

505 careers

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514 salon & spa help

514 salon & spa help

525 office help

525 office help

530 sales help & agents

530 sales help & agents

**SCHOLASTIC CANADA LTD.**

The leading publisher of children's books has the following position available in our Operations Division:

**Afternoon Operation's Assistant Manager**

This position will be responsible for managing and providing leadership for the afternoon operation's shift, assessing staffing requirements, coordinating training of new employees, coordination of all afternoon production to ensure timely order processing, maintaining interdepartmental communication, enforcing company policies and procedures.

The successful candidate will be a college graduate and have two to four years related work experience at a management level; have excellent verbal and written communication skills; excellent organizational skills and problem solving skills. The ability to work independently and be able to coordinate and integrate the work of more than one group are also requirements of this position.

Interested applicants may submit their resumes with salary expectation by **September 8th, 2003** to:

Human Resources Division  
**Scholastic Canada Ltd.**  
 175 Hillmount Road  
 Markham, Ontario L6C 1Z7  
 Fax: 905-887-3639  
 E-mail: resumes@scholastic.ca  
 www.scholastic.ca

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.



**SCHOLASTIC**



Our exclusive and prestigious Spa at the Hilton Suites Toronto/Markham Conference Centre is seeking experienced:

- Salon Manager
  - Hair Stylist
  - Registered Massage Therapist
- Please apply to:  
 Hilton Suites Toronto/Markham Conference Centre & Spa  
 8500 Warden Ave., Markham L6G 1A5  
 Fax: 905-415-7633  
 Email: cleung@leisureworld.ca

515 skilled & technical help

515 skilled & technical help

- LANDSCAPE CONSTRUCTION LABOURERS and
- GROUNDS MAINTENANCE LABOURERS

Experience an asset, but will train.



Call (905)472-4842  
 Winter work also available

525 office help

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**ACCOUNTS PAYABLE**

Full time/part time position to assist head of accounting. Experience a must. Knowledge of inventory, purchase orders and job costs preferred.

Please fax resume to:  
 905-640-7681 Attn: Accounts Payable  
 Eligible candidates will be contacted for interview.

**LEGAL SECRETARY**

Full-time for Markham law office. Min. 3 yrs. experience, working knowledge of software pertaining to Real Estate, Corporate & Estate law.  
 Fax resume to: (905)513-7147

**Health & Fitness Club requires Experienced Receptionist**

for full time position.  
 Fax resume to:  
 905-475-7151

**ADMINISTRATIVE ASSISTANT**

A highly motivated assistant to the President required for busy consulting practice. Must have 5 years experience, superior organizational & communication skills, strong MS office background and A/R, A/P experience.  
 Fax resumes to HR: (905) 946 8966

**FULL-TIME SECRETARY/RECEPTIONIST**

for modern professional real estate office in Markham. Must have real estate office experience and be able to manage front desk.  
 Fax your resume in confidence: 905-471-0832 or call Shahan Guler: 905-471-2121

**OFFICE ADMINISTRATOR**

Busy Markham law office looking for a driven, organized Office Administrator to perform various duties in a fast paced environment. Responsibilities include payroll, bookkeeping and general office duties. Knowledge of PC Law and experience in a similar role required.  
 Please e-mail resumes to:  
 afeldstein@rogers.com

**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 ASST.**

**FULL-TIME** position for a fast paced client/service focused Markham based professional engineering firm. Minimum 4 years experience, MS Office, well organized, self motivated & efficient with excellent oral and written communication skills.

Forward your resume to:  
 careers@coleengineering.ca or fax to:  
 (905) 940-2064 Attn: Human Resources

We wish to thank all applicants, but only those selected for an interview will be contacted.

525 office help

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**CUSTOMER SERVICE REPRESENTATIVE**

Miller Waste Systems has an immediate opening for a bright, energetic person looking forward to a career in CUSTOMER SERVICE. Working closely with the Sales and Operations teams, you will be responsible for providing telephone quotations & prospecting for new business, and resolving all customer service/billing inquiries.

If you have a minimum of 2 years experience, excellent interpersonal and communication skills, superior organizational skills, and thrive on working in a fast-paced team environment, then this is your opportunity to join our dynamic and expanding team.

Interested applicants are invited to forward a resume to:



Human Resources Administrator  
 Miller Waste Systems  
 8050 Woodbine Avenue  
 Markham, Ontario, L3R 2N8  
 Fax: (905)475-6396  
 Email: paulineg@millergroup.ca

We thank all applicants however, only those selected for an interview will be contacted.

540 hotel restaurant

**Cocoberry Cafe requires FULL-TIME CASHIER & COUNTER HELP**

Fax resume to:  
 (905)940-8507 after 2pm  
 or apply in person at:  
 675 Cochrane Dr., Markham (Centurian Tower)

540 hotel restaurant

**Markham area hotel is looking for FULL-TIME GUEST SERVICE AGENT**

Exp. preferred.  
 Fax: 905-513-9100  
 Call: (905)513-8100 ext. 4421

540 hotel restaurant

540 hotel restaurant



**Here We Grow Again**

**THE PICKLE BARREL**  
 NEW LOCATION/NEW CONCEPT  
 Inside the MARKVILLE SHOPPING CENTRE  
 (MARKHAM, ONTARIO)  
 is now recruiting All Stars!

If you are energetic, enthusiastic, goal oriented, talented & a team player, this high volume restaurant is looking for you!

All Management positions available

Please Submit Resume By fax: 416-785-8809 or email: markville@picklebarrel.on.ca

540 hotel restaurant

York Downs Golf & Country Club is a 27-hole private golf club located in Unionville.

**We are currently seeking: •WAIT STAFF •DISHWASHERS**

We will provide the following:  
 •Competitive Wages  
 •Meals while on duty  
 •Uniforms  
 •A safe and friendly work environment  
 If you are a hard-working, professional, and self-disciplined team player, please forward a copy of your resume to:

**Nick Diano**  
 Clubhouse Manager  
 York Downs Golf and Country Club  
 4134 16th Avenue  
 Unionville, ON  
 L3R 0P1  
 ndiano@yorkdowns.com  
 Fax: (905) 477-0989

No phone calls please.

**WANTED!!**

We are currently on the lookout for a dynamic, experienced store manager/trainee to join our team of unique concept discount retail chains.

- Competitive Wages
- Benefit Package
- Performance Bonuses and more.

Please fax resume to:  
**Human Resources**  
 1-866-483-5140

The career & financial services with industry giant mutual funds etc. Full training provided. Call Dalbir: 1-877-623-7577

514 salon & spa help

**MARKHAM HAIR STYLIST**  
 with some clientele for Unisex shop. Experienced. Call (905)472-2688

**JOIN OUR WINNING TEAM**

If you are looking for a career in a fast-paced industry where you will use your talents to provide WOW service. If you are dynamic, responsible and want to succeed, don't miss these unique opportunities to join our team. Positions available now.

- Full Time and Part Time Cooks
  - Experienced Manager(s)
- Please fax resume & salary expectations to 905-201-7945  
 7680 Markham Road, Markham  
 No Phone Calls Please



**EXECUTIVE ASSISTANT**

Richmond Hill national distributor seeking a highly motivated experienced professional with the ability to multi-task and work independently on detail oriented projects with accuracy. Advanced organizational and computer skills with excellent communication and decision making skills. Salary mid \$40's.  
 Submit resume to: pereira\_j03@hotmail.com

Promote your company's INTERNET PRESENCE in the Classifieds. Be sure to include your WEB ADDRESS