

**york region**

# CAREERS

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

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

500

career training

## Thornhill Job Finding Club

(905) 707-7332

This program will help you find a job Job Find Club Members have access by:

- Locating potential employers
- Accessing the "hidden job market"
- Obtaining interviews and presenting yourself with confidence
- Computers and laser printers
- Fax service

Open to all job ready clients in York Region

**84%** of our participants were employed within 12 weeks

Limited Seating Available, Please Phone Now to Reserve!

Sponsored by



Human Resources Development Canada

Développement des ressources humaines Canada

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## SEARS

*The new Sears!*

Sears Shops on Steeles & 404 is looking for energetic and motivated part-time associates in these areas:

- CATALOGUE AND OUTLET SALES
- RECEIVING STAFF
- RESOURCE PROTECTION STAFF
- AUTO CENTRE INSTALLERS

ALSO

- COMMISSION SALES ASSOCIATES for Home Installed Products & Services in heat/cool products and in Drapery and Carpeting in Toronto

(You must have previous sales experience and own a vehicle. Your knowledge of the product is an asset. Good compensation and benefits package.

Interested? Please drop off applications at: The Human Resources department, located on lower level at customer service. Although we appreciate the interest of all applicants, only candidates selected for further consideration will be contacted.

Sears Canada Inc.

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

### Laserprint/Inserter Operators

Xebec is looking for people eager to develop a career in a fast-paced, rewarding environment. Complete training will be offered to all inexperienced operators. An ability to work shifts is essential.

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!

Positions available in busy office.

### P/T GIFT ADMINISTRATOR

Responsible for overall operation and maintenance of the computer system including acknowledging and receipting of donations.

### EXECUTIVE ASSISTANT (6 months)

A vacancy exists for a temporary full time Executive Assistant. You will be responsible for providing comprehensive administrative support in a busy office.

Experience with fundraising software, "Raisers Edge" is a definite asset.

Fax, mail or email your resume to:



York County Hospital Foundation  
Attn: Cherrie McQuigge  
596 Davis Drive  
Newmarket, ON L3Y 2P9  
Email: cmcquigge@ych.on.ca  
Fax: 905-853-2229

We thank all applicants but wish to advise that only those selected for an interview will be contacted.

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### TRADE BROKER/ CUSTOMER SERVICE REP.

Tradewins Canada is the countries fastest growing barter exchange. This new business has achieved sales in excess of \$5 Million in its first year and is about to double this. Currently with its head office in Unionville and an office in Oakville, Tradewins is poised for growth in an exciting industry. Catch this fabulous growth potential on the ground floor.

Tradewins Canada seeks an individual with an excellent presence and telephone manner. A customer service background is preferred in order to handle very demanding clients. If you are a creative thinker, patient, imaginative, a results person, independent and you follow through a job to completion, we want you! You must have the ability to think fast on your feet, take charge and make things happen. Organizational skills is a must and the ability to multi task essential. If you are this individual please submit your resume to (905) 944-8375 by fax.

Salary \$28,600 plus bonus based on 1% of all revenue collected. Dental and Chiropractic paid in full for you and your family.

### NOTICE TO READERS

Before responding to any advertisement requesting that money be sent, you may wish to investigate the company and the offer. The publisher can not assume responsibility for the validity of the offering advertised within the classified pages.

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### PART TIME ACCOUNTANT

Richmond Hill business requires the services of an experienced Accountant for Bank Reconciliation, A/P, A/R, GL entries on computerized systems, (BCS Software - will train). Ideal candidate would be retired accountant looking for 5 hours/day - 3 days/week.

If interested, please send resume to:  
Fax: (905) 886-5025



### York Region Children's Aid Society

Located just north of Toronto, in a rapidly growing, culturally diverse Region, we are a mid-sized Child Welfare agency committed to protecting children from abuse and neglect and to strengthening families. It is our mission to promote a safe, healthy, and caring environment for the children we serve in partnership with our diverse community.

### STATISTICIAN

To provide statistical information, reports and analysis; to assist in developing procedures and tools to gather and interpret information; to verify and update databases related to information required.

The successful candidate will have a University degree or a College Diploma with specialized training and practical experience in the areas of statistical analysis and computers, a good working knowledge of EXCEL '97, LOTUS, QUATRO-PRO, and ACCESS '97. Knowledge and experience in the field of child welfare is an asset.

Salary range: \$32,239.00 to \$40,816.00.

Forward resumes by June 29th, 1999 to:

Director of Human Resources  
York Region Children's Aid Society  
P.O. Box 358  
Newmarket, ON L3Y 4X7  
Fax: (905) 954-0899

We thank all applicants for their interest, however, only those selected for an interview will be contacted. No phone calls please.



Call Classified Today To place your ad 294-4331 1-800-743-3353

**VILLAGE**  
NISSAN  
**SALES CAREER**  
WE OFFER:

- training program
- a monthly guarantee
- outstanding commission plan
- monthly & yearly bonus
- comprehensive benefit pkg
- company demo plan
- Nissan Club Excellence Program

Fax resume to 905-940-6636 or call Ted Kelly at 905-477-3337

**SCHOLASTIC CANADA LTD.**  
A leading publisher & distributor of children's books is seeking:

### CUSTOMER SERVICE REPRESENTATIVE (ENGLISH & BILINGUAL)

Several positions are available in our incoming Call Centre for experienced Customer Service Representatives. This position will promptly handle all customer inquiries to ensure appropriate action is taken to maintain a high degree of customer satisfaction and loyalty. The ideal candidate must have excellent communication skills in English and/or French, excellent telephone manner and exceptional listening and organizational skills. Keyboarding, order entry skills as well as previous customer service experience are an asset. A variety of afternoon shifts are available including:

3:30-8:00pm, Monday to Friday plus Saturday days (3 evenings per week)

12:00-8:00pm, Monday to Friday plus Saturday days

11:00am-7:00pm Monday to Friday plus Saturday days

If you are interested in one of the above positions, please call 905-887-7323 to speak with:  
Caroline Taylor ext 260 or Angela Snider ext 384  
or Rosaria Lipani Maclean ext 631  
or you can send your resume to:  
(must be received by June 25, 1999)

Scholastic Canada  
175 Hillmount Rd.  
Markham, ON L4C 1Z7  
Fax 905-887-3639



We wish to thank all candidates for their applications in advance and advise that only those selected for an interview will be contacted.

**SCHOLASTIC**



### York South Association for Community Living Full Time and Part Time Community Support Workers

Successful candidates will provide residential supports and services for people with developmental disabilities living in the Richmond Hill and Markham areas.

Full and Part Time positions available:

- Full time (awake) Midnights - Start salary \$24,276.
- Full time (40hr.) Weekends - Start salary \$26,770.
- Part time for all shifts residential and day - \$11.36/hr. plus vacation pay.

Education in social sciences or related experience is required.

Please fax your resume to:  
YSACL - Richmond Hill - 905-737-3284  
Attn: Competition #99-0025

Selected applicants will be contacted for discussion regarding position requirements prior to interview scheduling. No telephone inquiries please. The York South Association for Community Living is an equal opportunity employer.