

**Careers Careers**

**505** careers

**EXECUTIVE DIRECTOR**

The Lance Krasman Memorial Centre for Community Mental Health, centered in Richmond Hill, is an innovative new consumer and family resource centre. The organization has grown out of an ongoing partnership of self-help groups serving York Region. Krasman Centre provides space across the region for self-help groups, and operates as a resource to them, providing services such as leadership and crisis prevention training, peer/family support, outreach programs, friendly visiting, recreational activities, and advice for development of the regional system of services and supports.

The Executive Director will be knowledgeable about Mental Health Reform and related delivery systems, and have skill sets developed from direct experience with people with a severe mental illness and their families. Demonstrated success in supporting empowerment of consumers and families is required, along with appropriate managerial skills and relevant post secondary education (health, mental health, social services, community development).

If you are interested in this exciting and challenging position, please forward your resume, indicating salary expectations, no later than November 14th, 1997 to:

Chairperson, Krasman Centre Hiring Committee  
c/o Coordinating & Advisory Council for Mental Health Services in York Region  
171 Main Street

**505** careers

**MAKE A VALUABLE CONTRIBUTION**

**Sales Help**

Full-time positions available in Markville Shopping Centre. Qualified candidates must be energetic and committed to customer service. If you have a flair for fashion, please submit your resume to:



L.A. Express, Unit 329,  
5900 Highway 7,  
McCowan, Markham,  
Ontario L3R 4M9.  
No phone calls, please.

**510** general help

**IMMEDIATE OPENINGS  
SCARBOROUGH, MARKHAM,  
RICHMOND HILL**

- EXPERIENCED ASSEMBLY WORKERS
- GENERAL LABOUR
- MACHINISTS
- ELECTRICIANS
- AUTOMECHANICS

**RECRUITMENT FOR ABOVE POSITIONS ON:**

Tuesday, November 11, 1997  
9:00 - 11:00 am & 1:00 - 3:00 pm  
Markham Village Community Centre  
6041 Hwy. #7 E.  
(Markham Road & Hwy. #7 S.E. Corner)  
Boardroom on Main Level



Through Innovation, We're Changing the Way Canada Hires

**515** skilled & technical help



**CANADIAN TIRE  
MARKHAM  
AUTO CENTRE**

- A very busy auto centre requires:
- CLASS A LICENSED TECHNICIANS
  - INSTALLERS

185 Bullock Drive  
Markham, Ontario

apply in person with resume!

**505** careers

**LISTING/MARKETING  
COORDINATOR**

Exciting F/T position with one of Markham's top real estate agents! Real estate license and computer knowledge required. Salary + Bonuses. Fax resume to 905-640-1076

**510** general help

**\$\$ HELP WANTED \$\$**

American International Company looking for help with:

- customer service & supervision
- P/T & F/T
- work at home/office
- knowledge of oriental & other languages an asset

Call 416-631-4870

**CARDINAL NANNIES & COMPANIONS INC.**  
Since 1985

**Nannies  
Homemakers  
Companions**  
- Part-time/full-time  
- Live in/Live out  
Drivers Preferred

"Cardinal People Care"  
1-800-219-8059 25 Regency Cres.  
905-666-2228 Whitby

**SNOW PLOWERS**  
Brokers required, experienced driver with newer 4x4 for Scarb./Markham / North York routes. Guaranteed hours.  
Call 416-288-0313

**Part Time  
Kitchen Help**  
Required by local catering company. Experience and references necessary.  
Call after 12 noon 416-9855

**SNOWPLOW BROKERS  
(with a 4x4) AND  
SHOVELERS WANTED.**  
Paid within 48 hours  
905-882-6182

**PERSON REQUIRED**  
part-time for collating catalogues. \$8 per hour. Variable hours.  
Fax 905-470-0618.

**NEED A CHANGE?**  
I am looking for a few serious hard-working people to work with me building an organization in the health and nutrition field. Home based business. F/T or P/T. Call 416-462-7497

**P/T TEACHER**  
ECE or equivalent for 10 hours a week.  
Call 905-470-6595

**LANDSCAPE  
LABOURER**  
Experience on sod. Wages based on experience.  
Call 905-852-7268

**HOMEWORERS REQUIRED**  
To do piece work jewellery. Must have vehicle and live in Markham area only.  
Call 294-7049

**555** domestic help available

**AFFORDABLE,** thorough & reliable cleaning available. References. Call Lisa 416-499-9164.

**CLEANING Lady** with a personal touch. Stouffville and surrounding area. References. Available (905) 888-0070.

**GET 3 for the price of one!** House up to 3000 sq. ft. will be cleaned for only \$60. Vacuuming, dusting, floors washed, washrooms, kitchen, window ledges and baseboards. Call Kathy or Rula: (905) 479-4945

**570** employment wanted  
**CUSTOM** com combining and fall plowing available at your convenience. 905-985-5183

**515** skilled & technical help  
**Graphic Designer**  
We are a small, fast moving design studio inside a service bureau. Awesome opportunity for an intermediate designer with at least two years experience, design credentials, excellent MAC and english skills. Salary for experience. Fax resumes to Michael Hope. Located @ 404 & Highway 7 in Richmond Hill. Fax 905.731.3343.

**525** office help  
Markham firm requires mature individual for bookkeeping and general office duties including Invoicing, A/R, A/P, Payroll. Must be able to work under pressure with a minimum of supervision. A knowledge of NewViews and MS Office an asset but not essential.  
Fax resume to  
**SRB Controls Inc. at  
905-477-8129.**

**Receptionist / Admin.**  
Mature individual with 2 years experience required F/T for fast growing Markham company. MS Office 97, excellent communication skills and good command of the English language a must. Please forward your resume to  
Box 4588,  
c/o Economist & Sun  
9 Heritage Road  
Markham, Ont. L3P 1M3

**Hyundai Auto Canada,** one of Canada's leading automobile importers, is currently seeking an enthusiastic individual for the following temporary position:  
**Field Operations Administrator  
(Contract)**

On contract from November 1997 to September 1998, you will provide administrative and secretarial support to the Field Operations Manager in the establishment of new Dealerships and in the monitoring of existing Dealerships. In this demanding role, the incumbent is expected to administratively support on-going and special Field Operations projects, as well as maintain all files for the department and process fleet claims for the Dealers.

You are detail oriented with strong organizational skills, can work independently, meet tight deadlines and maintain confidentiality. You are proficient in Corel, WordPerfect and Quattro Pro, Lotus 123 and you possess greater than a high school diploma or equivalent experience. Familiarity with the automobile business would be a definite asset.

If you are interested in this position, please forward your resume in confidence, no later than Nov. 11 to: Human Resources, Hyundai Auto Canada, 75 Frontenac Drive, Markham, Ontario L3R 6H2 or Fax: (905) 477-9264. No phone calls please. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

**525** office help

**REAL ESTATE ASSIS. / LAW CLERK**

Required for busy Banking/ Commercial Real Estate practice. You have a strong real estate background and are secure and confident in your skills. You enjoy responsibility and exercise the ability to work independently. You are familiar with commercial mortgage preparation, secured transactions and banking documentation. You have experience in supporting a proactive practice management process and are committed to providing a high standard of client service. WP6.1, Windows 3.1, PC Law.

Please fax resume to:

WILSON, VUKELICH  
Office Manager 905-940-8785.

We appreciate the interest of all applicants. Only those under consideration will be contacted.

Please Check Your Ad

**530** sales help & agents

**ASSISTANT MANAGER**

Required for an exciting concept in retail for our Thornhill store  
**THE CRAFTER'S MARKETPLACE**  
As Assistant Manager you have a background in accounting, visual arts, retail management and good computer skills. Availability to work evenings and weekends is a must. Please drop your resume off on Mon. Nov. 10th and Tues. Nov. 11th between 10am-12pm and 2pm-4pm to our store at:  
**THORNHILL SQUARE**

**DISTRIBUTION  
ROUTE DRIVER**

To deliver food products to stores in Ontario. Unsupervised and organizational skills. Class DZ license and abstract. \$575.00 per week to start, review after training. Permanent full time.  
For an appointment call  
Alpine Food Distributors Limited  
416-297-1038

**SUPREME LIGHTING**

Requires a mature sales person for their lighting showroom. Related sales experience an asset. Part time. Please send written reply to:  
Lisa Lipka  
Supreme Lighting & Electric Supply Ltd.  
9 Laidlaw  
Markham, Ont. L3P 1W5  
- No telephone calls please -

**SALES HELP**

Full-time career person wanted for sporting good store. Apply with references at: 8365 Woodbine Ave. Markham

**535** hospital, medical, dental

**HEALTH CARE AIDES**

Needed for 4 pm - 8 pm and 7 am - 11 am, 5 days a week and 7 am - 11 am, 4 days a week. Must have HCA Certificate. Please send resume to:  
**Green Gables Manor,  
R.R. 2, Stouffville, Ontario  
L4A 7X3**

**555** domestic help available

**Clean Freaks**  
Housekeeping Services  
For information on services or a no obligation estimate call  
Cindy (416) 384-6328 or (905) 737-3411  
In Uxbridge Chris (905) 852-6687

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