

515 skilled & technical help

515 skilled & technical help

525 office help

525 office help

525 office help

530 sales help & agents

530 sales help & agents

540 hotel restaurant

540 hotel restaurant



**INSTALLATION TECHNICIANS**  
A leading heating & air conditioning company has opportunities for professional installation technicians in the Markham and York area. If you are a self-starter and have a minimum of 5 years experience, we want to talk to you.  
We offer: On going training, health & stock purchase benefits, career advancement opportunities, performance based compensation package (after 3 month probation/training period).  
Please fax your resume in confidence to (905) 471-0206  
Attention: Roberto N. Valle

**SCHOLASTIC CANADA LTD.**

The leading publisher of children's books is seeking  
**Customer Service Representatives**

English & Bilingual (English and French)  
Several positions are available in our incoming Call Centre (Major MacKenzie & Hwy 404 area) for experienced Customer Service Representatives. These positions will promptly handle all customer inquiries to ensure appropriate action is taken to maintain a high degree of customer satisfaction and loyalty. The ideal candidate must have excellent communication skills in English (bilingual positions must be fluent in English and French), excellent telephone manner, and exceptional listening and organizational skills. Keyboarding, order entry skills as well as previous customer service experience are an asset. Also required is the flexibility to change shifts based on customer calling patterns.

Rate of pay is \$10.50/ hour. A rate premium will apply for bilingual positions. A variety of shifts are available including:  
• 3:30 pm to 8 pm plus Saturday (9 am-1:30 pm)  
Minimum of 3 evenings per week  
• 12 pm to 8 pm Monday to Friday (4 weekdays) plus Saturday (9 am - 1:30 pm)

If you are interested in the above positions, 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

**All resumes must be received by July 14th, 2003.**

Please indicate on your cover letter, your shift availability and if you are applying for a bilingual position.

We wish to thank all candidates for their applications in advance and advise that only those selected for an interview will be contacted.  
No telephone calls or agencies please.



**EXPERIENCED USED CAR SALES REPRESENTATIVES**

Join the Shanahan Sales Team.  
You must be customer driven, energetic & reliable.

We offer a competitive commission plan, full company benefits and a company demonstrator.

Call Tony Caietta for an appointment



567 Davis Drive, Newmarket  
905-853-5000, 416-798-4858  
Fax: 905-853-3004

**The Lion of Stouffville**

5917 Main St., Stouffville

Due to an extremely busy summer and our upcoming expansion, we are seeking the following experienced staff:

- Wait Staff (Full-time)
- Bus Person
- Host/ Hostess
- Cashier for Sushi Bar
- Door Person
- Line Cook
- Dishwasher

Call (905)642-1344 or Fax resume to 905-642-1343

**FT CAFETERIA HELP & FT COOKS**

required for cafeteria located at 16th Ave/ Markham Rd. and Aurora location. Day, afternoon and evening shifts available.

Please fax resume to: (905)751-0710 or call Teresa at (416)878-3281

525 office help

525 office help

**RECEPTIONIST/ADMINISTRATIVE ASSISTANT** for busy publishing company. You will be responsible for answering and directing calls, handling courier packages, maintaining a contact management database plus various clerical duties, including invoicing.

To qualify you must have one or two years' experience be fluent in English, have an excellent professional telephone manner and the ability to multi-task. Knowledge of Excel and Word a must.

If interested, fax or email your resume to Ms. Erica Empringham, Director, Finance and Administration



Fax: 905 886 6615, email: eempringham@doetail.com

**PERSON FRIDAY**

Quickbooks knowledge, invoicing, filing, and assist with shipping 15-20 hrs a week Hwy #48 and 16th Ave. Call (905)294-0166

**FULL-TIME RECEPTIONIST**

Money Concepts Stouffville. An energetic, multi-tasking individual with great people skills required for a busy, friendly office. Competent computer skills required. Please submit resumes by Wed., July 9th to: Fax: (905)642-4537 Email: dmaacdonald@moneycpts.com

**RIBO Licensed CSR**

Insurance Broker in Markham requires Excellent compensation, working environment and group benefits. Minimum 2 years experienced required. Salary plus new business and renewal commissions plus bonus. Fax resume to Linda: 905-475-0447

**RECEPTIONIST/ DATA ENTRY PERSON**

Must have good communication skills and be computer literate. Should like to work in a fast paced environment. Please fax resume to: (905)940-9558

**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@magnumprint.com

**Technical Service Manager and Planning & Scheduling Coordinator**

Rapidly growing alarm co. seeks. Join our team. Email resume sales@apialarm.com or fax attn: sales 905-738-1413



530 sales help & agents

530 sales help & agents

530 sales help & agents

**yrng ARE YOU A TOP PERFORMER? JOIN OUR TEAM!**

York Region Newspaper Group publishers of 6 community newspapers in York Region has immediate openings for

**Advertising Sales Representatives**  
Directory Division  
Territory - York Region

The successful candidates will have 2-5 years minimum experience in advertising sales. Preference will be given to those with Yellow pages advertising backgrounds or related experience. You will have a reliable vehicle, and be a team player who also works well independently.

We offer a highly competitive commission based pay package. Interested applicants please forward resumes to: Stacey Allen, Manager. By fax: 905-640-8778

By Email: sall@yrng.com  
Mall: YRNG Events Management & Specialty Publications, 9 Heritage Rd, Markham, ON L3P 1M3

530 sales help & agents

530 sales help & agents

535 hospital, medical, dental

**TML Markham's fastest growing call centre, has 24 openings immediately.**  
Hourly plus commission. Good customer service skills will earn you \$18/hr. Applicants must have high energy, strong English, self confidence, telephone skills an asset. Positive attitude a must. Contact Kevin (905)752-2800  
Opportunity for growth Woodbine/ Hwy.#7

**Medical Receptionist** required asap. 12-15 flexible hrs. experienced. Buttonville Airport. Fax resume to: (905) 477-8053

530 sales help & agents

530 sales help & agents

**SALES PERSON** required for RV trailer dealership. Must have good communication skills, sales experience and knowledge of trailers an asset. Located north of Markham (404 & Stouffville Rd). Salary and commission. Call Peter (905)479-1000

**RNs, RPNs, PSWs** Join our team & take advantage of Sign up & incentive bonus. Paid orientation and Stat Pay. New Grads Welcome. Staff Relief Health Care Service. Tel: 905-709-1767 Fax: 905-709-1768

532 retail sales help

532 retail sales help

**RETAIL SALESPERSON**

Wanted for cellular phone industry. Full or part time available. Salary, commission and bonuses. No experience necessary. Please fax resume to: 905-850-8916

535 hospital, medical, dental

535 hospital, medical, dental

Medical clinic in Markham has 2 part time positions available.  
**ADMINISTRATIVE ASSISTANT** With OHIP experience  
**DICTA TYPIST** with medical terminology. Fax resume stating position to: 905-471-1774

**MEDICARE HEALTH AGENCY**

Providing Professional Health Care & Nursing Services

**Now Recruiting!!**

Registered Nurses  
Registered Practical Nurses

Positions available immediately. Fax resume 905-946-8971 or call 905-513-1851

**R.M.T. POSITION AVAILABLE**

in a thriving chiropractic/massage therapy clinic located 500m N. of Markham-Stouffville Hospital. Fax resume to: 905-472-3997  
Cornell Chiropractic Centre

**Physiotherapists Occupational Therapists Kinesiologists Administrative Assistants Secretary**

Full Time and Part Time. Positions available York Central Rehab & York Active Rehab Designated Assessment Centre. Fax resume to (905) 883-2559

**AMICA AT BAYVIEW**

New Senior's Retirement Community Bayview/Sheppard area. Immediate openings for experienced RPN's with medication certificate. F/T: 8:00am to 4:00pm, 4:00pm to 12:00, Midnight and 12:00 Midnight to 8:00am. Shifts. Also required: P/T weekends same shift hours. Excellent career opportunities and benefits available. Please call: 416-977-3177 ext. 236

510 general help

510 general help

**LANDSCAPE/PROPERTY MAINTENANCE PERSONNEL**

Required for July through to the end of November. Must be able to work September to the end of November minimum. Experience and transportation necessary. Fax resumes to: 905-852-2606



Canada Bread is searching for a Part Time Order Desk Clerk working out of its depot in Markham, Ontario

The Order Desk Clerk will be required to:

- answer phone calls in a polite and professional manner,
- record, input, and verify all orders,
- maintain and explain ordering policies/procedures to customers and franchisees, and
- general administrative duties as required.

The successful candidate will have previous experience in a fast paced office/customer service setting with strong communication and organization skills.

Hours of work: 5 days a week from 8am-12pm. Will require Saturday work. Interested candidates may send their resume to fax # (416) 767-1896

**MACHINE OPERATORS**

PLM 1:1, part of the PLM Group located in Markham is a leading producer of direct marketing materials. We are recruiting operators for our imaging department (cut-sheet laser and ink jet printers). These are excellent career opportunities. Prior experience is preferred. Interested parties fax your Resume to: (416) 848-8495  
\*No phone calls please. Only selected candidates will be contacted.