

york region

CAREERS

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

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

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careers

it's about

Our People

That's what makes us different. We wouldn't be where we are today without people like you and we remember that Shaw is a fast moving company in a technically advanced world, but we still have values. We care about our employees like we care about our families. That's just the way it works. That's cool. That's Shaw.

TECHNICAL SUPERVISOR RICHMOND HILL/SCARBOROUGH

You will be responsible for ensuring that a high level of customer satisfaction is provided to our customers through the supervision of a team of technicians in the Metro Ontario region serving the areas of Pickering, Scarborough and the Southern York region. Your personal coaching will enhance the performance standards of existing and new technicians and your coordination of ongoing training will include technical standards, customer service and sales. Through employee performance reviews you will foster a positive team environment and will also prepare and implement staff shift schedules as well as assist with the preparation and implementation of operating and capital budgets.

In addition to a post secondary degree, an understanding of electronics or cable television fundamentals would be an asset. Goal oriented and motivated, you are able to work with minimal supervision in a team environment. Your proven leadership skills, coupled with solid communication and interpersonal abilities, make you an ideal candidate. Additionally, you are well organized, possess effective time management skills and can handle multiple priorities.

A positive, friendly manner and customer service approach will enable you to deal with challenging situations with empathy and sincerity.

In return, Shaw offers a challenging opportunity for professional and personal advancement in a progressive work environment. Please send your resume, in confidence, by May 21, 1999, to: Shaw, Regional Operations Manager, 244 Newkirk Road, Richmond Hill, Ontario L4C 3S5. Fax: (905) 780-7100.

Shaw encourages applications from qualified women, men, aboriginal peoples, visible minorities, and persons with disabilities. We thank all applicants for their interest; however, only selected candidates will be contacted. No telephone calls or agencies, please.



505

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DESKTOP OPERATORS

Our busy newspaper office located in Markham requires two contract part-time/full-time Desktop Operators.

The successful candidate must be proficient in Photoshop, Illustrator and Quark. Experience in Multi-Ad is a definite asset. A typing speed of 60-75 wpm is a must. Shift work is necessary.

If you are interested in working in this fast-paced environment, please forward your resume to

Box #2063
580B Steven Court, P.O. Box 236
Newmarket, ON L3Y 4X1
or fax to: (905) 853-4626

We thank in advance all applicants for their interest in this position. Only those candidates being considered for interviews will be contacted.

F/T RECEPTIONIST

We are looking to add a responsible and organized receptionist to our dynamic team!

- 9-5 Monday through Friday
- Previous reception experience required
- Pleasant telephone manner
- General office duties
- Superior communication skills
- Enthusiastic and energetic

Please fax resume to: Lisa Anne 905-415-0624

JOB OPPORTUNITY ACCOUNTS RECEIVABLE/ BILLING CLERK

Norampac Inc., Lithotech Division provides added value to its customers' packaged products, within the North American market through its state-of-art facility located in Scarborough, Ontario.

Reporting to the Controller, this position will be responsible for the collection of accounts receivable, customer account reconciliation, and credit overrides on customers' orders. Additional duties include daily invoicing, sales representatives' commission calculation, switchboard relief, and month end reporting.

The ideal candidate will be enrolled in a recognized accounting program, and have credit and collections experience. Working knowledge of Word and Excel is essential.

Please send your application to:

CONTROLLER
NORAMPAC (Lithotech) Inc.
5910 Finch Avenue East
Toronto, Ontario M1B 5P8
Fax: 416-292-7761

White Rose, a premier provider of innovative, decorative craft and plant products, currently requires a detail-oriented:

Payroll Administrator

A self-starter with a keen eye for detail and accuracy, you'll load and verify payroll hours/earnings, ensure compliance with labour legislation, and maintain files and personnel records. Computer proficient (WordPerfect, Lotus, Microsoft Office) and comfortable in a deadline-oriented environment, you'll also work with internal sources and government agencies, administer related payroll processes, and handle Records of Employment. Organized and familiar with payroll/clerical functions, you have 2-4 years' related experience, exceptional communication and customer service skills, and a knowledge of ADP or similar payroll systems.

If you're meticulous and work well with others, please respond, by May 21, 1999, to Human Resources, White Rose Crafts and Nursery Sales Limited, 4038 Highway #7, Unionville, Ontario L3R 2L5. Fax: (905) 477-1105 OR e-mail: white@whiterose.ca No telephone calls, please. We thank all applicants, however, only those selected for interviews will be contacted.



505

careers



Xebec, Canada's premier provider of Electronic Imaging, Data-to-Mail and Film-Based Imaging solutions is seeking a dynamic individual to fill the following position:

Materials Handler / Warehouse Coordinator

Xebec is looking for a motivated individual with previous warehouse experience and an ability to work shift work.

Xebec offers a comprehensive benefits package, competitive remuneration, state-of-the-art technology and provides a stimulating environment for all employees by providing the necessary motivations, empowerment and recognition of achievement.

We thank all applicants in advance, but only those under consideration will be contacted. No phone calls, please.

Xebec Imaging Services Inc.
2637 14th Ave. • Markham, ON L3R 0H9
ATTN: Corporate Recruiter
e-mail - resume@xebec.ca • fax - 905-470-9233
www.xebec.ca
NO AGENCIES, PLEASE!

510

general help

Stock Transportation Ltd. is a customer driven industry leader whose growing success has been built on positive, caring and supportive relationships - with our customers and our employees.

We currently have a position that requires a team player who will work in a fast-paced environment.

You are comfortable in a leadership role and you:

- will ensure the safe and cost effective management of the fleet
- will provide leadership to the maintenance team
- enjoy being challenged and are committed to continuous learning
- possess a Truck and Coach Technician License

If you are interested in being part of a fast-paced and growing organization with an eye for the future, please send your detailed resume in confidence to:



Ray Manninen
24 Cardo Drive
P.O. Box 40
Gormley, Ontario
L0H 1G0

STOCK

On the Journey of Learning. Fax: 905-888-1401

505

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ADMINISTRATIVE ASSISTANT

Committed to quality service, you will provide secretarial support to the CEO and assist with financial monitoring, writing reports and office-related contracts. You need to have three to five years experience, a 2 year college diploma, literacy on office application software and knowledge of public libraries.

Please forward your resume by May 25, 1999 to:

Denise Petri, Executive Assistant
1 Atkinson Street
Richmond Hill, Ontario L4C 0H5
Fax: 905-770-0312

Only those selected for an interview will be contacted.



RICHMOND HILL PUBLIC LIBRARY

505

careers

National PC Distributor is seeking the following immediate openings to join the expanding sales force in Markham:

GOVERNMENT/EDUCATION SALES EXECUTIVES

• Strong interpersonal skills with strong PC knowledge preferably in network environment

• 2 years experience required in the preparation of Government tenders & proposals

• Bilingualism (English & French) an asset

INSIDE SALES EXECUTIVES

• Sales experience & PC knowledge required

FAX RESUMES TO:
(905) 475-6887

PLEASE CHECK
YOUR AD

To place
your
Ad
in
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Call
294-4331
1-800-743-3353

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TECHNICAL AND MARKETING REPRESENTATIVE

The position requires a motivated, self-starting team player and generalist with people skills, able to undertake a wide range of activities. The successful applicant will have a degree in structural engineering, forestry or science. The applicant must be computer literate. Marketing and/or construction knowledge and experience are definite assets.

Please send a detailed resume, including salary expectations, to:

The Structural Board Association
45 Sheppard Avenue East,
Suite 412
Toronto, Ontario M2N 5W9
Fax: (416) 730-9013

