

525 office help

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530 sales help & agents

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514 salon & spa help

545 teaching opportunities

510 general help

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The FSA Group (Hwy 7/Warden area), a call/contact centre & direct marketing production company is looking to fill the following positions:

**Tele-fundraising-Supervisor, Call Centre**

(part time 4:30 p.m. - 9:30 p.m. to start, with potential for full-time). Responsible for meeting major fundraising client's campaign goals, you will be required to motivate, coach and mentor approximately 6 tele-fundraising agents. In addition you will generate reports, track information, run some analyses and produce documentation. Compensation is \$18 - \$22/hour dependent on experience. Plus benefits & performance rewards.

**Qualifications:**

- Call centre fundraising &/or sales experience
- Very results driven
- Supervisory experience
- Strong problem solving & analytical abilities
- Ability to multi-task & work effectively under pressure
- Experience with dialer application
- MS Word & Excel

**Tele-fundraising Call Centre Agents**

(part time 5 p.m. - 9 p.m.). You will be calling on former patients and donors to raise funds for a hospital foundation. Specific goals must be attained. Compensation is \$12-\$14/hour dependent on experience. Plus benefits & performance rewards.

**Qualifications:**

- Previous successful tele-fundraising &/or tele-sales experience
- Excellent phone manners
- Mature, compassionate, articulate

Resumes should be sent to the attention of Nicole via Fax 905-513-6035 or e-mail nicoleh@thefsgroup.com. No phone calls. Only those candidates being considered for interviews will be contacted. Thank you.

1351 Rodick Road, Markham, ON L3R 5K4  
www.thefsgroup.com

**KOTT LUMBER**

**ON YOUR SITE**

Kott Lumber is a wholesale lumber supplier located near Stouffville, serving the needs of the construction industry within the Greater Toronto Area. Due to our continued growth, we are currently seeking additional resources in the following areas:

**Order Desk Associate:**

The ideal candidate will be a personable and flexible individual with a positive and professional attitude. The ability to be a team player and to multi-task is essential. Knowledge and work experience within the lumber industry will be considered an asset. This position reports to the Operations Manager.

**Receptionist/Invoicing Clerk:**

The successful candidate will play a key role in representing this organization in a friendly, co-operative and professional manner both in person and on the telephone. Administrative tasks will include: managing the complete invoicing process, data entry, filing, mailing, and office organization. This position reports to the Controller.

Both positions require efficient and excellent verbal, written and organizational skills. Accurate knowledge and experience in Excel is essential and OMNI software is a definite asset.

Interested applicants are invited to apply by sending their resume and covering letter stating salary expectations to the attention of:

**The Controller**  
Email: info-toronto@kottlumber.com  
Fax: 905-642-0008

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**CONTRACT SALESPERSON**

Due to the growth of our print media business, an opportunity has become available for a Sales Representative to work from home.

The successful candidate will bring the following skills and competence to the position:

- Ability to excel at making cold sales calls
- Demonstrated presentation, negotiation and closing skills
- Strong interpersonal skills including the ability to problem-solve
- Proven time management skills, well organized and able to manage deadlines

This is a great opportunity in a growing company. Advertising sales experience is a definite asset. Future career development opportunities exist.

Interested candidates should forward your resume, in confidence, to:

Box 133  
c/o The Era-Banner  
P.O. Box 236, Newmarket ON L3Y 4X1

**TML is looking for OUTBOUND SALES REPS** with a strong command of English language, enthusiastic, professional individuals with experience in a call centre or retail environment. *Great atmosphere, friendly & exciting!* Days, Evenings, full time/ part time. Earn hourly \$11-\$16. At Woodbine and Steeles. **Sales Reps call Debbie @ 905-752-2800**

535 hospital, medical, dental

535 hospital, medical, dental

**HEALTH CARE AID or PSW** for Stouffville area. Required immediately. Days, afternoons, evenings shifts available. **RPN** required for on-call shifts. **Call or fax (905)420-9925 or email homecarewithcare@rogers.com**

**ELECTROLOGIST/ ESTHETICIAN** required to work full time in medical office. Experience required. **Email resume to: bev@lynderm.com**

540 hotel restaurant

540 hotel restaurant

**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. Join our team. Positions available now. **Day Staff required also Experienced Full Time Manager(s)** Please email resume & salary expectations to [bostonpizza@rogers.com](mailto:bostonpizza@rogers.com) or apply in person to: 7680 Markham Road, Markham. No Phone Calls Please.



**Amaretto Restaurant & Banquet Hall** now hiring for **Line Cooks Wait Staff Catering & Banquet Servers** Must have experience. Please call Marco 905-642-6524

545 teaching opportunities

545 teaching opportunities

**Energetic ECE** needed for a one year split shift Maternity Leave Contract working with School age children in Markham. Benefits included. **Fax to: (905)887-5985**

Private School in Markham requires **ELEMENTARY & MONTESSORI TEACHING ASSISTANTS EXTRA CURRICULAR ART & PIANO TEACHERS** Fax: 905-470-0184

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

**ESTHETICIAN** wanted for Melody's Nails & Esthetics, Stouffville. Non-smoking environment. Must have resume & diploma. **Call Melody at 416-524-1783**

525 office help

**LEGAL SECRETARY** with experience required for litigation firm. Steeles & Weston. **Fax resume to 905-264-6679**

**RECEPTIONIST** required immediately for small law firm. Weston/ Steeles. **Fax resume 905-264-6679**

530 sales help & agents

**SALES REPS** Must be aggressive and results oriented. **Fax resume to: 905-944-9721**

**Telecom Sales Support** You are results oriented, an excellent communicator and a "bonified closer". Training provided. Opportunity for growth. Hiring asap. Salary + bonuses. **905-477-0201 ext. 245**

540 hotel restaurant

**IMMEDIATE POSITIONS** •CHEFS •COOKS •DISHWASHER Experience preferred. Call: Punzo's Restaurant, 49 North Lake Rd, Oak Ridges (905)773-9329 or email to: [spunzo@bellnet.ca](mailto:spunzo@bellnet.ca)

545 teaching opportunities

**FULL & PART TIME ECE & ASSISTANTS** Criminal reference required. **Fax resume to: 905-737-6243**

Markham Christian daycare requires **ECE TEACHER** background in Christian Education an asset. **Please fax resume to: 905-946-0825**

510 general help

**DRIVERS Preferably DZ** Required for busy building supply company relocating in Uxbridge/Stouffville area. Some heavy lifting involved. Competitive pay package & benefits. **Please fax 905-833-2256 attn: Mark or Chris**

510 general help

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**WAREHOUSE HELP**  
**SCHOLASTIC CANADA LTD.**, the leading publisher and distributor of children's books has openings available at the Markham location (Major MacKenzie & Hwy.404) and at the Newmarket location (Gorham St. & Nicholson Rd.) for the following positions:

**Markham**  
**Tote Handlers**  
Rate: \$9.50 per hour.  
Shift: 8:00a.m. - 4:00p.m. or 3:00p.m. - 10:00p.m.  
**Responsibilities:** Delivery and removal of empty totes and restocking packing supplies at picking and packing stations. Some heavy lifting is a requirement of this position. Safety shoes required.

**Newmarket**  
**Picker/Packers**  
Rate: \$8.50 per hour.  
Shift: 8:00a.m. - 4:00p.m. or 2:00p.m. - 10:00p.m. + occasional Saturdays.  
**Responsibilities:** Fill, package and label a variety of book orders in a timely and efficient manner. Some heavy lifting is required of this position.  
No experience necessary - we will train. Applicants must have excellent verbal & written English skills. Interested applicants may apply in person at the Markham location only or forward their resume to:

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

**Please indicate which location, position and shift you are applying for.**  
All resumes must be received by September 3, 2004.  
*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**

**ARE YOU A CHEF?** or someone who loves to create incredible food. Please call: **647-222-2120** (leave message) **Mrs. Wideman** needs help in her kitchen.

**yrng**  
Part Time Verification Position Available Immediately  
The successful applicant will: Possess excellent telephone and customer service skills. Be able to work evenings and Saturdays. Be able to work well with others in a small office environment.  
This position is perfect for High School or College Students.  
**Interested applicants please call: Mike Banville 905-294-8244 ext 3335**

**P/T Service Representative** required to operate Industrial Waste Treatment System. 15-25 hours per week. Ideal for retiree. **Toll Free: 1-888-632-5410 ext 8**

**Fish Hatchery Workers** Needed for clipping fins on small fish at Stouffville Fish Hatchery. Must be 16 years of age or older, have good hand-eye coordination, own transportation. M-F 8am-4:30pm, \$8+  
**Call Bob 1-519-420-7500**

**FORCED TO HIRE \$22.00/HR.** York distribution co requires 6 key people in set-up and display dept. **For interview call Mon-Tues. 10am-6pm (905)770-8441**

**FARM SITTING** required. Must be experienced with horses and dogs. Located in rural setting. Transportation a must. **Call (905)640-0303, please leave message.**