

525 Office Help

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Our client, a leading employer, is currently hiring an:

## Administrative Assistant to HR Director

You will coordinate/book meetings and prepare a variety of presentations and correspondence. With a high school diploma and at least 7 to 10 years related experience, you have advanced computer, organizational and communication abilities. A decisive and quick thinker, you also possess strong diplomacy skills and can handle stress with ease. An Administrative Services diploma and Access/Visio experience would be valuable assets.

Please forward your résumé and cover letter, stating your salary expectations, in confidence, to: [stephaniem@hirepower.on.ca](mailto:stephaniem@hirepower.on.ca)



Résumés will be forwarded to our client and only those selected for an interview will be contacted. All replies will be treated with the strictest confidence. In your e-mail, please list those organizations to which you do not wish to submit your résumé.

confidentialreplyservice

### CAREER OPPORTUNITY AT MATTAMY HOMES EAST GTA DIVISION.

#### Customer Care Coordinator

Acts as on-going point of contact for homeowners from post purchase through to post warranty periods. Qualifications: University or College degree or suitable blend of education and related work experience; Strong customer service background; Experience in homebuilding industry an asset; Ability to multi-task in a fast-paced environment with flexible approach to work style.



email: [eastgtajobs@mattamycorp.com](mailto:eastgtajobs@mattamycorp.com) or mail to: 140 Renfrew Drive, Suite 206, Markham, Ontario, L3R 6B3 or fax: Customer Care Co-ordinator: (905) 477-5085

### BILINGUAL CUSTOMER SERVICE REPRESENTATIVE

A Markham based leader in the Foodservice Industry requires a highly motivated individual to join our Customer Service Team.

The following skills and qualifications are required:

- Bilingual language skills, both verbal and written. (English/ French)
- Excellent communication skills, pleasant telephone manner.
- Experience in a computerized customer service/ order desk environment.
- Detail oriented and possesses a working knowledge of Excel and Word.
- Strong organizational skills.
- Quick learner/ Team player.
- Experience with exporting would be an asset.

If you feel you are qualified and are willing to become a member of the Browne & Co. Foodservice Team, please submit your resume along with salary expectations to:

[careers@browneco.com](mailto:careers@browneco.com) Attention: L. Forster

We thank all applicants, however, only those candidates to be interviewed will be contacted.

### ACCOUNTING/ CLERK

Our firm has an immediate opening for an Accounting Clerk that is well organized & detailed. Skill sets must include A/P & A/R management and an excellent understanding of ACCPAC. Bilingualism is an asset. Fax resume 905-859-4654

Highly organized Clerical person for Market Research/ Sales. Located at Steeles & Woodbine. Fax resume to 905-946-8354 or email: [info@jendan.com](mailto:info@jendan.com)

Fax us your ad 1(905) 853-1765

**BILINGUAL (French/English) CUSTOMER SERVICE/ ADMINISTRATIVE ASSISTANT** required for a Markham company. Good communication and computer skills needed. Call 905-415-2280 for appt. or fax resume 905-415-2290

**REAL ESTATE CAREER** Test drive your real estate abilities on... [www.suttonheritage.ca](http://www.suttonheritage.ca)

Go to career information under skills assessment. For more information call (905)471-2000

**Rogers Wireless** Richmond Hill office requires a full time Accounting Clerk. Generous company benefits. Please send resume to: [salesrh@pcscanada.com](mailto:salesrh@pcscanada.com)

### ACCOUNTING CLERK

Experience required for invoicing and accounts payable on Accpac for Windows. Varied duties. Excellent English, verbal and written a must.

Fax resume to: 905-513-8150

525 Office Help

530 Sales Help & Agents

**RECEPTIONIST**  
P/T. 10hr./week. Mon. & Wed. Fluent English (Cantonese an asset) Some computer skills Hwy#48/16th area  
Fax resume 905-472-9003

**SALES REPRESENTATIVE**  
A fast paced wood products manufacturer requires an experienced Sales Rep with excellent communication skills and time management attributes. Must be able to travel. Excellent remuneration opportunities. Fax resume 905-859-4654

530 Sales Help & Agents

## PREPARE TO LAUNCH YOUR CAREER!

We have an immediate opening for a sales position in our very fast paced and growing publishing company. The successful candidate will join our special projects advertising team and will be responsible for sales in existing and newly created products.

Previous print advertising sales experience will better prepare you for this opportunity. Strong presentation skills and the ability to work in a fast paced, deadline oriented environment is also a requirement to succeed.

If you are interested in discussing this career opportunity further, please forward your resume and cover letter to: [skane@yrng.com](mailto:skane@yrng.com) or fax to: Attn: Flyer Division at 905-881-9924, or call Steve Kane at 905-881-3373 ext. 249

We thank you for your interest, but only those candidates considered for an interview will be contacted.



## Forever YOUNG

CANADA'S LEADING PUBLICATION FOR TODAY'S FIFTY-PLUS LIFESTYLE

Forever Young News Publications, a division of Halton Media Group, is seeking an experienced media:

### SALES REPRESENTATIVE

As a key member of our Sales Team, you will source new, and service existing, advertising clients for our National Senior's Publication. The qualified candidate will be a motivated, independent, self-starter with a proven track record in sales. You will possess excellent communication skills both written and verbal and be familiar with Microsoft computer applications. With a strategic understanding of our target demographic group, you will be responsible for developing a client base in the Greater Toronto Area. Agency experience coupled with an understanding of PMB as a selling tool would be a valuable asset. If you would like to work with a leader in the media industry this opportunity may be the right one for you. We offer a competitive compensation package and opportunities for future career growth. A reliable vehicle is req'd.

If interested please forward your resume, no later than March 11th, 2005 to:

Email: [kellis@metroland.com](mailto:kellis@metroland.com)  
Fax: 905-632-0308

We appreciate the interest of all applicants however only those selected for an interview will be contacted. No phone calls or agencies please.

535 Hospital, Medical, Dental

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### DENTAL ASSISTANT OR RECEPTIONIST

required for Markham dental office (near hospital). Experience with ABEL an asset. Assistant must be HARP certified.

Please email resume to [kadental@sympatico.ca](mailto:kadental@sympatico.ca) or fax to (905) 294-9114

530 Sales Help & Agents

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### PROFESSIONAL SALES ASSOCIATE

Committed to quality service and never being undersold, maxill is a dental supply company that provides quality maxill brand products to dental offices, health care institutions, emergency services and retail locations. We currently have a position available in the Richmond Hill/Barrie area for a "HIGH ENERGY" Professional Sales Person. The appropriate territory manager will exceed sales expectations and maintain existing accounts.

Please visit our website for more information. [www.maxill.com](http://www.maxill.com) or email your resume to [chrisd@maxill.com](mailto:chrisd@maxill.com)

535 Hospital, Medical, Dental

535 Hospital, Medical, Dental

## Specialty Care

BLOOMINGTON COVE

### NOW HIRING

Excellent wages and benefits  
Part-time & Casual Part-time  
RN, RPN's and PSW's  
Part-time Housekeeping and Dietary Staff  
Experience in Long Term Care preferred.

Please fax resume to: (905)640-0995  
(No phone calls please)

**EXP. DENTAL ASSISTANT** for Markham north office. Monday to Thursday 9am-6pm. 2 Saturdays 9am-4pm. \$14-\$15/hr. Fax resume 905-640-5656

Cornell Dental Centre is growing again!  
**DENTAL HYGIENIST** required. Immediate position. Please fax resume: (905)471-1703

**Kinesiologist** OKA Cert. Rehab/ F.A.E. exp. an asset. Fax resume to: Markham Physiotherapy Clinic 905-471-3751

**540 Hotel Restaurant**  
Part-time lunch  
**Wait Staff** need for restaurant in Markham. 14th & Warden Please call Jim (905)470-7143

540 Hotel Restaurant

**Al Dente Restaurant** Now Hiring!  
•Full & Part-time  
Experienced Waitstaff  
•Dishwasher  
Please drop resume to: 39 Main St. N., Markham, ON

545 Teaching Opportunities

**FRENCH SPEAKING ASSISTANT** For Montessori pre-school. Experience with children required. Fax resume to: 905-881-8394

**CLASSIFIED HOTLINE**  
1-800 743-3353

510 General Help

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## Weed Man

We Will Amaze You!

### LAWN CARE TECHNICIANS

We Seek Motivated People to Join Our Winning Team! New Location: Scarborough (Morningside & 401 area) Applicants For This Outdoor Lawn Care Position Require Excellent Communication Skills, A Valid Driver's License And Must Be At Least 19 Years Of Age. If You Have A Great Desire To Learn, And Can Work With Minimum Supervision, Give Us A Call! Weed Man Provides Full Training And A Chance To Grow With Our Company.

CALL US NOW!

416-269-8333



**PART-TIME LOT ATTENDANTS** Must be flexible and available to work days, evenings and weekends.

Drop off resume at:  
**COSTO WHOLESALE**  
1 Yorktech Drive, Markham  
Attn: Front End Manager  
or fax: 905-477-4947

### CHIMNEY SWEEP

\$500.00-\$600.00/week to start  
We have an immediate opening for 2 career minded, self starters to be trained as a professional chimney sweep. You must have a valid G2 or better drivers' license (abstract required), be physically fit, well groomed and not afraid of heights. We offer complete training, future growth and the opportunity to be recognized and rewarded for your achievements.  
Call Marc at Magic Touch Chimney Sweeps (905)948-8486

### LANDSCAPE COMPANY REQUIRES

- \* Landscape Construction Personnel with exp. (pay based on experience)
  - \* Landscape construction Labourers (\$10.- \$14/ hr.)
  - \* Lawn maintenance staff (\$10.- \$13/ hr.)
  - \* Part-time Office Clerk, 10-20 hrs./ week
- Please fax resume to 905-640-1278 and state position applying for.

**GATEMAN-MILLOY INC.** a leading golf course construction company is currently recruiting personnel for drainage, mini-ex, seeding, surveying, and labour for construction of Coppinwood, a Fazio designed golf course southwest of Uxbridge.  
Fax your resume: Attention: Darren Hancocks, 905-649-8243

### AZCAR

has openings for entry level positions in our Cable Assembly Department. Candidates need good mechanical skills and a positive attitude to work in our team environment.  
Please email or fax your resume to: [marilynn.kluge@azcar.com](mailto:marilynn.kluge@azcar.com) (905)470-2559

Whitevale Golf Club located in Pickering is accepting applications for:

- Backshop (ideal for retirees)
  - Greens Maintenance (full time seasonal and university student positions)
  - Cooks, Servers, Assistant Bartenders
- Please fax or email resume to [info@whitevalegolfclub.com](mailto:info@whitevalegolfclub.com)  
Fax: 905-294-5115

**AUTO DETAILER** required full time for Markham shop. No experienced necessary. Start immediately. Opportunity for advancement. Apply in person: FX Auto 11 Heritage Rd. Markham between 12 noon- 5:30 p.m.

### DO YOU LIKE MEETING NEW PEOPLE & DRIVING?

We can help  
Call Econo Taxi at (905)640-3127  
leave a detailed message. Days & nights available.

Earn \$275-\$325 Weekly

Paid Training. Paid Mileage. Great Hours. Great People. Car Required.  
**merry maids.**  
#1 Home Cleaning Service  
Call (905)471-2929