

505 careers

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530 sales help & agents

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SCHOLASTIC CANADA LTD.

The leading publisher and distributor of children's books requires a

Digital Archivist and Librarian

The successful candidate has knowledge of graphic design, good organizational skills and the ability to work well under pressure. Strong multi-tasking skills are a must for this position. Experience working within the Mac OS environment is required and excellent communication skills are essential for liaising with internal and external clients.

Demonstrated experience in the following applications for Mac platform are required: Quark Express, Adobe Photoshop, Adobe Acrobat, Stuffit Deluxe, knowledge of file transferal (FTP) and experience in troubleshooting. Experience creating PDF's for web and print would be an asset.

The applicant must be well organized and be able to work in a fast paced environment. We are looking for an ambitious team player with solid work ethics. The successful applicant will have a post-secondary diploma or equivalent.

If you are interested in the above position, please forward a copy of your resume to:

Human Resources Division

Scholastic Canada Ltd.
175 Hillmount Road
Markham, Ontario L6C 1Z7

Fax: 905-887-3639 E-mail: resumes@scholastic.ca

We appreciate the interest of all applicants; however, only those selected for an interview will be contacted. No telephone calls or agencies please.



Educational Sales Representative

Do you consider yourself to be strong-willed, determined and persuasive? We are searching for team players who can successfully sell our software via telephone, to the K-12 market.

If you have excellent communication and computer skills, Renaissance Learning in Aurora, may be the right fit for you. Organizational skills and attention to detail are necessary. Previous sales experience is a plus.

We develop and sell the world's most popular educational software programs, including the #1 and #2 sellers! Renaissance Learning of Canada offers an attractive salary, a comprehensive benefits plan, and a dynamic work environment where people are given respect, responsibility, and a lot of independence. Truly the opportunity of a lifetime!

Please visit our website at: www.renlearn.ca to learn more.

*****No Agencies*****

Contact Information
Patricia Weise-Hoover,
Human Resources
jobs@renlearn.ca

Renaissance Learning of Canada
PO Box 220 Aurora, ON L4G 3H3
Fax: 905-726-8119



Helping Educators Improve Schools Through Technology and Research

509 drivers

509 drivers

CUBE VAN DRIVER

G class, must speak fluent English with clean abstract

BROKERS

with small vehicles 70% commission paid.

Please call (905)201-9293

OPPORTUNITY
DO YOU BELIEVE IN EDUCATING CHILDREN?

Allianz Education Funds Inc. distributor of the Heritage Scholarship Trust Plan (R.E.S.P.) is now hiring. Full time and qualified part time individuals. Work from home as an independent agent. Parenting or financial experience an asset. Training provided.
Fax resume to: (905)707-1078 or call: (905)707-6630, ext. 4

515 skilled & technical help

515 skilled & technical help

HEAVY EQUIPMENT DIESEL MECHANIC

needed immediately. Head Office in Vaughan.
Please fax resume to: (905)264-1380 or call (905)851-7206

525 office help

525 office help

RECEPTIONIST

Required 3 days/wk for busy non-computerized dental office. Proficient Accounting Skills A Must!
Fax Resume or Call (905)640-1144

RECEPTIONIST

For Swan Lake Village Presentation Centre Part-time Sundays Only
Fax resume to: (905)294-4005

514 salon & spa help

514 salon & spa help

514 salon & spa help

the SPA at markville

Is looking for a committed and dependable **FULL-TIME RECEPTIONIST**

This is now a summer job and you must be able to work weekends

We are willing train, but some basic experience would be an asset.

For an interview, please call Yvonne at: **(905)513-0045**

515 skilled & technical help

515 skilled & technical help

525 office help

Join a Winning Team

We require **EXPERIENCED PARTS PERSON** Reynolds & Reynolds experience.
Fax-resume to Randy Cowper 905-477-0311

Email: parts@unionvillemotors.com



A growing QS9000 Automotive Stamping Company in Richmond Hill has a position available for a **Quality Engineer**

- 2-5 years experience in an automotive stamping environment is a must.
- Familiar with QS9000
- Full understanding of P.P.A.P requirements
- Metrology and GT & T
- Involvement in APQP process

Interested applicants should forward their resume to the attention of the Human Resource Manager
Fax #905-780-5703

TELEMARKETING

Business to Business telemarketing opportunity Markham area, part time, Monday to Friday, 9am-12noon
Call for interview **(905)475-8535 ext. 317**

535 hospital, medical, dental

FULL-TIME MEDICAL SECRETARY

For Markham family practice/respirology office. Experience required
Fax resume to: (905)472-2004



Tri-Aqua Systems a leader in water treatment products and services requires **Water Treatment Consultants** for York Region and greater Toronto.
Fax resume to: (905)642-9078 or to: sales@triaquawater.com

525 office help

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Office Administrator

The Whitchurch-Stouffville Minor Hockey Association requires an Office Administrator. The successful candidate will possess the following:

- Working knowledge of Word Processing and Spreadsheet Software.
 - Excellent organizational and administrative skills.
 - Good oral and written communication skills.
 - The ability to work independently.
- Some familiarity with minor hockey would be an asset.
Applications should be submitted by July 4th, 2003 via email to cornac@rogers.com or fax: (905)475-9011

ADMINISTRATIVE SUPPORT

Business in the Markham area is looking for Administrative Support who has experience using Microsoft Office (Word, Excel, Publisher). The ideal candidate will have excellent communication skills and be proficient in the English language both written and spoken. Duties will include: reception, data entry, filing, dealing professionally with clients on the phone and in person, and other miscellaneous tasks as required. The ability to work independently and show initiative is a must!
Please email your resume to **brendas@tada.ca for consideration.** We thank everyone for applying but we will only respond to the candidates selected for an interview.

ACCOUNTING ASSISTANT

required for busy Markham office. Duties include general accounting, billings and m/e reconciliations. ACCPAC and MSOffice exp. is an asset. Candidate should possess excellent computer and communication skills.
Email resume to: dkaur@tada.ca

ADMINISTRATIVE ASSISTANT

Pleasant, energetic and efficient person with a good understanding of general office duties and good computer skills, to organize and coordinate activities relating to the grounds maintenance at a private golf course. This part time position would be of interest to someone wanting to work 3-4 hours per day, 4-5 days per week.
Please respond in writing or by fax to Paul Dermott, The York Downs Golf & Country Club 3134 16th Avenue, Unionville, ON L3R 0P1 Fax: 905-477-8869
Only those chosen for an interview will be contacted.

RECEPTIONIST

A growing QS9000 Automotive Stamping Manufacturer in Concord has a position available for a **RECEPTIONIST**. The successful applicant will have the following qualifications:

- Minimum Secondary School Graduation Diploma (OSSD)
- Excellent oral and written communication skills
- 1-2 years telephone/reception experience
- Be a self starter who requires minimal supervision
- Proficient in MS Word, Excel (Power Point and MS Project a plus)
- Familiar with various office machinery such as copier, fax, postage, couriers
- Knowledge of Quality Document Control a plus

Interested applicants should fax their resume to the attention of the Human Resources Manager
(905)780-5703

Personal Lines Insurance Brokerage in Stouffville, looking for top-quality, **RIBO Registered BROKERS** with a flair for Sales and Customer Service. If you are self-motivated, technically proficient, and ENJOY talking to clients, we are interested in talking to YOU! Minimum 3 years experience required. Experience in a call centre environment is an Asset. Attractive remuneration package with benefits available.
If you would like to be part of our progressive brokerage, we invite you to FORWARD YOUR RESUME, in strict confidence by e-mail to cmorton@greypower.com

525 office help

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Accountant + Office Admin Wanted
Construction company requires person about 25 hrs/ week. Min. 3 years CGA/CA studies. Responsible for all accounting/administration. Exp. in Accpac (Dos & Windows), Simple, + Word & Excel.
Resume by fax to: 905-294-3898 Reference from CA or CGA req'd.

530 sales help & agents

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Fitness club seeking **Membership Sales Personnel**. Must have sales background, excellent communication and customer service skills.
Fax resume to: **905-475-6841**

VOICES WANTED

Strong & articulate Customer Service. Earn up to \$18/hr. +big cash bonuses!
3:30-9:30pm
Woodbine/Hwy.#7
Call Kevin **(905)752-2800**

540 hotel restaurant

540 hotel restaurant

FIRE + ICE STIR GRILL

Our Markham Restaurant at Hwy 7 & Woodbine Ave. is hiring for:
• **COOKS • BUS PERSON**
• **DOOR STAFF**
If you're the right applicant you'll start right away!!
Apply in person

Col. Mustards requires Full-time Cook

Call Tony **(905)294-4925**
6545 Hwy. 7, Markham

545 teaching opportunities

545 teaching opportunities

Town's Little Children requires an ASSISTANT ECE

to work part-time 2 days per week in the infant room. Experience an asset. Please call Mary or Pat **(905)479-7781**

545 teaching opportunities

510 general help

FRENCH TEACHER

needed at Stouffville Christian School. Grades 1-8. Part time position (.5)
Email: **cusato@sympatico.ca**

THE CHEMIST PHARMACY

Cashiers, Pharmacy Tech, Merchandisers, F/T, P/T.
Fax resume to: **416-590-0785**
email: **tcpharmacy@sympatico.ca**