

york region

CAREERS

Serving York Region through The Economist & Sun, The Tribune, The Eye-Banner, & The Liberal.

905-294-4331
1-800-743-3353

505 careers

Purchasing Analyst (Temporary Full Time 6 months)

This position calls for a professional with three years purchasing experience including experience in developing and co-ordinating the formation, review, and evaluation of RFP's for professional and contracted services. You support and provide consultative services to client departments with respect to purchasing programs, methods and processes and apply your expertise in negotiation skills working with vendors and customers.

Your post-secondary education in related studies is complimented by CPPO, CPPB, CPP designation or current enrollment to complete designation. An individual who thrives on challenge, you have demonstrated analytical and problem solving abilities to excel in an environment experiencing considerable change. You are proficient with various computer software applications including word processing and spreadsheet applications as well as management of a centralized purchasing system.

Interested individuals should submit a resume, quoting competition #99-098, by March 8, 1999, to the address noted below. This is a CUPE Local 4900 position. We thank all applicants for their interest, but wish to advise that only those candidates selected for an interview will be contacted.

The Regional Municipality of York
17250 Yonge Street
P.O. Box 147
Newmarket, ON L3Y 6Z1
Fax: (905)895-4232
E-Mail: yrkhr@region.york.on.ca

York Region

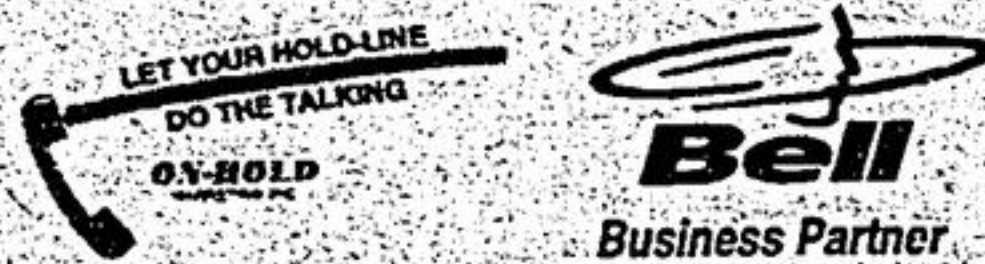
505 careers

On Hold Marketing Inc., located in Markham, has an opening for a creative:

COPYWRITER

- University or College education
- Excellent English
- Creative writing ability
- Pleasant telephone manner
- French an asset

Full Time
Start Immediately
Fax resume to: (905)479-9856
Located at Hwy #7 & Hwy #404



MARKHAM VILLAGE B.I.A.

is looking for a dynamic visionary who will implement the revival of Main Street Markham. Skills required: leadership qualities, marketing capabilities, good organization, graphic, written and computer skills and the ability to work with volunteers. Salary commensurate with experience. Send resume with expectations to: Box #15, Main Street, Markham, ON L3P 1X0

OFFICE CLERK

Scott's Restaurants Inc. is looking for an individual to work full-time in an administrative capacity in their Loss Prevention/Insurance department. The ideal candidate will have a working knowledge of MS Office, (Excel and Word), and excellent communication and interpersonal skills. The responsibilities include updating, and maintaining various databases, administering and producing various reports. Knowledge of MS Access and AS/400 an asset.

Interested applicants are asked to submit their resumes by March 6, 1999 to:
Human Resources
500 Hood Road
Markham, ON L3R 0P6
Fax: 905-946-7301
No phone calls please

505 careers

SALES CO-ORDINATOR MATERIAL HANDLING INDUSTRY

A leading company in the material handling industry is seeking a Sales Co-ordinator in their Markham location.

Responsibilities include complete co-ordination of sales including purchasing equipment, checking quotations, invoicing and management reports.

The successful candidate will have at least three years' experience in a similar position with proven accounting knowledge. Bilingual French/English, MS Word and Excel would be an asset.

Please fax your resume in confidence stating salary expectations to 905-470-9015 no later than Monday, February 29, 1999.

Only those under consideration will be contacted, interviews may be conducted in Mississauga.

510 general help

Markham based company seeks LAWN CARE TECHNICIANS

Must be self motivated and able to work with minimum supervision. Experience an asset but not necessary. Minimum 3 years of driving experience. Clean, valid drivers license. Training provided.

Please fax resume to 905-472-4394 bet. 9am-5pm.

CUSTOMER SERVICE REPRESENTATIVE

Dynamic Scarborough commercial printer requires a Customer Service Representative. Experience in sheetfed and web printing essential. Fax your resume along with references to Doug at: (416) 298-0624.

510 general help

Markham Golf and Country Club is currently seeking

SECRETARY/ RECEPTIONIST

Full time, seasonal work to start mid March.
Call Bob at 905-477-7711

INSIDE SALES

Computer Manufacturer in Markham is looking for Full Time Sales Reps. Must have computer and/or sales experience. Bilingual an asset. Base salary plus commission.

Fax resume to Suzanne @ 905-472-6633

**EARN \$200, \$300, \$500
OR MORE PER WEEK,**

assembling products in the comfort of your own home. Send a self addressed stamped envelope to: O.P.M. 6-2400 Dundas St. West, Suite 541, Ref #694, Mississauga, Ont. L5K 2R8

Temporary Warehouse Help Markham Co. requires

ORDER PICKERS PACKERS GENERAL WHSE.

Experience preferred. Fluent in English, spoken and written a must. Available to work flexible shifts. Must have reliable transportation. \$8/hr to start. Possible full time. Fax resume to 905-470-4115

DUTCH STYLE
LANDSCAPING

We are expanding. Looking for foreman to run crew. Must have experience in blueprint, organizational skills, landscape construction and garden design.

Call John
@ 905-640-3016

TAILOR SHOP

Requires Male/Female for Full or Part time position.
Call Ross 905-856-5795 in Woodbridge

**PART-TIME
TELEMARKETER**

For home based business to make appointments for a salesperson. Flexible hours.
Call 416-631-7149

A-Z DRIVERS/ TEAMS WANTED

To run Canada/U.S.A. Local/Long Haul Automotive/General Freight We offer "Genuine" Rates, Benefit Package, Direct Deposit, "Open Door" Policy to All our drivers. We require I.C.C. Medical, Police Search, Recent Abstract. Excel Highway Support Service Inc. 1-888-769-9799 Fax 905-723-3797

510 general help

P/T HAIRSTYLIST

For a busy Stouffville Salon. Guaranteed \$7.25/hr, profit sharing, + \$150 hiring bonus, dental, drug, eye-care plan & birthday off with pay. No Sundays. For an interview call 905-640-9555

FIRST CHOICE HAIRCUTTERS

THE POPPYSEED COFFEE HOUSE

is hiring cheerful, outgoing and friendly people. Experience preferred but not necessary. "Who Said Work Can't Be Fun?" Fax resume to 905-472-0581 attn: Lorenzo

DISHWASHER / KITCHEN PERSON

P/T positions for Unionville Restaurant. No experience necessary (attitude out weighs experience). Apply in person to: 205 Main St. Unionville

EXPERIENCED FULL & PART TIME HELP

Wanted for a Party Store. Apply to: The Party Factory, 5261 Highway #7 at McCowan Markham, ON

HORSE FARM

Full Time & Weekend Help Stouffville area. Single accomodation Call 642-4888

CANADA'S Light Style STORE LIVING LIGHTING

PART-TIME SALES PERSON

Perfect for someone returning to the job force. Experience an asset but not necessary. Resumes accepted at: Living Lighting 5308 Hwy. #7, Markham or call 905-294-9557

METER READERS

- for Scarborough and surround area
 - Competitive wages
 - Comprehensive benefit package available
 - Must have reliable vehicle
- Send resume to Box #4575, c/o Markham Economist & Sun, 9 Heritage Road, Markham, Ontario L3P 1M3

NORMERICA

Beautiful **POST & BEAM** Homes

• ADMINISTRATIVE ASSISTANT SALES DEPARTMENT
The ideal applicant must be able to:
Efficiently operate databases, spreadsheets and have strong word processing skills, be organized and efficient, have a positive attitude, be self motivated, flexible and have a good sense of humor. You will be working directly with the Sales Manager, co-ordinators, distributors and our end user clients.
Please FAX your resume to: 905-841-9061 Attention: Sam Kewen. ONLY THOSE CHOSEN FOR INTERVIEWS WILL BE CONTACTED. WE THANK ALL APPLICANTS FOR THEIR INTEREST.
www.normerica.com

510 general help

LANDSCAPING POSITIONS

Markham based landscaping company is hiring the following full time positions:

- LAWN MAINTENANCE WORKER
- LAWN MAINTENANCE FOREMAN
- LANDSCAPE CONSTRUCTION WORKER.

In addition we are also hiring part time positions (weekends) experience is definitely an important asset but we will consider hard working, responsible candidates without experience. Please fax resume to 905-940-2111 by March 10, 1999.