

505 careers

505 careers

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509 drivers

509 drivers

525 office help

525 office help

530 sales help & agents

530 sales help & agents

Scholastic Canada Ltd.

The leading publisher and distributor of children's books requires a:

Bilingual Payroll Coordinator

This position is responsible for the preparation, calculation and distribution of a multi-provincial payroll on a bi-weekly basis; preparation of Statistic Canada reports; maintaining and updating payroll/personnel files and reconciliation of payroll registers. This position will also be responsible for translation of Human Resources' documents as required.

The ideal candidate has a community college diploma or equivalent with at least 2 years related work experience; well-developed interpersonal and communication skills; demonstrated analytical, organizational and problem solving abilities; knowledge of basic accounting & human resource principles and concepts. Applicants must be fluently bilingual (written and oral) in both French and English. Proficiency in Microsoft applications (Word, Excel, Outlook) required. Preference will be given to those applicants who have previous Ceridian Payroll & Crystal Reports experience.

If you are interested in the above position, please forward a copy of your resume with salary expectation 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 appreciate the interest of all applicants; however, only those selected for an interview will be contacted.
 No telephone calls or agencies please.*



TRUCKERS WANTED

AZ SHUNTER-Concord Area- 4pm start
 DZ Scarborough- Handbombing required
 AZ Scarborough-evenings;
 some handbombing required.

WE OFFER:

- Excellent Rates - Paid Weekly-Direct Deposit
- Good working atmosphere
- Benefit Package

WE NEED:

- Abstract - up to date
- C.V.O.R. - up to date.
- Recent Medical.

Call: **ONTARIO LABOUR FORCE**

Ph: 905-723-9600
 Fax: 905-723-6842
 Toll Free: 1-866-303-0314

DRIVERS

Preferably DZ

Required for busy building supply company relocated in Uxbridge/Stouffville area. Some heavy lifting involved. Competitive pay package & benefits. Please fax 905-640-8855
 Attn: Mark or Chris

514 salon & spa help

514 salon & spa help

Hair Stylists

Build a career starting day one

**OPENING SOON!!!
 McCowan/BurOak Avenue**

- hourly wage plus commission
- excellent benefits package
- full and part-time positions
- flexible working hours
- equipment provided
- advanced training program
- no clientele required
- new graduates welcome

****Offering a \$300. signing bonus****

Call Teresa at 905-471-4888
 www.firstchoice.com



Welcome...to a world of choice

515 skilled & technical help

515 skilled & technical help

SMALL ENGINE MECHANIC

Required for full service John Deere Dealership in Stouffville. Experience an asset, own tools required. Competitive wages & Benefit package.
**Drop off or fax resume to Tania in the Service Department (905)640-2692
 Fax: (905)640-2994**

Well Experienced

INDUSTRIAL MECHANIC

With welding & fabricating knowledge. References are required.
**MAINTENANCE MECHANIC
 PLEASE DO NOT APPLY
 Fax resume to G.M. @905-738-2098**

Experienced SHINGLER

Must have valid driver's license and be reliable
 \$22-\$26/hr. based on experience
 Call 905-853-3041 or fax: 905-895-2984

Licensed Sheet Metal Workers and Registered Apprentices Required. Positions available in GTA and surrounding areas. Competitive wages and benefits. Please e-mail dean@mrmmech.com or Fax Dean at 905-831-1628.

525 office help

525 office help

OFFICE ADMIN/ RECEPTION

Full time - Markham Area. Must have experience with Quickbooks, Microsoft Word/Excel. Accounts Rec & Accounts Pay. English skills Written & Oral. Please Fax resume to: (905)940-0849

GREAT OPPORTUNITY!

For a recent university grad or other ambitious individual with an interest in health sciences or fitness. Are you a cheerful, high energy person with a desire to assist us in providing superior patient care in a fast paced, team oriented environment? Great hours! Excellent training!

**Apply with your smile at
 West Chiropractic Clinic
 4747 Hwy. #7 East, Unionville**

Progressive vehicle leasing company located in Markham immediately requires an individual to join our accounts receivable department. Great work environment, excellent location & benefits.
**Please fax resume & salary expectations, in confidence to:
 Landmark Vehicle Leasing
 @ 905-477-5902**

altisHR currently seeks a fluently **Bilingual (Eng/Fr) Receptionist** for our Richmond Hill client. This permanent position demands a winning attitude and strong customer service skills.
Contact Lara at 416-214-9280 or email resume to lara@altishr.com.

EMERGENCY RESPONSE OPERATORS / SUPERVISORS
 Full training provided. Day/night shifts. Keele/Hwy#7
 Fax/email resumes: 1-866-277-4086
 mporter@apialarm.com
 Attn: Mark

Full-time Reception/ Administrative Assistant Positions available in Markham through Express Personnel. Must have Word and Excel skills. Min. 3 years office experience. Call 905-415-2670 between 8am and 5pm Mon-Fri

OFFICE CLERK
 Full-time. Computer knowledge required. Fax resume to: 905-477-7832

TO PLACE YOUR AD CALL
 1-800-743-3353

529 inside sales help

529 inside sales help

Inside Sales

Established progressive screen print manufacturer requires an extroverted self-motivated person for Inside Sales Service. This person will, after training, assist the Sales Department and be responsible for the growth and maintenance of House accounts. This position will lead to a Junior Sales position. This is a salaried position.
Please reply to: resume@northamericadecal.com

530 sales help & agents

530 sales help & agents

**DO YOUR FRIENDS THINK YOU'RE CRAZY?
 ARE YOU THE LIFE OF THE PARTY?**

Do you have a **positive attitude**, a **great personality**, and are **willing to learn**? If the answer's **"YES"** we have a great career in vacation travel for you!!!

In return for working some weekday evenings and weekends, you will receive:
 ~ Top commissions, wages & bonuses
 ~ Career advancement opportunities
 ~ Professional Training
 ~ Yearly income up to \$200,000

RICHMOND HILL SALES OFFICE
 Contact: Andrew Williams
 between 2pm-7pm (905)482-0419
 or fax resume to (905)482-0424
 Closed Monday and Friday

Junior Sales Position

You are a motivated self-starter, recently graduated from post-secondary, looking to develop a career in new business development. We are a rapidly-growing service bureau, specializing in Direct Marketing, looking to expand and diversify our client base. Strong interpersonal and communication skills required.

Please fax your resume in confidence to (905) 764-6909 or email: directmail@sympatico.ca

532 retail sales help

532 retail sales help

ESTHETICIAN and / or MAKEUP ARTIST

Sales experience. Hiring flexible, outgoing individuals for salon at Markville Shopping Centre. Qualified candidates will attend a 15 day certificate training program in Toronto. Excellent starting hourly wage plus commission.
Fax resumes to Denise Anderson at (905)837-9021

FT/PT RETAIL SALES REP needed. Basic computer skills required. Fax resume 905-475-3665 or apply in person: Bell World, Markville Mall, ph. (905)475-7293

CLASSIFIED HOTLINE
 1-800-743-3353

535 hospital, medical, dental

535 hospital, medical, dental

MEDICAL SECRETARY

required for Eye Physician in Richmond Hill. Experienced, must have excellent telephone manner. Computer and communication skills, good typing and good knowledge in O.H.I.P. billing.
Please fax resume (less than 2 pages) to: 905-889-5295 or 905-884-9187

TELEPHONE INTERVIEWERS

required for a national information gathering organization. Medical background and medical terminology an asset. Good computer and keyboard skills a must. Hours are Monday to Friday 5pm-9pm and Saturdays 10am-4pm. This is not telemarketing.
Email resume to: hiring@hooperholmes.ca or fax resume to: 416-493-6394

OPTICAL STAFF

for great optometry clinic in Markham. Immediate. Full time. Top pay. Experience preferred. No weekend hours.
Fax resume 905-471-1763

MEDICAL RECEPTIONIST

Needed immediately. Busy clinic. Experience preferred and able to multi-task.
Please fax resume to: (905)471-4348

Cornell Dental Centre is growing again. Looking for a **PART-TIME DENTAL RECEPTIONIST**. Preferable with experience. Please call (905)471-1348

DENTAL ASSISTANT Level II for full service G.P. in Markham. Monday-Friday, 8am-5pm. Fax resume 905-475-4075. Call 905-508-6376

Myron is a world leader in imprinted promotional material. We have been in the business of helping our clients grow their business for over 50 years. Over the next couple of months we will be hiring for:

Business To Business Outbound Sales Representatives

- We offer:**
- Base plus Commissions plus Bonuses with a minimum Guaranteed Rate of \$14/hr
 - No cap on earnings
 - Full time, Monday to Friday 9:00 A.M. to 5:00 PM
 - Comprehensive Benefits Package
 - Paid Training - Modern office facilities including Employee Gym
 - Company paid Parking and other Great Perks
 - Located in N.E. Corner of Scarborough with easy access by Highways and TTC
 - Fast paced sales environment

- We require:**
- Motivated and progressive entrepreneurial individuals
 - Excellent English language skills; both verbal and written
 - Competent basic computer skills
 - Strong negotiating and closing skills
 - Professional and courteous telephone skills

Qualified candidates interested in rising to the Myron Challenge are urged to forward their resumes by email to: hrcda@myron.com or by fax to: 416-291-8786 or call our recruiting hotline @ 416-291-1834 ext:599
 Myron encourages all qualified applicants to apply. However, only those who are being considered for an interview will be contacted.
 www.myron.com



CHARTERED ACCOUNTANT

Established York Region CA firm requires a recently qualified Chartered Accountant to provide accounting, tax and business services to a strong and diverse clientele. You are motivated, organized, detail and deadline oriented with excellent technical, communication and interpersonal skills. You are a team player willing to assume responsibility and participate in the future development and growth of the practice.
Reply in confidence to: Box # 140, c/o The Era-Banner, P.O. Box 236, 580B Steven Court, Newmarket, ON L3Y 4X1

515 skilled & technical help

Markville Ford requires:
 • An experienced Detailer/Vehicle Clean Up Person
 • A Diesel Technician
 • An Apprentice Technician with 1-2 yrs experience
 • P/T Lot Person
 Call Olav Foster, Service Manager at 416-798-4744 or fax resume to 905-946-5280