

Careers Careers Careers



TOWN OF WHITCHURCH-STOUFFVILLE

RECRUITMENT

SENIOR PLAN EXAMINER BUILDING DEPARTMENT

You will examine plans at all levels of complexity for permit issuance to ensure conformity to the Ontario Building Code and all applicable laws. As well as monitor the quality of work and the workload of all staff members and to act as Chief Building Official in his absence or as directed.

Your responsibilities will require specific skills in architectural and/or structural technology, as may be acquired through a Community College. You also have several years design office and/or office experience in a similar position, good communication skills and a thorough working knowledge of the Ontario Building Code.

Salary range \$37,296 to \$42,381 with a competitive benefit package.

Smoke free working environment.

Interested individuals are invited to submit their resume, appropriately marked as to position applying for, not later than **Monday, September 16, 1991** to:

Town of Whitchurch-Stouffville
c/o Clerks Department
19 Civic Avenue, Box 419
Stouffville, Ontario
L4A 7Z6

For further information please contact **Bob Bennett**, Chief Building Official at 640-1900 or 895-2423.

We thank all applicants and advise only those selected for an interview will be contacted by September 27, 1991. Personal information is collected under the legal authority of the Municipal Act, R.S.O., 1980, c.302 as amended, and will be used to determine eligibility for employment.

Executive Secretary

Hyundai Auto Canada Inc., one of Canada's leading automobile importers, is currently seeking an Executive Secretary to provide secretarial and administrative support to the President.

With a poised and professional manner, you have the ability to handle confidential information. You possess a high school diploma and 2 years secretarial experience. Hyundai offers a competitive benefits package, salary commensurate with experience, and a progressive working environment. Please forward your resume in confidence to: **Caroline Fellin, Hyundai Auto Canada Inc., 75 Frontenac Drive, Markham, Ontario L3R 6H2. Fax: (416) 477-0187.**

HYUNDAI

Principals only please

PROCESS OPERATOR

Required for a bulk pharmaceutical and fine chemical company in Aurora. Candidates must excel in hands-on plant environment, have a minimum grade 12 education and be able to perform shiftwork.

Send your resume or apply in person for application form to:

Torcan Chemical Ltd.
110 Industrial Park North
P.O. Box 308
Aurora, Ontario L4G 3H4

Only those individuals being considered will be contacted.

PART TIME RECEPTIONIST

Needed for modern chiropractic office. Good telephone, interpersonal and clerical skills required. Prior experience an asset.

Please forward resume to
50 Anderson Ave. #7
Markham, Ontario, L6E 1A6
or call 471-6696
or fax 471-6710



People to become SKI PATROLLERS for the 1991-92 Ski Season at LAKERIDGE SKI RESORT

Courses begin Sept. 9th in Scarborough, 10th Oshawa, & 11th Peterborough
Applicants must be 18 yrs. of age or over. Intermediate Skier

FOR FURTHER INFORMATION: **294-9730**

The Scugog and District Rape Crisis Centre is a non-profit, feminist organization committed to providing quality service to Women Survivors of Rape and Sexual Assault. The Centre is looking for an **Organizational Development Consultant** to review the operating efficiency of the Centre and unite a policy manual. The successful candidate should possess a minimum of 5 years experience in policy uniting in a non-hierarchical women's organization, preferably a Rape Crisis Centre. This is an 11 month contract, commencing Sept. 15/1991. It is a 32 hour work week (with flexible scheduling). Salary range is from \$32,000 to \$34,500, depending on experience. Applications should be mailed to:
**Scugog Crisis Centre
Hiring Committee
Box 1226
Port Perry, ON
L9L 1B7**

COMPUTER OPERATOR IBM SYSTEM 36

Cabletel Communications Inc. (1986) offers competitive salary and excellent benefits. This position is the senior system position reporting to the VP, Finance. Good communication is essential to this position, as is the ability to work with little supervision.

If you are an experienced SYS 36 operator and are a self-starter, send your resume in confidence to:

Brian Kelsey
VP, Finance
Cabletel Communications Inc. (1986)
120 Gibson Drive
Markham, Ontario L3R 2Z3 or fax to 475-9571

Part Time Secretary/Receptionists
Wanted for friendly, modern, non-smoking Real Estate office in Unionville. Must have car.
Hours Mon. - Wed. 9 a.m. - 9 p.m.
Please call **Aileen Mak**
940-9191

FULL TIME PERMANENT SHIPPER / RECEIVER
Publisher of maps & travel products requires person for order fulfillment, shipping / receiving and general warehousing duties.
Qualifications:
- experience in shipping to destinations across Canada
- good math skills
- healthy, energetic individual able to work with a minimum of supervision
- some data entry / computer experience would be an advantage but not necessary
Please send resume, stating salary expectations to:
**Box #4523
Markham Economist & Sun
9 Heritage Road
Markham, Ontario L3P 1M3**

RECEPTIONIST

CABLETEL COMMUNICATIONS INC. (1986)

We require a bright, well-spoken person to handle switchboard and reception duties at our Warden & Steeles office. Typing skills would be an asset.

Cabletel is a fast-paced growing company offering competitive salary and excellent benefits.

Address your inquiries to:

JUDY STEWART - 475-1030
or fax resume to 475-9571
No Agencies Please

PERFECT PART TIME JOB
Use your pleasant telephone voice to raise much needed funds for the Canadian Liver Foundation. Pleasant relaxed atmosphere. Shifts: Monday-Friday, 9 am - 1 pm. \$7 per hour plus proven bonus system.
Apply in person to
**37 Main St. N., Suite 207
Markham, Ontario
472-1400**

ACCOUNTING CLERK
Seasonal help required five days per week from November 15 to March 31, and one day per week thereafter. A thorough knowledge of ACCPAC Plus General Ledger, Accounts Receivable, Accounts Payable, Inventory Control, and daily cash reconciliation is essential. Responsibilities include the compilation of departmental financial reports, cash and bank reconciliation, inventory control, and interpretation of financial data. A formal accounting background such as a fourth or fifth level CMA or CGA is preferred as well as experience in a multi-centre retail environment. Please forward resume and references to:
**Lakeridge Resort Limited, R.R. 4,
Uxbridge, Ontario, L9P 1R4 by
September 15, 1991.**

AUTOMOTIVE PARTS DELIVERY DRIVERS
Required 1 full time, 1 part time, 12-5 p.m. afternoons. Class G Licence. Starting salary \$7.50 per hour.
**McKerlie Millen Automotive
640-4598**

WEEKEND HELP
4 hours per day for horse farm in Sandford
Own transportation required
852-4677

Secretary
for Customer Service required for manufacturing company in Gormley.
**Please call
888-1368**

PAYROLL & ACCOUNTS PAYABLE CLERK
Seasonable help required for data entry three days per week from December 15 to March 31. A thorough knowledge of ACCPAC Plus Payroll and Accounts Payable and accurate keyboarding skills are essential. A formal accounting background such as a second level CMA or CGA is preferred. Please forward resume and references to:
Lakeridge Resort Limited, R.R. 4, Uxbridge, Ontario, L9P 1R4 by September 15, 1991.

ANGIES EATERY
requires
◊ Sous Chef
◊ Cook
◊ Maitre D
For fine dining room
640-8858

DRIVER PART TIME
Van a must for flower shop
Call 471-7000