

525 office help

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535 hospital, medical, dental

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540 hotel, restaurant

510 general help

BILINGUAL (Fr-Eng) CUSTOMER SERVICE REP required for Markham company. Accurate keyboarding, excellent phone manner a must. Salary plus benefits. Fax resume: 905-470-7787

Wee Watch
Wee Watch Home Office is looking for a part-time employee with some Simply Accounting experience to do bank deposits and posting for AVR and AVP. Flexible hours.
Respond to Enid@weewatch.com

OFFICE HELP WANTED
1 part-time (maternity leave-1 year contract) position available (6 hours daily each) for experienced person with good secretarial and communication skills. Computer experience with MS Word, WordPerfect and Excel essential.
Fax resume to: 905-475-8688

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

RECEPTIONIST/ ADMINISTRATIVE ASSISTANT for construction/development company. Experience required.
Fax resume to: 905-479-2934

PERMANENT FULL TIME RECEPTIONIST required for Markham company. Responsibilities include answer incoming calls, assist callers, greet incoming visitors, process mail, filing and other administrative duties as assigned. Must have previous experience, great communication skills and knowledge of MS Office applications (Word, Excel).
Please email your resume to: lbsrecep@yahoo.ca

Sportswear mfg. looking for dynamic, bright, friendly **RECEPTIONIST/ OFFICE ADMINISTRATOR**. Perfect grasp of the English language. Must be able to work in a team environment and possess excellent communication skills. Good organizational skills. Computer skills required. 2 years experience.
Please fax resume to 416-751-3151 or email: lit2@msn.com

RETAIL SALES ANALYST Required for fast paced company. Must have minimum 3 years business exp. preferably in food or pharmacy packaged goods. Strong MS Excel and problem solving skills a must. Wal-mart Retail link exp. a definite asset. Please email resume to: gkelly@ckn-inc.com

540 hotel, restaurant

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WANTED IMMEDIATELY FULL/PART-TIME WAIT STAFF
Drop off resume at 139 Main Street, Unionville
Tel: (905)479-8310

Making it Great

Registered Nurses

Join our patient-focused interdisciplinary teams and play a vital role in fulfilling our mission. You are a dedicated RN with related experience and a demonstrated commitment to excellence, professional development and continuing education. If you have a current Certificate of Registration and BCLS, and share our commitment to excellence, consider one of these immediate opportunities in the following areas:

Emergency Department - Full-time and part-time positions exist for individuals with at least one year of current acute hospital nursing experience, preferably in an emergency setting, including dysrhythmia interpretation and IV skills.

Inpatient Mental Health Unit - This full-time opportunity will put into play your current psychiatric nursing experience and sound knowledge of Ontario's Mental Health Act.

ICU/CCU - To excel in this part-time position, you must have at least one year of current acute hospital nursing experience and advanced physical assessment skills.

Special Care Nursery/Paediatrics - Bring your recent experience in paediatrics and/or NICU to this part-time opportunity. Current NRP and PALS certification would be a definite asset.

Childbirth Centre - This part-time role will appeal to an individual who ideally has current NRP and completion of a Breastfeeding course. Recent experience in labour and delivery and operative deliveries, and/or completion of the Obstetrical Nursing certificate are preferred.

Postpartum/Paediatrics - This part-time position calls for recent experience in paediatrics. Postpartum experience would be a definite asset. PALS and NRP certification with breastfeeding experience are preferred.

To find out how we're making it great for patients and staff alike, please send your resume, indicating area of interest, by September 5, 2003, to Human Resources, Markham Stouffville Hospital, 381 Church Street, Markham, Ontario, L3P 7P3. Fax: 905-472-7055. Job Line: 905-472-7575 or 1-866-243-JOBS. E-mail: humanres@msh.on.ca



Our community hospital team shares knowledge, ideas and decision-making to provide excellence in patient care. The Hospital that takes pride in 'Making it Great' - for all who enter our doors - we foster one of the most energized, team-driven environments in health care. Join our team and experience our innovative, rewarding workplace where ongoing professional and personal development is actively supported through such progressive initiatives as a generous education assistance program and computerized documentation.

www.msh.on.ca

Markham Stouffville Hospital

Cafeteria Help required Full-Time
• Mon-Fri
• Warden/Hwy 7 area
Fax resume to 905-853-7135

Cashier/Dispensary Assistant req'd 3 days/wk. Flexible hours. Fax resume to: (905)477-7734 or apply in person Mon-Fri 9am-4pm.

510 general help

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LOOKING FOR A NEW JOB OPPORTUNITY?
Join the crew as a **MACHINE OPERATOR**. Our small concrete cutting and road sawing company will supply you with a truck and all required equipment. Minimal construction experience required. We will provide training. Full time year round work available, hours will vary. You will be part of a rotating schedule that will involve weekend and night work. Valid driver's license is required. We are looking for your commitment and 100% reliability.
Fax resume to: **Leliveld Contracting (905)887-6556**

BOARDWALK LANDSCAPES INC.
Markham, Richmond Hill
Landscape Foreperson/Labourers Required immediately. For our residential & commercial construction company. Experience preferred, but will train. Competitive wages.
Please call: (905)642-1653 or Fax resume to: (905)642-6247

SALES ASSOCIATES
Stephenson's Rental Centres requires customer service people for our equipment rental locations in the Thornhill & Markham area. \$12/hr. plus benefits after 3 months. Customer service experience & a mechanical aptitude are definite assets. Must be able to work weekends.
Please fax 905-471-5448

TELEMARKETING POSITIONS
Available in Markham, Scarborough and Concord. Experienced telemarketing required. Self-disciplined and motivated. Evening and weekend availability a must. Fluent in English and Tamil. Hourly plus incentives.
Please call Seema (905)760-1828 or fax resume to: 905-760-7701 or email: seemasharma@rbc.com

Grounds Maintenance/Snow Removal Person needed full-time, year round to start immediately. Driver's license required. \$11+ to start.
AFFORDABLE MAINTENANCE SERVICES Call 905-887-7492

BAREFOOT GRASS is looking for motivated individuals, experience an asset.
• **Lawn Technicians NEEDED** Must be available to work through the Fall season. Weekly wages starting from \$600+ week.
Fax: 905-760-0470

Work for #1 Home Cleaning Service
• No evenings • No weekends
• No holidays • Paid training
• Benefits available
• Car An Asset
(905)471-2929
merrymaids

RN's & RPN's
A compassionate and dedicated communicator, you will provide part-time nursing services in a new long-term care facility in Richmond Hill opening in late August, 2003. You must have a current Ontario Certificate of Competence (in good standing), BCLS and a commitment to continual growth and development. Experience in gerontological nursing is an asset.
We offer flexible scheduling, top pay rates, an incentive program, paid comprehensive orientation programs, opportunities for growth and development, group benefits and an employee recognition program.
Forward your resume to Human Resources Department, Preferred Health Care Services Inc., 1100 Gorham St. Unit 11C, Newmarket, ON L3Y 7V1. Tel: 905-715-7808, Ext. 277. Fax: 905-715-7868. Email: edzivilva@prefhealthcare.com
Only those considered for an interview will be contacted. An equal opportunity employer.

Preferred Health Care Services Inc.
www.prefhealthcare.com

540 hotel, restaurant

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FULL & PART TIME COFFEE EXPERTS
Timothy's Specialty Coffee is opening a new location at Markham & 14th Ave. For job opportunity, fax your resume to 416-269-7228, or email: videonics@hotmail.com

545 teaching opportunities

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LOVE CHILDREN? Available for school aged daycare. Mon to Fri. Split shifts. Looking for **E.C.E. SUPERVISORS & ASSISTANTS**. Supervisors must be ECE, Rec. Leadership, C & Y Worker, Psychology or equiv. student or grad. Please fax resume to: 905-477-0285

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THE PIANO STUDIO is looking for responsible professional individuals to teach piano at Newmarket and Aurora locations. Minimum grade 10 required. Successful applicants will have good interpersonal skills and work well with adults and children. Send resume attention **Elise Fast, 14 Main Street South, Newmarket. Phone 905-895-1844. Fax: 905-895-6851. Email: elise@thepianostudio.com**

DENTAL ASSISTANT FULL TIME for Markham office. New grads welcome. Immediate position. Please call: 905-471-1348.

Medical Receptionist part-time wanted for busy family practice office. Please fax resume to: (905)475-4270

TEACHER'S ASSISTANT Required for September. Private school in Markham. \$8.00/hour. Must be fluent in English. Fax resume to: (905)294-0130

540 hotel, restaurant

525 office help

530 sales help & agents

Smaller Equipment Leasing Co. requires person for collections and various other duties. Must have good communications skills.
Call Peter @ 905-479-8332 X # 1.

HIGHLY MOTIVATED DRIVER/SALES PERSON Required for Food service industry. Fax resume to: 905-475-6978

WAITSTAFF Urgent Full-time/weekends waitstaff for busy Indian restaurant at Hwy 404/7. Close to public transportation. Must know Indian foods. Will train. Call after 2pm at 416-460-6937 or 416-522-6937

Placing a Classified ad?
1-800-743-3353
Mon-Fri: 8 am-6 pm