

525 office help

BOOKKEEPER/ SECRETARY
Permanent, Part-time.
12-16 hrs/wk. \$15 hr. MS Office,
Lotus, Corel, Quickbooks.
Assist with all office functions.
Near Woodbine/16th Ave.
Only those interested in part-time not
full-time need apply.
Fax resume (905)475-1101

525 office help

Customer Service Rep
for Canada's largest independent alarm co.
Hwy 7 & Keele
www.apialarm.com
Email or fax resume to Anna:
adupicki@apialarm.com or 905-482-9934

535 hospital, medical, dental

DENTAL ASSISTANT
Full time
HARP certified.
Experience required.
Fax resume to East Markham Dental at 905-294-8209

535 hospital, medical, dental

WOODHAVEN
The WOODHAVEN in Markham is a new 192-bed long-term care facility dedicated to resident-centred quality care.

Resident Support Services Manager

You will organize and manage all support systems including recreation, leisure, pastoral, volunteer, and restorative services. Acting as a support liaison for residents and their families, you will ensure all services are meeting our residents' needs. You have a degree or diploma in social services with an emphasis on gerontology, knowledge of recreation, leisure, and restorative care, and have an innovative resident-centred approach to programming. Preference will be given to candidates who have experience in a long-term care setting.

Please apply in writing to: **Mike Mac Donald, Administrator**
Fax: (905) 472-1347 e-mail: hr@thewoodhaven.ca

We thank all applicants in advance. However, only candidates selected for interviews will be contacted. No phone calls, please.

www.regencycare.ca

535 hospital, medical, dental

535 hospital, medical, dental

NOTICE TO READERS
Before responding to any advertisement requesting that money be sent, you may wish to investigate the company and offering. The publisher can not assume responsibility for the validity of the offering advertised within the classified pages.

530 sales help & agents

LEGAL REAL ESTATE SECRETARY
Richmond Hill/ Markham firm. Intermediate level. Full carriage of file, E-reg & Conveyancer experience. Competitive salary, friendly professional environment.
Email resume to: gamyot@virgiliolaw.com or fax to: (905)882-1082

530 sales help & agents

SALES/MARKETING POSITION
Company has good pay plan. We seek outgoing responsible individuals. Please call Mr. Copper (905)642-3993

530 sales help & agents

545 teaching opportunities

SUPERVISOR Required
For school age daycare in Markham & Stouffville. Must be ECE Rec. Leadership, C & Y Worker, Psychology or equiv. student or grad.
Please fax resume to: 905-477-0285



The Yes Group Inc. provides equipment, supplies and ingredients to the meat and poultry industries. We are currently seeking a **DATA ENTRY ADMINISTRATOR** for our head office located at Woodbine and Denison. This one year contract opportunity will allow the qualified individual to demonstrate their exceptional skills in the areas of data entry and administrative support. To qualify for this position you will be a detail oriented individual with several years experience in processing and invoicing customer orders, as well as in-depth business computer knowledge with Word, Excel and Accpac for DOS. We offer a competitive salary as well as a comprehensive medical benefit package. Please apply by fax to (905)944-0798

Experienced Outside Sales/Recruiter
needed in Concord area. Full-time. Energetic, highly motivated, and computer literate.
Fax resume to the attn of Janet (905) 738-0443

Willows Estate
an OMNI home
We are accepting resumes for Full & Part Time REGISTERED NURSES & REGISTERED PRACTICAL NURSES. We also have Part time openings for HEALTH CARE AIDES, LAUNDRY/HOUSEKEEPING AIDES & DIETARY AIDES. Come join us at our 84 Bed Home in Aurora, Ontario where you can experience:
• Hope, Purpose and Belonging in Long Term Care
• Personal Growth through Unprecedented Educational Opportunities
• Making a meaningful contribution to the lives of others
• Fun and laughter
Please submit your resume to: Marie Murphy, Executive Assistant
Fax: (705)742-9197
Email: marie@omni-way.com
We would like to thank all those who apply. Only those chosen for an interview will be contacted.

AI Dente Restaurant
Now Hiring Full Time Waitstaff
Must be available days, evenings and weekends.
Drop off resume to: 39 Main St. N. Markham, ON

PART-TIME SERVING/ KITCHEN HELP
required for tea room and gift shop. Excellent customer service and positive attitude required.
Call Sara, or bring resume to Tempest in a Teapot, 6308 Main St., Stouffville 905-640-8787

RECEPTIONIST/ ADMIN (maternity leave)
In this role, you are the first impression for the company. Candidate requirements include:
Positive attitude, exceptional customer service, fluent spoken & written English, reliable with excellent attendance, and ability to work independently. Pharmacy & Steeles.
Please fax your resume to: 416-756-2759
Attention: Bill Toulis

532 retail sales help

kitchen STOCK Great kitchen tools that really cook!
Retail Sales
P/T positions.
Markville Shopping Centre
Hiring immediately!
Call Frank at 905-940-4630

532 retail sales help

Park Drive Dental Centre, Stouffville requires **PART-TIME RECEPTIONIST** includes Mon. and Wed. evenings. Dental experience and knowledge of Dentrix Software a must.
Call Julie 905-640-8938

510 general help

Town of Whitchurch Stouffville RECRUITMENT PUBLIC WORKS DEPARTMENT LABOURER

Reporting to the Public Works Foreman, the successful applicant for this full-time unionized position shall be responsible for the maintenance and operation of the Roads, Water and Wastewater infrastructure and perform other related duties as assigned. This work generally involves manual duties as well as the operation of light and heavy equipment required to complete assigned tasks.

Preference will be given to applicants who have obtained a secondary school diploma or suitable equivalent with proven work experience in a municipal public works environment. A team player with good communication skills you will possess a valid Province of Ontario Class "D-Z" driver's licence in good standing. In addition you will actively pursue Operator-In-Training status with the intent of completing Ontario Ministry of the Environment and Energy Class II water distribution certification within three (3) years of an offer of employment. The successful applicant will be required to participate in the "on call" schedule as well as work shifts and "overtime" both weeknights and weekends. A current Ontario driver's abstract will be required.

The rate of pay is \$16.313 to \$18.537 per hour with a competitive benefits package.

535 hospital, medical, dental

MEDICAL RECEPTIONIST
Family practice and physiotherapy clinic. 25-35 hours/week. Days & evenings. Min. 2 years medical & billing experience.
Customer service a must.
Fax resume to: 905-472-1880.

535 hospital, medical, dental

535 hospital, medical, dental

RMT
Multi disciplinary clinic
Day and evening hours.
Fax resume 905-472-1880

540 hotel restaurant

EARL OF WHITCHURCH PUB
6204 Main St. Stouffville requires:
• WAIT STAFF
• KITCHEN LINE COOKS
• BUSBOYS (M/F)
Full and part time
Experienced
Apply in person or fax 905-640-9960

ACCOUNTS RECEIVABLE/BANKING

We have an immediate opening for an Accounts Receivable/Banking Clerk. The ideal candidate must have a minimum of 3 years accounting experience, be proficient in Word and Excel, and have excellent interpersonal skills. Responsibilities include processing cheques, deposits and credit adjustments.
Interested applicants are invited to forward a resume to:
Miller Paving Limited
P.O. Box 4080
Markham, Ontario
L3R 9R8
Fax: 905-475-3852
E-mail: rhondab@millergroup.ca



Willows Estate
An Omni Home
We are accepting resumes for Full and Part-Time Registered Nurses and Registered Practical Nurses
We also have part-time openings for Health Care Aides, Laundry/Housekeeping Aides and Dietary Aides
Come join us at our 84 Bed Home in Aurora, Ontario where you can experience:
• Hope, Purpose and Belonging in Long Term Care
• Personal Growth through Unprecedented Educational Opportunities
• Making a meaningful contribution to the lives of others
• Fun and Laughter
Please submit your resume to: Marie Murphy, Executive Assistant
Fax (705)742-9197
Email: marie@omni-way.com
We would like to thank all those who apply. Only those chosen for an interview will be contacted.

540 hotel restaurant

Grand Baccus Banquet Centre seeking experienced part time
• BANQUET SERVERS • PORTERS
• STEWARDS • COAT CHECK
• BARTENDERS • DISHWASHERS
Fax resume to: 416-299-4619 or drop resume at: 2155 McNiccol, Scarborough between 1-4pm Monday-Friday.

540 hotel restaurant

540 hotel restaurant

The Bluestone Bistro
Is now hiring for the following:
• BARTENDERS
• WAITSTAFF
• HOST/HOESSE
• DELIVERY PERSON
Fax resume to: (905)475-9519 or call: (905)475-6999 or email: michael@thebluestonebistro.com

540 hotel restaurant

LEGAL SECRETARY
Part-time, for office located in Markham. Minimum 2 yrs. Legal experience, experience in Real Estate/Corporate a must with some experience in Litigation and Wills. WordPerfect 5.1 experience necessary. Must be familiar with Outlook Express email. Must like dogs. Hourly rate negotiable.
Please fax to (905)940-5528 or email gleberman@bellnet.ca

TEMPORARY LABOURER

The successful candidate will be responsible for assisting with and performing general road, water and sewer maintenance duties. Candidates who possess a valid Class "DZ" driver's licence with previous public works infrastructure experience and who can work outside of regular working hours are invited to submit their resume.
The rate of pay is \$13.058 per hour.

Enquiries are to be directed to Mr. Denis Chartrand, Manager of Operations at (905) 640-1900 or 895-2423 ext. 262.

Interested individuals are invited to submit their resume, appropriately marked as to position applying for, no later than October 30th, 2003 to: Administrative Assistant, Town of Whitchurch-Stouffville, 37 Sandford Drive, Stouffville, Ontario L4A 7X5.
We thank all applicants and advise only those selected for an interview will be contacted. Personal information is collected under the legal authority of the Municipal Act R.S.O. 1990, c. M.45 as amended and will be used to determine eligibility for employment. Questions about this collection of information should be directed to the Town Clerk at (905) 640-1900 or 895-2423. All applications received will be retained on file for a period of six months.