

515 Skilled & Technical Help

MAINTENANCE MECHANIC NIGHT SHIFT
We require a fully experienced Maintenance Mechanic. This position requires a multi-disciplined Mechanic, with electrical and P.L.C. background, capable of managing the maintenance functions of a small food packaging operation. Duties include set-up and repair of production equipment and preventative maintenance. We offer competitive compensation and benefit programs.
Please send resume to Box 188 c/o The Markham Economist 580 Steven Court, Newmarket, ON L3Y 4X1

Almac
CONVEYOR CO. LTD.
ELECTRICAL POSITION, \$15.00-\$18.00/hr.
• Permanent full-time
• 2 years experience required
• Panel building, conveyor wiring, system troubleshooting and pneumatic circuits
• Must be able to read electrical/pneumatic schematics
ASSEMBLER POSITION, Up to \$12.62/hr.
• Permanent full-time
• Must be able to read blueprints
Please fax resume to: (905)713-0676 www.almac.com

MARKHAM PROPERTY SERVICES LTD. MPS
Call (905)472-4842

irpinia KITCHENS
Irpinia Kitchens Requires **Wood Finisher/Spray Painters** for hi-end kitchen manufacturer. Yonge/ Major Mac. area. Excellent wages/ benefits. Email resume to: **jmarc@irpinia.com** or fax: **905-780-0554 Attn Joe.**

525 Office Help

INSURANCE
North East Toronto Account Manager **VIP PERSONAL LINES**
To handle all aspects of client's files from ordering new policies to endorsements. Requires RIBO, at least 5 yrs experience in personal lines preferably with VIP clientele. Speed and accuracy in Keyboarding, completed or enrolled in CAIB or CIP program would be an asset. French would be a bonus.
Please forward your resume to: Charlene Manning@IOS.staffpath.com 416-861-9977 fax 416-861-1952 Ext. 202

WOODBINE CHRYSLER JEEP

PART-TIME RECEPTIONIST
Are you looking for flexible hours? Are you punctual, and willing to have fun while working hard doing it? If so, we may have a position for you. **Please fax resume to: Gabe or Brad @ 905-415-2001 e-mail: bsproxton@woodbinechrysler.ca**

Markham based marketing company is seeking a reliable, detail oriented **Office Assistant / Receptionist.** Successful candidate must be able to multi task, have excellent communication skills, computer skills as well as possess a valid driver's license. Experience in the marketing and or print industry is an asset.
Please submit resumes via fax to: 905-947-8196.

PART-TIME STUDENT
Experienced handling cash. Five mornings a week, 7:30am-9:00am. Can be done on the way to high school. References a must.
Phone: 905-642-4227 Fax: 905-642-8966

525 Office Help

Executive Secretary
Are you a skilled, computer literate, fast and accurate dicta typist, with at least 5 years' experience, who knows how to keep a busy executive up to date with his work? If so, we would like to hear from you as we may have the very full-time position you're looking for. Our office is located near Woodbine Avenue and Highway 7, and employs about 50 people working for our Clients who sponsor Employee Benefit Plans. We will offer a competitive salary and benefits package to the first person who meets our requirements. Interested? Good! Please email your resumé, references, salary expectations and when you could start to **jjmccateer@mcateer.ca** as soon as you get to your PC. We will treat your submission as strictly confidential and contact no one without your prior knowledge and agreement.
We invite all qualified secretaries to apply, and we will contact those who are, indeed, qualified and whose submissions contain the requested information.

SECRETARY/RECEPTIONIST
Required F/T for established engineering consulting office in Markham. Candidate should have a professional telephone manner, strong communication skills (oral and written), the ability to multi-task, be well organized, reliable and have excellent computer/typing skills.
Please forward your resume to: s-ma@sympatico.ca

ADMINISTRATIVE ASSISTANT FULL TIME
For a fast paced growing company in Aurora. Applicant must possess a pleasant/ professional telephone manner. Proficient in Microsoft Office. Strong verbal & written communication skills required. Experience preferred. If you are reliable and self-motivated, fax your resume to: **(905)222-0344**

Manufacturing company in Markham has immediate opening for a **PURCHASING ASSISTANT/ ACCOUNTS PAYABLE CLERK**. Must be fluent in English with strong math skills. Previous experience an asset but not a must. Send resume to **hr@silentgliss.ca** or fax **(905) 470-6906.**

SECRETARY/GENERAL OFFICE HELP
For builder/ developer in Buttonville. Approx. 30 hrs. per week. Experience in construction industry an asset. Vehicle required. Excellent verbal, written and computer skills.
Fax resume to: 905-940-1913 or email: patty@geistproperties.com

RECEPTIONIST
Markham insurance broker requires full time reception/ data input. Salary and benefits based upon experience.
Fax Brian: 905-479-7911 or email brian@dermodysinsurance.ca

EXPERIENCED ASSISTANT
For busy new home sales office in Markham. Full time hours available. Computer skills a must.
Fax resume to: 905-284-4696

SECRETARY
Private investigation firm. Proficient computer skills, Word, typing (min. 50wpm.) and dicta essential. Excellent English and grammar.
Fax resume to: Northwood & Associates 416-444-5841

529 Inside Sales

INSIDE SALES REPRESENTATIVE
Located in Markham, we are a leader in the transportation industry. Our fast-paced sales center requires someone with great communication skills, and a professional and positive attitude.
All candidates should have:
• Minimum of 1 year sales experience
• Computer knowledge
• Fluent English
• Ability to multi-task and work under deadlines.
This position involves handling incoming calls, as well as making outgoing pro-active calls to increase our customer base.
If you are interested in becoming part of our team, please submit your resume and salary expectations to **carolync@searail.ca** only those selected for an interview will be contacted.

525 Office Help

Administrative Assistant
For Financial Advisor. 34 years in business. Located near Hwy 7 & 404. Knowledge of computers & experience in Life Insurance/ Mutual Funds an asset. \$10.00/hour, +bonus, 3 days/week. Immediate
Please call (905)940-9200 ext. 228

Highly organized **CLERICAL PERSON** for admin. assistant & bookkeeping. Flexible hours. 9am-1pm. email resume to: **lorne@jendan.com**

530 Sales Help & Agents

PRINTING REPRESENTATIVE/ BROKER
We are a Markham based well established company celebrating 23 years of gradual growth. We are seeking individuals to maintain and pursue new accounts. Must have experience in the printing or graphics industry. Outstanding compensation with flexible hours.
Fax resume to (905)940-4553

532 Retail Sales Help

Attention Retail Managers
Our retail exhibitors have jobs! Come to the **Retail Job & Career Fair to look at the opportunities. Wednesday, September 7, 2005 11am-6 pm Supreme Banquet Hall, Woodbridge For more information visit www.yorkregion.com**

SALES ASSOCIATE

Fast growing Imported Ladies clothing requires experienced self-motivated, reliable, enthusiastic individuals. P/T and F/T positions. Competitive wages and benefits
Fax Resume to: (905)290-4647

540 Hotel Restaurant

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

EXPERIENCED DISHWASHER needed F/T, P/T Apply at **Il Postino, Unionville or call (905)940-1555**

The Lion of Stouffville requires **Experienced COOK** good wages. **Experienced DELI COUNTER HELP** Call **(905)642-1344**

DISHWASHER required. Part time Monday-Friday 11 a.m. - 3 p.m. \$8.50/ hour Stouffville area. **Please call 416-801-7992**

530 Sales Help & Agents

Giant Carpet & FLOORING
Sales Opportunity Floor Covering
Canada's largest independent floor fashion retailer has a sales opportunity for enthusiastic women and men with or without experience for their newest store in Newmarket.
We offer an excellent remuneration / benefit package and an opportunity for advancement.
Fax or email your resume: **Fax 416 636-5161** to the attention of Brian DuVal or email **bduval@giantcarpet.com**

535 Hospital, Medical, Dental

PERSONAL SUPPORT WORKERS
S.R.T. Med Staff has immediate openings for full and part time assignments throughout York 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**
WE'VE MOVED
9251 Yonge St. S.R.T. MED-STAFF Richmond Hill.

545 Teaching Opportunities

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.
Please fax resume to: 905-477-0285

510 General Help

BALLANTRAE GOLF CLUB requires **General Labourers** for golf course maintenance
Forward resume to: Ballantrae Golf Club 1 The Master's South Ballantrae, ON L4A 1M2 Fax: (905)640-9481 info@ballantraegolfclub.com
Only those selected for an interview will be contacted.

It's a new school year and we need CROSSING GUARDS
required immediately for:
• Kreighoff/Fred Varley
• Kennedy/Bridle Trail
• Senator Reesor/Wootten Way
• Hollingham/Calderbridge
We need part-time backup Crossing Guards. Give us a call today!
416-606-0901

510 General Help

TELEPHONE PROS NEEDED STUDENTS WELCOME!
Sales Rep's required. Career opportunity. High commission! Bonuses paid. Fluency in English essential.
Call **(905)944-0007**

PAINTER REQUIRED
Must have 10 yrs exp. and be able to work independently. Wages negotiable. Own transportation & tools required.
Call **Mike 416-896-3024**