

525 Office Help

ADMINISTRATIVE ASSISTANT/ RECEPTIONIST
We currently have an opening for an energetic individual to assist with general administrative functions in our busy marketing services office. Interested candidates should be personable, hard working, and have a good knowledge of Microsoft Office programs. Bilingualism would be an asset. **Interested candidates can apply by phone at 905-477-3100 ext. 24 or by fax at 905-477-3121**

525 Office Help

BOOKKEEPER/ SECRETARY
Successful distribution company in York Region has a great full time opportunity. Seeking a well organized and cordial person with general accounting and secretarial experience (recent graduates welcome to apply). Competitive salary and benefits offered.
Fax resume in confidence to: 905-727-9145

A local third party administrator to the insurance industry currently has **2 CLERICAL/ADMINISTRATIVE** positions available at the entry level (long term opportunity). Must have working knowledge of MS Word and Excel. Solid typing skills required, and must have an excellent command of English (oral and written). Please email resumes to kmalowaniec@ridm.net

PART TIME RECEPTIONIST
Evening & Weekends required for busy high profile real estate office in Markham. Real estate experience preferred.
Fax resume to: 905-471-3816 Attn: Mary

Full Time/ Part Time Secretary
Real Estate experience a must. Fax Resume
Attn: May Young 905-477-6978

ACCOUNTING CLERK
Full time 30K to 36K Experience required Computer skills essential.
For details see: www.ocr.ca/job.htm

530 Sales Help & Agents

PROMOTIONAL PRODUCTS/ PREMIUM/INCENTIVES
Wilson Dunn Promotions have a vacancy for an **Account Executive**. Only applicants who have at least **two years experience** in our field will be considered. Our commission rate at up to 65% of Gross Profit, is reputed to be the highest in our industry.
Please telephone Wilson or Athena in confidence at (905)940-0332

530 Sales Help & Agents

GENERAL HELP WANTED
Energetic Sales Reps are required for our sales showroom in Richmond Hill. We provide training and there are no cold calls. You can earn more than \$6,000.00 a month in a fun, friendly environment. This is a great job for students who are willing to work evenings and weekends. Mandarin and Cantonese languages would be an asset.
Call Victoria between 9am-5pm at 905-482-0419 or fax your resume to: 905-482-0424

Herbal Magic Weight Management and Nutrition Centres
PART-TIME POSITIONS available in Markham, Ontario
• Sales experience an asset
• Full training provided
• Professional appearance
Accepting resumes Jan. 31, Feb. 1&2, at 9275 Hwy. 48 (Garden Basket Plaza) between the hours of 9am- 7pm.
No phone calls please.

Rapidly Growing Fundraising Co. in Concord seeks an **Inside Sales Representative**
Hourly Wages / Commissions / Incentives
FAX: 905-738-0443, Attn: Sales
EMAIL: info@sunsweetfundraising.com
www.sunsweetfundraising.com

532 Retail Sales Help

Rogers Wireless store in Richmond Hill requires **FULL TIME SALES REP.**
Please email resumes to: salesrh@pcscanada.com

535 Hospital, Medical, Dental

Chiropractic office looking for energetic **CHIROPRACTIC ASSISTANT** to help the doctor directly in the management of patients. Will train the right person.
24hrs/wk
Fax resume to (905) 294-3958

535 Hospital, Medical, Dental

MEDICAL SECRETARY
Markham Doctors Office
Full/Part-time hours
Venipuncture skills an asset
Fax resume to: (905)479-9635

535 Hospital, Medical, Dental

RECEPTIONIST/ASSISTANT
wanted for Optometry office approx. 35 hours per week. Two evenings per week and periodic Saturdays will be required.
Please drop off resume at the office of Dr. Linda Kuhn, 5990 16th Avenue, Unit 200, Markham. Tel: (905)471-0592

535 Hospital, Medical, Dental

535 Hospital, Medical, Dental

PERSONAL SUPPORT WORKERS

S.R.T. Med Staff is pleased to announce that we have been awarded a new contract with the Community Care Access Centre of York Region, to provide personal support services.

We have openings for full and part time assignments throughout the region. Candidates must have a P.S.W. certificate and 1 year recent experience.

- High Pay Rates • Travel Reimbursement • Weekly Pay (inc. Travel) or Daily Instant Pay • Benefit Plan • Paid Inservices

Please fax your resumé to Wendy Hobson at S.R.T. Med-Staff, Human Resources
416-968-3652 or toll free 1-800-650-8839 or email: humanresources@srtmedstaff.com

S.R.T. Med-Staff, ranked #1 for best agency, is a Canadian owned and operated health care company, recognized as a trusted, experienced provider of nursing and personal support services since 1981. S. R. T. Med-Staff has been accredited by the CCHSA since 2000.



510 General Help

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MARKHAM **ECONOMIST & SUN** **Sun-Tribune**
DELIVERY POSITION AVAILABLE
A reliable person is required immediately for newspaper delivery throughout Markham.
The successful candidate will:
• Be extremely reliable
• Own a reliable vehicle
• Insert and deliver newspapers door to door throughout Markham.
Delivery days are Tuesday, Thursday and Saturday. You must be available to work all three delivery days.
Please call: (905)294-8244 and quote job # AC001

510 General Help

CASHIERS
wanted full time.
Apply with working references to:
LE BARON
8365 Woodbine Avenue Markham

MANPOWER
LOOKING FOR WORK!! CALL MANPOWER!!
Forklift Positions
Raymond Reach Certified (Day shift-\$12.00 per hour)
Light & Heavy Industrial Day/Afternoon/Part-time
Afternoon/Midnight Positions
Light Industrial-\$7.50-\$8.25/hr
Heavy Industrial-\$9/hr
Please call the Manpower Markham branch (905)948-1235

PEOPLE DO READ SMALL ADS.
TO PLACE YOUR AD CALL at 1-800-743-3353

Magna Golf Club
MAGNA GOLF CLUB
Is accepting applications for Full-time Seasonal Help to work in their Landscape & Horticultural operation at their Golf Course and Corporate facility in Aurora. Applicants need to have good working knowledge of landscape equipment and operations and must be available for work from early spring to late in the fall.
Please fax resume to Magna Golf Club: 905-713-2958
We thank all applicants for their interest in Magna Golf Club, however only those chosen for an interview will be contacted.

540 Hotel Restaurant

DENTAL RECEPTIONIST/ ASSISTANT
Needed part-time Flexible hours
Fax resume 905-479-6110

HYGIENIST
Required for evening hours.
Call (905)477-7999 or fax resume: 905-477-1763

18 seat Tea Room, Stouffville requires PART-TIME BAKER/ KITCHEN HELP
We are seeking an experienced individual(s) for this position. Must be able to work with little or no supervision, have some flexibility regarding hours and be able to take initiative.
✓ The position will be responsible for producing all our baked goods.
✓ Also responsible for sandwich making, food prep and kitchen clean up, including dish washing.
Email resume with salary expectations to: tempest.tea@sympatico.ca or call 905-642-5189 (evenings) for further information.

540 Hotel Restaurant

JOE'S
JOB FAIR!
5892 Main Street Stouffville
•Managers
•Servers •Bartenders
•Line Cooks •Prep Cooks
•Dishwashers •Hosts/Hostesses
If you are outgoing and enthusiastic, come see us:
February 1st 12-8 pm and February 2nd 2-8 pm

510 General Help

Pharmaceutical Production Operators
\$10.00/hour - Stouffville
Successful Candidates will have:
• Production experience in pharmaceutical, cosmetic, chemical, or food industry
• Diploma in Pharmaceutical Manufacturing with knowledge of Dispensing, Compounding, Tableting, Encapsulating and/or Coating
• Excellent written & verbal communication skills
• Ability to lift up to 30-60 pounds
• Understanding of SOP, GMP, & WHMIS
• Ability to work any shift
• Access to own vehicle is an asset
Fax: 416-226-0364
kholland@quantum.ca
quantum

HELP!!!
I am the owner of a small but rapidly growing company in need several key people to assist me.
Positions available
•Management
•Customer Service
•Set up and display
•Sales/Marketing
Up to \$16-\$25/hr. No experience necessary. Complete training provided.
Call 905-470-4014 Monday and Tuesday only

540 Hotel Restaurant

Dairy Queen
Kennedy/ 14th P/T, F/T evening KITCHEN STAFF
Fax resume to: 905-479-3579 or call 905-479-3570

2001 AUDIO VIDEO
Full Time Salespeople
High Base Salary, High Commissions Bonuses, Extensive Benefits, Management Training, Employment Stability. Retail (Commission) Sales Experience Preferred.
Now hiring for the Woodbine, Richmond Hill and Scarborough Clearance locations. Manager Trainee candidates also welcome.
Fax your resume to the attention of: **Joe at 416-299-4438** or visit 1911 Kennedy Road hrdept@2001audiovideo.com

Needed Immediately Long-term Positions
MACHINE OPERATORS
Heavy Lifting up to 60lbs
Day Shift \$9 Afternoons \$9.35
*Afternoon shift must have own transportation
Please Call Chris 905-737-2103

STAFFING SERVICES

WAREHOUSE PERSON
With some driving duties. Post Secondary education. Some experience required. Permanent/ Full time (Warden/ Steeles Area) Mon.- Fri. 8:00am-5:00pm. Benefits available. Opportunity for advancement. Fax resume to 905-470-7221

BATCHERS, PACKERS, GENERAL HELP
Renée's Gourmet Foods, a recognized leader in dressings and sauces, seeks applicants with experience in preparing and dispensing required formulas for packaging lines. High paced environment, focused on quality. Experience in the food industry is an asset.
Please submit resume and salary expectations to the attention of the Plant Manager at: hr@renees.com or Fax: 416-744-4369

Landscape company, based in Stouffville needs **Snow Plow Contractors & Shovellers** with own vehicle.
Please call (905)640-1594