

525 Office Help **525 Office Help**

Join a Winning Team
Payroll Admin. Accountant
 Dealer exp. preferred, could suit part-time
 Contact: Dennis Hext

Part time Receptionist
 Contact Paul Mortillaro

unionville
MOTORS
 PONTIAC-BUICK-GMC

careers@unionvillemotors.com
 905 477 1666

ADMINISTRATIVE SUPPORT PERSON

Markham area food business requires a motivated individual with excellent English communication skills, Microsoft abilities, organizational skills, and a strong team-member approach. Responsibilities will include administrative support for Sales & Marketing, Customer Service & Accounting departments, office supply requisitions and reception. French an asset. Will consider flexible hours or less than 8 hours/day. Core hours required: 9:15 - 3:15.
 Please fax resumes to: 905-940-3032

Progressive vehicle leasing company, in Markham, is looking for an individual to join our

LEGAL ADMINISTRATION DEPARTMENT

The successful candidate will be detail oriented, have a good command of the English language (both written & oral) and excellent computer skills.
 Send your resume & salary expectations to: cstewart@landmark-leasing.com or by fax to 905-477-5902 attention Legal department

BOOKKEEPER REQUIRED
 for small wholesaler on Bullock Drive in Markham. Possible flexible hours for a competent person able to fully manage an MYOB system. Must be able to produce financial statements, cash flows and manage payables/ receivables. If you are good at the job and need time each day to look after your responsibilities, this could be for you.
 Fax resume to: 905-201-6457.

Receptionist/ Accounting Clerk
 needed for manufacturing facility in Hwy. 7/ Woodbine area. Duties to include: reception, daily invoicing, accounts payable & support to controller & management team. Must have excellent command of both written & spoken English. Competitive salary and benefits.
 Fax resume to: 905-477-0025

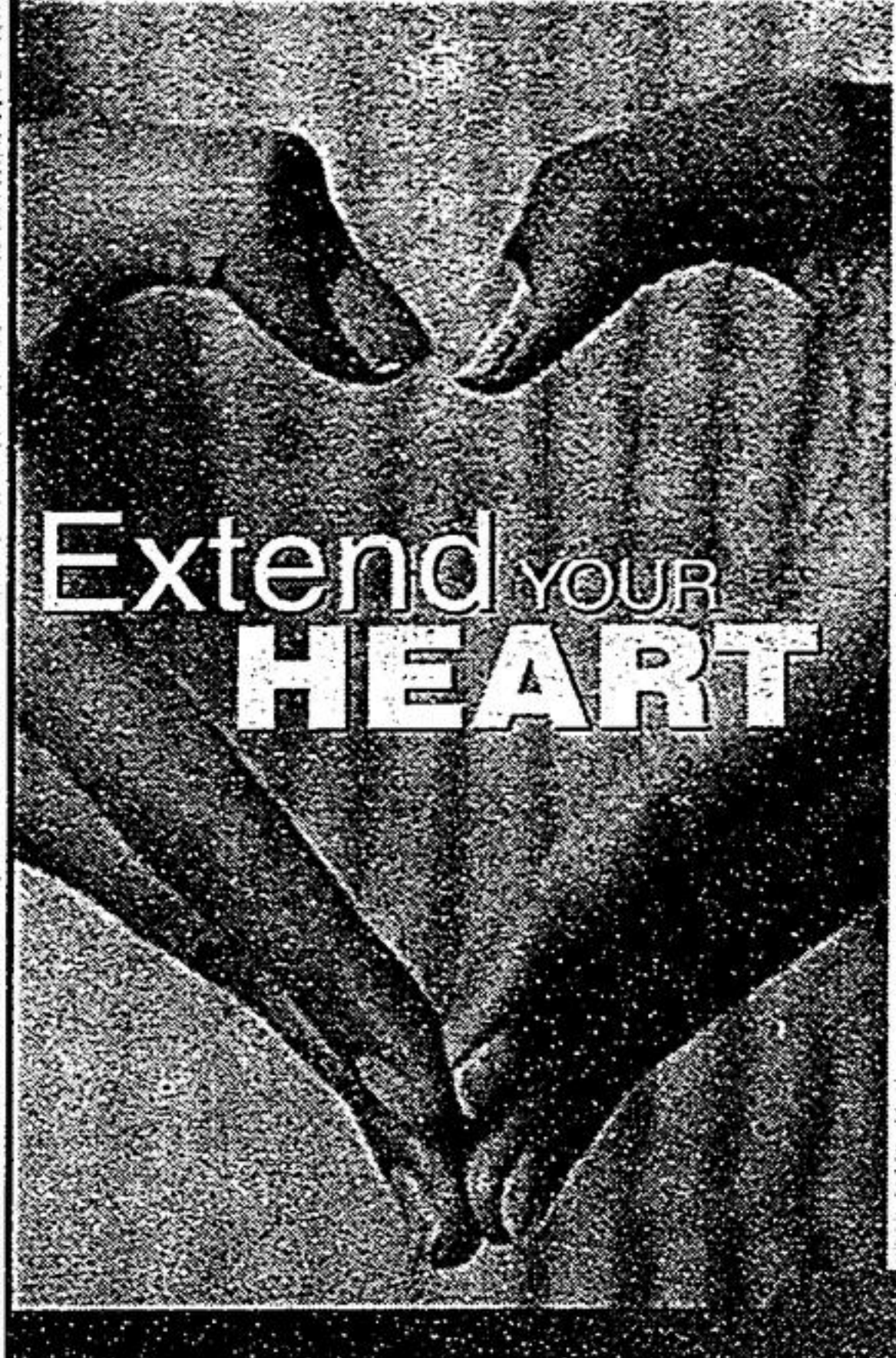
ACCOUNTING CLERK - PT
 Required for busy head office near Yonge/407. Min. 2 years' experience with QuickBooks. Excel, Outlook, and accurate data entry skills a must. A/P and A/R experience an asset. Must be fluent in English.
 Reply to: assistant_super@hotmail.com with resume and salary requirement.

FULL TIME RECEPTIONIST
 Markham Law Firm
 Strong telephone and interpersonal skills. Organizational and multi-tasking skills a must.
 Please e-mail resumes to: lawjobs@rogers.com

530 Sales Help & Agents **530 Sales Help & Agents**

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 Growth, Opportunity and Success at Buckley Insurance Brokers!
 Seeking experienced RIBO or OTL licenced insurance brokers/agents for personal lines inbound sales.
 We offer attractive salaries, benefits, commissions plus performance driven bonuses. Busy environment, excellent for the highly motivated enthusiastic individuals.
 Candidates who qualify will be contacted. Email resume to: jlewis@buckleyins.com

535 Hospital, Medical, Dental **535 Hospital, Medical, Dental**



Extend YOUR HEART

PARTICIPATION HOUSE, Markham Residential and Support Services for Adults with Disabilities.
R.N and R.P.N.'s
 Part time Evening, Weekends and Night Shifts
 9 Butternut Lane, Markham L3P 3M1
 Please submit resume to Frances DiCarlo, Human Resources Department by fax only (905) 294-7834

540 Hotel Restaurant **540 Hotel Restaurant**

COOKS & DIETARY AIDS
 For long term care facility in Unionville.
 Fax resume to: 905-477-6080 or email: sjagai@uhs.on.ca

Famous SAM'S **DONUT STYLE COUNTER HELP**
 Full & Part Time. Pays well. Own transportation. *Cash potential.*
 Stouffville Rd. & Woodbine
 Call 416-526-6261 for an interview.

540 Hotel Restaurant

Ferrovio Restaurant
 in Markham requires the following:
 • Servers (exp)
 • Line Cooks (exp)
FULL TIME
 Fax resume to: 905-201-1389
 905-305-7389

545 Teaching Opportunities

ENGLISH TEACHING ASSISTANT
 for bilingual Montessori/ ECE toddler/ nursery program in Markham. French/ Spanish an asset.
 905.209.9091

510 General Help **510 General Help**

DELIVERY POSITION AVAILABLE

A reliable person is required immediately for newspaper delivery door to door throughout Stouffville.

The successful candidate will:

- Be extremely reliable.
- Own a reliable vehicle.
- Insert and deliver newspapers throughout Stouffville.

Delivery days are Thursday and Saturday. You must be available to work all delivery days.

yrmg
 A DIVISION OF...
 Making a Positive Difference in Our Communities

Call Caroline 905-640-2612 ext. 26

535 Hospital, Medical, Dental **535 Hospital, Medical, Dental** **535 Hospital, Medical, Dental** **535 Hospital, Medical, Dental**

When you join Extendicare, you enter a long-term care facility. We are a home that provides quality of life to residents and staff alike. When you join us, you are entering a realm of possibilities where you can extend your heart, mind, career, and love. Currently, we have the following positions in the GTA...

Director of Care/ADOC
 You will take responsibility for planning, managing, and supervising all aspects of our nursing department and ensuring overall quality resident care. An RN, ideally with a BScN, you are in good standing with the CNO. You are a strong leader experienced in initiating change in a long-term care setting.

Regional Clinical Coordinator
 You will work closely with administrators to implement and support processes and systems for quality resident care, staff education, and infection control. An RN, you are in good standing with the CNO and have experience in a long-term care setting.

When teamwork, peer support, ability to choose career paths, and desire to deliver the best possible care are your goals, consider joining the Extendicare Team!
 Please apply to Joseph Gulizia, Director of Operations, Managed Homes at: e-mail: jgulizia@extendicare.com fax: (289) 202-9987

EXTENDICARE
 www.extendicare.com

545 Teaching Opportunities

PRIVATE TUTOR
 required for after school, p-t/flexible at Warden/ #7.
 \$10/ hour
 (905)305-6770 Ext. 2



510 General Help

DELIVERY POSITION AVAILABLE

A reliable person is required immediately for newspaper delivery door to door throughout Markham.

The successful candidate will:

- Be extremely reliable.
- Own a reliable vehicle.
- Insert and deliver newspapers throughout Markham.

Delivery days are Thursday and Saturday. You must be available to work both delivery days. Serious calls only please.

yrmg
 A DIVISION OF...
 Making a Positive Difference in Our Communities

Please call Distribution at: (905) 294-8244

PERMANENT FT
 Warehouse Help wanted. Speak, read & type both English & Chinese, some lifting, keep track of inventory, schedule distribution of goods, inspect incoming goods, verify document, oversee loading & unloading goods. \$16/hr.
 Send resume to lamlamip@hotmail.com

HAKIM OPTICAL

FASHION CONSULTANT/ RECEPTIONIST/ SALES ASSOCIATE

Markham Area
 needed for Large Retail Optical Showroom. Ideal candidates will have good communication skills and a flair for fashion. Training will be provided, retail experience a must.
 Please email resume to behzad@hakimoptical.ca

510 General Help **510 General Help** **510 General Help**



NOFRILLS
 lower food prices

NOW HIRING
 We are now hiring enthusiastic permanent part-time staff for our new store at Hwy 48 & 16th Ave. Come join our team.
 • Front End Cashiers & Clerks (must be available to work day shifts)
 Experience in grocery or retail is an asset. We will train.
 Apply in person: **No Frills**
 9305 Hwy 48 (16th Ave./ Hwy. 48)
 Please bring 2 applicable references.
 Thank you for your interest in No Frills.

Ypi
 Employment Strategies. Working Solutions.

York Region Employment Assessment Centre

JOB SEARCHING? START HERE!
 Call us today for your NO-COST Appointment:
(905) 882-9561

- ✓ Customized One-on-One Employment Planning
- ✓ Referrals to Experienced Career Professionals
- ✓ Determine Need for Skill Specific Training
- ✓ Ongoing Follow-Up and Support

EMPLOYMENT ONTARIO
 Employment Ontario programs are funded in part by the Government of Canada.

Clintar Canada's Authority on Grounds Care
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We are welcoming applicants for winter operations for North Scarborough and York Region. Positions available:
Sidewalk Sub Contractors
Plow Sub Contractors
Sidewalk Personnel
& Operators: Articulating Loaders, Farm Tractors, Sidewalk Tractors
 Please Contact
 Mike at 416-291-1611 ext. 222
 email mcordick@clintar.com
 Neno at 905-895-9238 ext. 225
 email neno@clintar.com
 Fax: 416-291-6792

HOMEWORKERS NEEDED!!
 To Assemble Products,
 • Mailing/ Processing Circulars
 • Envelope Stuffing • On-line Computer Work
 Up to \$1,500/wk. No experience needed!
FREE information at
www.Jobs-WorkAtHome.com
 Reference 2-301

510 General Help

School Crossing Guards needed for
 • Kreighoff & Fred Varley (John XX(11 S.S.)
 • Kennedy & The Bridle Trail
 • Main St. & The Bridle Trail (Unionville Public School)
 • Castlemore & Ridgecrest P.S.
 Please call us today at: 416-606-0901

Established cleaning company requires part-time & full-time workers. D/L required, car provided. Experience an asset, will train. Must be bondable. 905-252-6243
Handi Maids Inc.

Media Company looking for **SALES ASSISTANT**
 Outlook and Photo-shop skills an asset. Fun environment with advancement opportunities. Office in Unionville. Please email. mike@popmedia.net

HANDY PERSON
 F/T house & grounds maintenance for horse farm. Stouffville. Call (905)888-1611

ENVELOPE MACHINE OPERATORS
 Will train. \$10/hr. Mon. - Thurs. 7am-4pm, Friday, 7am-1pm. Call Don at (905)472-2211

LOVE DOGS? DOGGIE DAYCARE ATTENDANT
 P/T weekdays. Animal care exp. necessary. Call (905)471-9361

Promote your company's **INTERNET PRESENCE** in the Classifieds. Be sure to include your **WEB ADDRESS**