Visit us @ officeteam.com

530 sales help & agents
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FULL-TIME PALLET SALES PERSON
Experience in the pallet/container/packaging industries preferred. Competitive compensation package.
Contact Tom: (905)660-0047.

535 hospital, medical, dental
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HARP CERTIFIED DENTAL ASSISTANT
maternity leave. Full time. Experience preferred.
Dr. Dennis Azuma, Unionville Fax: (905)475-4809

ING DIRECT OPPORTUNITIES PART-TIME DURING THE DAY
Looking for a Part-Time Job that allows you the flexibility to balance your busy schedule at home? We have great opportunities for outgoing, energetic sales people in our Banking Call Centre. We are looking for individuals interested in working Part-Time during the day for a couple of hours. We offer a fun, friendly and fast paced work environment, with a competitive salary and lots of great incentives programs.
To apply, please e-mail humanresources@ingdirect.ca or fax your resume to: **(416) 758-5292. Please refer to file DA - 1012ES**
ING DIRECT thanks all applicants for their interest, however only candidates under consideration will be contacted.
ING Direct is committed to Employment Equity.
VISIT OUR WEBSITE @ WWW.INGDIRECT.CA


530 sales help & agents
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EXPERIENCED SALES PEOPLE REQUIRED
Join the Shanahan Sales Team.
We're looking for self-motivated energetic people who wish to earn an above-average income. We offer a competitive remuneration package, benefits and a demo program.
If you're interested, please fax resume to: Randy Winstone or Tony Caietta
SHANAHAN - Ford
ISO 9001:2000
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530 sales help & agents
535 hospital, medical, dental
540 hotel restaurant
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• Telephone Surveyors
• Sales Reps
• Account Managers
• Day & evenings 9am-3pm/5pm-11pm
Students welcome
Call Mark at (905)752-2800
Medical office requires
• Receptionist and a
• Venipuncturist
Full or part time
Fax CV with cover letter to Maureen
905-884-5317
LINE COOKS WANTED
Sleepy Hollow Country Club
13242 10th Line, Stouffville
Fax: (905) 642-0308
Tel: (905) 640-2426

535 hospital, medical, dental
535 hospital, medical, dental
535 hospital, medical, dental
Required immediately:
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• Casual Staff - all areas
• Benefits Package • Full-time Hours Available
We offer competitive wages and educational opportunities. Certification, a valid driver's licence, and a vehicle are required.
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Tel: (905) 715-7808 or Fax: (905) 715-7868
e-mail: rrogers@prethealthcare.com
Preferred Health Care Services Inc.

Ranked #1 For Best Nurses
VISITING & SHIFT NURSING YORK REGION
S.R.T. Med-Staff is pleased to announce that its contract with the Community Care Access Centre of York Region has been renewed until 2007.
RN's are required immediately for all areas including pediatrics and mental health.
• Full and Part Time Positions Available
• Minimum 1 Year Recent Experience in Community or Acute Care Setting
• Salary \$80,000 +
Fax resume to Sheila Bourque at 416-968-3652 or e-mail humanresources@srtmedstaff.com

The **Success** of a home care career



Saint Elizabeth Health Care was recently awarded a long-term contract renewal for Nursing services in York Region, thanks to the hard work and dedication of our caring staff. Their contributions have truly made us the success we are today.

NURSING JOB FAIR
Community RNs & RPNs
Full-time & Part-time positions available
Adult Medical/Surgical • Paediatric
Palliative Care • Mental Health
All positions are available in York Region

- New competitive rates
- Extra pay for education and skills
- Flexible self-scheduling
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- Pension and group benefits
- Education bursaries
- Online learning
- Preceptorship program
- Paid mileage


If you are unable to attend our Job Fair, please forward your resume to:
Vera Zimovski, Service Delivery Centre Manager, Saint Elizabeth Health Care, 8920 Woodbine Avenue, Suite 303, Markham, Ontario L3R 9W9
Fax: (905) 944-0566
hresources@saintelizabeth.com

For more information on Nursing opportunities, please call (905) 944-1743.

Thursday, April 3 - 10 a.m. to 6 p.m.
Woodbridge Pool & Memorial Arena, Community Hall
5020 Highway 7, Woodbridge

SUCCESSFUL CANDIDATES WILL RECEIVE A \$1,000 SIGN-ON BONUS

www.saintelizabeth.com



535 hospital, medical, dental
535 hospital, medical, dental
510 general help
510 general help
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Call Dr. Rowe or Dr. Alexander
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Cornell Chiropractic Centre
Landscape company requires **LAWN MAINTENANCE FOREPERSONS & LABOURERS**
Experience & driver's license a must. Full time year round. Competitive wages.
Call (905)713-6265

545 teaching opportunities
545 teaching opportunities
ECE (Diploma required) & Assistants
for daycare in Stouffville.
Fax resume to: (905) 642-4409
KENNEDY & Hwy 7 CASHIER for midnights
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IMMEDIATE JOB OPENING #1 Home Cleaning Service
We pay more than competing cleaning services. Medical insurance. Plus paid training. No evenings, weekends or holidays. Car an asset.
Call now!
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Driver's license required.
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Outside solicitation and indoor telesales. Hours: 1-9 pm, Mon.-Fri. Saturday, 9-1pm: \$600 +/- week guaranteed.
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required for local resort. Experience with tractors and lawn equipment helpful.
Please call (905)642-1700

★ TV AUDITION ★
Acting and modeling jobs for upcoming TV and movies. All ages and sizes. Fee: \$40 includes audition tape and headshot for talent directory. **March 30**, Monte Carlo Inn, 8900 Woodbine Ave. Markham 6 to 8 PM. www.tvaudition.com