

525 Office Help

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Small, fast growing company in Markham seeking to fill the following positions.

- 1) **RECEPTION** - (full-time) entry level reception, shipping, couriers, quotations, etc.
- 2) **ACCOUNTS RECEIVABLE** - (3-5 days/week) minimum 2 years experience in invoicing, receivables, matching purchase orders, etc.
- 3) **ADMINISTRATIVE ASSISTANT** (full-time) general office duties including: follow-up to suppliers, deadline dates, back order issues, quotes, sourcing & some sales support.

All positions require computer literacy, own vehicle, and experience is an asset. Please fax resume to: 905-415-1526

INSIDE SALES & ADMINISTRATIVE SUPPORT

Our client is a niche computer products supplier, based in Markham. They are currently looking to fill an Inside Sales & Administrative Support position. Responsibilities include: supporting customer needs; providing administrative support, answering phones, courier & shipment preparation and invoicing/soft collections.

We are looking for someone who ideally has a strong interest in computers with related education or working experience and someone who enjoys customer interaction and follow-up. If you have 1-5 years of related CSR/inside sales experience and you are organized, efficient and resourceful with proficient communication skills, please forward your resume, quoting KM-155, to:

The Resource Corporation, by email: km@resourcecorporation.com or by fax: (416) 498-9650



The Resource Corporation

Sales Coordinator

Markham company has an immediate opening for a Sales Coordinator position. Skills required include: minimum 3-5 years experience in office administration, exceptional organizational skills, ability to multi-task, prioritize and meet deadlines, quick learner with a positive attitude. Must be proficient in Microsoft Word, Excel and Outlook.

Please e-mail resume to: hr@chum.ca by Friday July 15th, 2005 Only those invited to interview will be contacted. No phone calls please.

Administrative Assistant

A Stouffville Electrical Construction Co., requires an Administrative Assistant for the Operations/Projects Division. Proficient in Office 2000, and knowledge of Timberline Software would be an asset. Must be a co-operative team worker, detail oriented, and have excellent organization skills, accompanied with the ability to multi-task. A minimum of 5 years construction related experience would be an asset.

Please fax resume to 905-640-8887 on or before July 14th, 2005

SECRETARY/ RECEPTIONIST

Full-time office help for medical equipment manufacturer located at Markham Road/ 16th Ave. Must know Word, have good typing skills and excellent phone manners. Fax or email resume stating salary expectation to: 905-472-6549 info@medionics.com

Local firm has two immediate openings in its **Sales/ Customer Service Dept.** \$12/ hour plus bonus. Hours 9-5 & 12-8 Mon-Fri Must be very computer literate. Email Resume to: LizGayford@CreativeOutdoor.com

535 Hospital, Medical, Dental

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MEDICAL SECRETARY

New plastic surgery practice in Newmarket is offering a full-time position starting in mid-August. Requirements:

- Previous experience in a medical practice
- Computer/ typing/ dictation skills

Selected applicants will be contacted for interviews August 1-5. Please mail, fax or deliver your resume to:

Attention:
Dr. William Andrade
712 Davis Drive, Suite 305
Newmarket, ON L3Y 8C3
Tel/ Fax: 905-898-7698

535 Hospital, Medical, Dental

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SUPPORTING OUR COMMUNITIES THROUGH SERVICE EXCELLENCE

The community spirit found in York Region's nine urban and rural communities makes it a truly great place to live and work. At the heart of our success as the fastest-growing part of the Greater Toronto Area are our challenging, diverse career opportunities, ideal location and excellent quality of life.

Registered Dental Hygienists

Able to work with diverse client groups, and fluent in the Chinese or East Indian languages, you will excel in this opportunity to provide dental health programs and services to the public. This will involve conducting screenings and making referrals for children and the elderly, as well as providing clinical preventive services such as topical fluoride applications, scaling, polishing, sealants and oral hygiene instruction. Your 3 years of clinical practice experience are supported by a diploma in Dental Hygiene and current registration with the College of Dental Hygienists of Ontario. A valid driver's licence in good standing, and access to a reliable vehicle are required.

These are CUPE Local 905 (York Region Unit) positions. Please forward your resume, quoting Job Posting 5320, by July 21, 2005, to the address indicated. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

The Regional Municipality of York
Corporate Services Department
Human Resource Services Branch
17250 Yonge Street
Newmarket, ON L3Y 6Z1
Fax: 905-895-4232
E-mail: yrkhr@york.ca



www.york.ca

540 Hotel Restaurant

540 Hotel Restaurant



WANTED IMMEDIATELY FULL/ PART TIME WAIT STAFF
Drop off resume at
139 Main Street, Unionville
Tel: (905)479-8310

Looking for **HEAD COOKS, DRIVERS & DISHWASHERS** in the Markham area who want an opportunity to grow. All positions are available immediately. Please call (905)943-9346 or fax your resume to (905)943-9123

Bukhara Fine Indian Cuisine NOW HIRING
Bartender/ Cashiers/ Servers
Apply in person 11am-3pm. 680 Denison St. Markham.

510 General Help

Me & My Mop F/T-P/T STAFF FOR RESIDENTIAL CLEANING. Reliable. Dependable. Bondable. Must have own vehicle. Call Keri (416)576-9667

•CASHIERS
•CUSTOMER SERVICE
•HEAD COOK/COOK
Experienced. Full time.
For Markham & Richmond Hill call 905-479-4337 For Newmarket call 1-877-464-9675 ext 1705

Mega Wraps Fast Food Restaurant Woodbine/ Hwy 7 looking for Full & Part-time employees. Must be responsible. Fax: 905-946-1929; call 416-298-6264

DISHWASHER required. Part time Monday-Friday 11 a.m. - 3 p.m. \$8.50/ hour Stouffville area. Please call 416-574-2686

House Painter Required Full/ part-time. Own transportation needed. Call Mark (416)992-2708

School age daycare is hiring for **SEPTEMBER POSITIONS.** Part time, split shift, Monday to Friday.

Looking for **ECE's or equivalent & Assistants.** May be perfect for someone re-entering the workforce. Summer hours may also be available. Please fax resume to: 905-477-0285

510 General Help

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Specialty Care BLOOMINGTON COVE

Part Time UNIT CLERK

Including weekends We are seeking a highly motivated, energetic individual to assist with reception and scheduling. Send resume to: **Valerie Frade** FAX: 905-640-0995

ASSEMBLERS Required full-time for assembly of medical products. No exp. required. Mon.-Sat. 7am - 4:15pm. Apply in person to: **Medionics International Inc.** 114 Anderson Ave. (Hwy 48/ 16th) Markham. or call (905)472-6544

HOMEWORKERS NEEDED!! To Assemble Products, • Mailing/ Processing Circulars • Copy/ Mailing PC Disk Program Up to \$1,500/wk. No experience needed! FREE information at www.WorkAtHomeConnections.com Reference 7-301

Glen Cedars Golf Club requires F/T & P/T seasonal **GROUNDS MAINTENANCE STAFF** Must be reliable, dependable and have own transportation. Fax resume to: 905-294-7252

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WAREHOUSE ASSOCIATE (PART-TIME, CONTRACT)

Working at our distribution centre, you will process all incoming orders and perform all aspects of order fulfillment, including picking, packing and shipping. Ensuring that the receipt, handling and storage of products adhere to SOP and GMP guidelines, you will also be responsible for operating a forklift, maintaining SAP system data and computer shipping systems, as well as monitoring freight rates/services. In addition, you will be required to work at the head office location on a daily basis to ship and receive materials, as well as perform general maintenance duties.

You must have a secondary school education or two years of relevant experience, plus GMP training, familiarity with inventory and shipping computer systems, and your own transportation. Excellent communication, safety, customer service and computer skills are required.

Applications close **July 15, 2005.** Please e-mail your resumé and cover letter to hr.canada@solvay.com

For more information, please visit www.solvaypharma.ca



SOLVAY PHARMA

FREELANCE EDITORS

Freelance Editors are required for monthly newspapers in York Region.

The successful candidates will have experience writing creative and interesting feature articles for newspapers. A keen eye for copy editing and knowledge of newspaper style is also required.

As well, the successful candidates will have excellent organizational skills, attention to detail, and a proven ability to take initiative and work independently.

Photographic skills and a familiarity with local issues and events, in particular those involving arts and entertainment in Newmarket or Stouffville will be considered an asset. Preference will be given to candidates living in these communities.



Making a Positive Difference in Our Communities. Please forward your resume with writing samples by July 11 to Leigh Beihl at: lbeihl@yrng.com

All candidates are thanked in advance for their interest, but only those qualifying for interviews will be contacted.

Attention Students! SUMMER WORK

- Excellent Pay
 - Flexible schedules
 - Customer sales/svc
 - No exp needed-will train
 - Conditions apply
 - workforstudents.com/tb
- Call 905-731-5461

Counter Help for Dry Cleaners F/T

Monday - Friday 7am-3 pm shift. Seniors welcome. Call Mark 9am - 5pm at 905-477-2773

Growing IT company looking for **TECHNICAL SUPPORT** individual.

Please send resume to: info@marketcircle.com

505 Careers

SECURE Your Future With Training in Police Foundations! Call Now! 800-510-4233 www.cdi.ca

100 Houses For Sale

BUNGALOW- steps to Lake Simcoe. Brand new open concept home. Cathedral ceilings, 3 bedrooms. Choose colours, move in this summer. \$229,900. Call 1-866-365-7765. Pictures: www.dolphinprojects.ca

PRICED for 1st time buyer, 54 Raleigh Crescent, Markville area. Open House, July 9th, 10th. 2-4pm. \$299,900. 416-331-3370 leave message.

100 Houses For Sale

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Find Out What Your Home is Worth On-Line

visit: www.YorkRegionHomePricing.com ReMax Omega Realty (1988) Ltd.

★ Home Sellers ★ Find out what the home down the street sold for. Free computerized list of area home sales & current listings. Free recorded message 1-800-326-5582 ID#8060 ReMax Omega Realty (1988) Ltd.

How to Sell Your Home Yourself and Save the Commission. Free Report reveals "10 inside tips to selling your house yourself" Free recorded message 1-800-326-5582 ID# 3366 ReMax Omega Realty (1988) Ltd.