

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 by:

- Locating potential employers
- Accessing the "hidden job market"
- Obtaining interviews and presenting yourself with confidence

Job Find Club Members have access to:

- Computers and laser printers
- Fax service

Open to all job ready clients in York Region

85% 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

505 careers



Butterworths Canada Ltd., a leading publisher of professional reference information, has two employment opportunities:

LOOSELEAF EDITOR &

JOURNALS & NEWSLETTERS EDITOR

Successful candidates will ensure the ongoing legal publications are produced to budget and on schedule. Will work closely with other editors and authors. Strict adherence to deadlines, strong commitment to integrity of text and a flair for detailed work are essential. Qualified candidate will have at least one year's legal editing experience (i.e. checking cases and legislation, editing and proofreading) and relevant post-secondary education (or equivalent experience).

Resumes should state experience and salary expectations. Butterworths is located at Hwy. #7 and Warden Avenue.

Human Resources: Butterworths, 75 Clegg Rd., Markham, ON L6G 1A1 Fax: (905) 479-2826

Email: jobs@butterworths.ca

We thank all applicants for their interest; however, only those granted an interview will be contacted. Previous applicants need not reapply. No telephone calls please.

A member of the Reed Elsevier plc group



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

510 general help

HOWARD JOHNSON MARKHAM

Currently has vacancies in the following positions:

Room Attendant - full or part time; weekends

Front Desk - full or part time

Interested applicants should submit a resume or come in person to complete an application.

555 Cochrane Drive

Hwy 404 and Hwy 7

Fax 905-479-1186

MARKHAM ECONOMIST & SUN PART-TIME DELIVERY POSITION AVAILABLE IMMEDIATELY

One self-motivated person is required for light warehouse and delivery duties.

Tuesday Afternoons 4 p.m. - 8 p.m.

Thursday Afternoons 4 p.m. - 8 p.m.

Saturday Mornings 5 a.m. - 12 p.m.

Unscheduled additional hours available. Interested applicants please call for more information. This is not a temporary position.

Please call Mike Banville Monday - Friday 10 a.m. - 5 p.m. 294-8244

MARKHAM ECONOMIST & SUN DELIVERY DRIVERS WANTED

Work consists of counting, bundling, and dropping off of papers, flyers, catalogues and other products to specific addresses in Markham, Unionville and Milliken areas. Deliveries are for our Tuesday, Thursday and Saturday Newspapers. Work is done from your home at your own schedule with deadlines for completion on Newspaper days.

This is a contract position for someone with a reliable vehicle and a flexible schedule. A van or enclosed truck is required.

IMMEDIATE OPENINGS AVAILABLE

Please call Barry

905-294-8244

Monday - Friday 10 to 4

510 general help

AVON

Limited Time Offer! from July 9th to July 16th

FREE REGISTRATION

Earn extra income

Call Francine today

416-693-8180 or 416-398-9390

Family • Achievement • Integrity • Respect

Perk up.



We've got HOT opportunities for F/T & P/T NIGHTS STOREFRONT

Must have a positive attitude and enjoy working in a fast pace environment. Must be fluent in English.

Apply in person or fax: 905-887-8555 9251 Woodbine Ave. at 16th Ave., Markham

Tim Hortons

An employer you can count on.



Mature responsible persons required for the following positions:

FULL-TIME RECEIVER, FULL-TIME TRUCK DRIVER, (MINIMUM DZ LICENSE REQUIRED) & FULL-TIME MEAT WRAPPERS

EXCELLENT PAY & BENEFITS IMMEDIATE EMPLOYMENT Serious applicants only please.

Apply in person at THE GARDEN BASKET FOOD MARKETS 9275 Markham Road (at 16th Ave.) MONDAY - FRIDAY 9:00 A.M. - 8:00 P.M. SATURDAY - SUNDAY 9:00 A.M. - 5:00 P.M. Resumes Accepted

Tel: (905) 471-0777 Fax: (905) 471-0922

We appreciate all responses, but regret that only those selected for an interview will be contacted.

505 careers



United Way of York Region

Immediate Opening

Campaign Administrative Assistant

Reporting to the Campaign Director, this new position will provide secretarial/administrative support to the campaign. She/he will take minutes for meetings, prepare campaign correspondence, organize communication materials, undertake research and organize Speakers Bureau and training sessions.

Applicants must be able to work in a fast-paced environment, be extremely adept at multi-tasking, take initiative, be detail oriented and able to manage projects independently. The ideal candidate will have 5 years of administrative experience, be proficient in Microsoft Office, and able to work flexible hours.

Please forward resumes by August 3rd to:

United Way of York Region

3950 14th Ave., Ste. 201

Markham, Ontario L3R 0A9

Fax: (905) 474-0051 Email: arennie@uwyr.on.ca

Please note that only those applicants selected for interviews will be contacted. We thank you for your interest in applying.

505 careers

NATIONAL/KEY ACCOUNTS ADMINISTRATOR

Leading North American postcard & souvenir publisher/distributor, at DVP & Steeles, seeks pro-active administrator to support our USA Sales Management team, & provide customer service to our Key Accounts. Successful candidate will be a mature, highly organized, multi-tasked individual with excellent written & oral communication skills, very strong Excel & Word skills & 15-10 years business exp. in sales or marketing. Fax resume with salary expectations to: Heather Lumber 905-477-9779

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The Ontario Minor Hockey Association



The Ontario Minor Hockey Association, the largest minor hockey association in the world, is inviting applications for the position of FULL-TIME OFFICE ADMINISTRATIVE ASSISTANT. The OMHA is seeking a team-oriented person who has effective time management, computer, internet, and phone skills. Duties will include answering phones, data entry, e-mail communication and general office administration tasks. The successful candidate MUST be able to operate Microsoft Office. If you enjoy working in a fun, fast-paced, sports environment and would like to join the team at the Ontario Minor Hockey Association, then please forward your resume with cover letter to the OMHA office by July 21, 1999. Salary range \$18,000-\$21,500 per annum depending on qualifications and includes a comprehensive benefit program.

Ontario Minor Hockey Assoc. Attn: Executive Director 40 Vogel Rd. Unit 42, Richmond Hill, ON L4B 3N6 E-mail: omha@omha.net Please - No Phone Calls!



To place your AD in our Careers Section



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