

york region C·A·R·E·E·R·S

Your community career choice • Serving York Region through The Era-Banner, The Liberal, The Economist & Sun, & The Tribune

505 careers 505 careers 505 careers 515 skilled & technical help 515 skilled & technical help 515 skilled & technical help 515 skilled & technical help 525 office help 525 office help

PURCHASING/PRODUCTION CO-ORDINATOR
 At our corporate offices in Richmond Hill, ON you will be responsible for:

- Purchases on the corporate and franchisee level
- New store set-up
- Shipping of product & inventory & vendor outsourcing

The ideal candidate will have:

- Post secondary education
- Customer focused attitude
- Printing, estimating or related industry experience
- Experience in purchasing/inventory control
- Knowledge of Microsoft Office
- Excellent oratory skills

Fax your resume to:
 (905)780-0575
 or e-mail: kellyharrison@kwikkopy.ca



REMEC Nanowave designs and manufactures high reliability Microwave and RF components and subsystems for the commercial and military communications markets. Growth in the Company's business has created the following employment opportunities.

HYBRID CIRCUIT ASSEMBLERS
 With the following skills:

- Experience in circuit board assembly
- Experience in soldering chips on circuits boards
- Good hand and eye/ co-ordination
- Ability to work a complete shift with a microscope
- Ability to work night or day shift
- Ability to work in clean room environment

MICROWAVE TECHNICIANS/TECHNOLOGISTS
 With the following skills:

- Good hand/eye co-ordination (requires use of a microscope)
- Familiarity with RF test equipment i.e. spectrum analyzer
- Electronic Technician/Technologist Certificate
- Ability to work night or day shift

BUYER
 With the following skills:

- Excellent computer skills
- Excellent negotiation skills
- Knowledge of electronic components a definite asset
- Ability to work in multi-task environment
- 1-3 years purchasing experience a must

STOCKROOM PERSON
 With the following skills:

- Excellent computer skills
- Experience handling small electronic components
- Accurate and able to follow detailed instructions

Qualified applicants are invited to Bring in their resume and attend our 1 day JOB FAIR on Saturday, October 2, 1999 from 9:00 a.m. to 3:00 p.m. Located at: REMEC Nanowave Incorporated 425 Horner Avenue, Unit 1 (Browns Line & Evans Avenue) Etobicoke, Ontario, M8W 4W3



FundEX Investments Inc., a Mutual Fund Dealership, is looking for a **Client Service Representative** for its office in Markham. This person would be responsible for handling inquiries from fund companies and mutual fund representatives.

Skills required:
 Experience in Mutual Fund Industry
 Well Developed Phone and Organizational Skills
 Post-Secondary Education
 Computer Literate

Send Resumes to:
 FundEX Investments Inc.
 Attn: Bobbiue Edmondson
 345 Renfrew Drive, Suite 201
 Markham, ON
 L3R 9S9
 Fax: (905) 305-1698

Toronto Montessori Schools needs an experienced **Montessori Teacher** to team-teach a class of children 3-6 years of age. This is a maternity leave contract position from January 10th to June 30th, 2000. Requirements: Bachelor's Degree and MACTE Recognized Montessori Teaching Diploma.
 Fax resume to Mrs. Burg at: 905-886-6516
 We thank all applicants, but advise that only those candidates selected for an interview will receive a reply.

Fax us your ad (905) 853 4626

ACE Fire & Security (Warden & 14th Avenue) ADMINISTRATIVE ASSISTANT required

- Microsoft Office
- Knowledge of Simply Accounting an asset
- Good sense of humour
- Fluent oral and written English a must

Please fax covering letter & resume stating salary expectations to: 905-475-7045 by October 6, 1999

Busy shop north Markham Requires: APPRENTICE MECHANIC
 2nd or 3rd year. Ask for Steve or Ed at: (905)294-3479

APACHE FREIGHT LINES LTD. Requires: Class AZ Driver
 For immediate employment
 Apply in person ~12957 Tenth Line
 (905) 640-5222 or 1-800-263-3325
 FAX (905) 640-1748 Attn: James

Bilingual Positions
 You are dynamic and thrive in a fast-paced environment with a proven track record. Positions range from Customer Service, Administration, Accounting and Reception.
 Tina Avery, Bradson Staffing
 Fax: (416) 494-2887 - Tel: (416) 494-3434

OFFICE ADMIN. POSITION
 Seeking energetic, self motivated, reliable individual with good English skills. Willing to train.
 Fax resumes Attn: Lisa Reid at (905)475-5909

Required immediately **CLEAN UP/ ASSEMBLER PERSON** for our body department.
LICENCED BODY PERSON OR GRADUATING APPRENTICE
EXPERIENCED PREP PERSON
 Contact Clark Wilcox
LUBE TECHNICIAN willing to train for light mechanical/maintenance repairs.
 Contact Martin Nauta
UNIONVILLE MOTORS 905-477-1666



Davis + Henderson CONTRACT EMPLOYMENT OPPORTUNITY
 6 Month Contracts
PRESS OPERATORS - Midnight shift
 Location - Davis & Henderson, 81 Whitehall Dr. Markham
 Duties - Operation of Offset Sheetfed Press, Reporting to Supervisor, Press Operations
 Requirements - Offset Printing experience in a sheetfed environment. Experience in use of magnetic ink and numbering as well as a familiarity with MICR specifications would be an asset, but training is available. Self-starter. Quality conscious & attention to detail. Desire to work in a team environment with a focus on quality and continuous improvement. Excellent communications skills.
 Hours - 10 pm to 6 am, Sunday to Friday
 Applications should be submitted to the attention of Allen Newton, Press Supervisor, c/o Davis & Henderson, 81 Whitehall Drive, Markham, Ont. L3R 9T1
 We thank all candidates for their interest and advise that only those under consideration will be contacted.
 No phone calls or agencies please.

BOOKKEEPER/ ACCOUNTANT
 Full time position needed for Stouffville Real Estate Developer. Candidates should preferably be 2nd - 4th level CGA. Duties include: Job costing, assisting in year-end working paper preparation, and various other accounting functions.
 Fax resume: 905-640-7369

BILINGUAL COLLECTIONS LOOKING FOR A CHANGE?
 Major financial firm offers stability, benefits & growth
 Front End Bilingual Collection Reps \$15/hr
 Available to work 1:9pm & 3-11pm
 Back End Collections Rep. \$17/hr
 Available to work 5-11pm
 Successful candidates should have previous Call Centre experience/Collections background/Fluent in French & English/multitask fast paced environment/good interpersonal skills/Markham location.
CREDIT & SECURITY CHECK MANDATORY!
 Fax resume to (416)296-0829 or call Diana (416)296-0822

IMMEDIATE OPENINGS
 We currently have several F/T temporary openings available. The candidate must have some A/R experience. Must have excellent English comprehension both written and oral. Computer skills are a must. Some clerical duties will apply. Must be able to start immediately. Some overtime required.
 Please fax your resume to: 416-299-7917 Attn: Brenda
NO PHONE CALLS PLEASE
 QSP Inc., A subsidiary of the Reader's Digest Association (Canada) Ltd.

a new world at work.


BILINGUAL CSR
 Required for an international insurance organization located in Markham, to handle telephone claims/customer enquiries. Qualifications include 1-2 years call centre in-bound exp. fluency in both English and French, excellent communication skills and telephone etiquette.
 Fax L. Tipping (905)305-4361 or Ltipping@aon.com

GENERAL OFFICE HELP
 For sales and service company. Fluency in English & good communication skills required. Duties include: Working knowledge of Windows 98 & Office Bookkeeping Quick Books, Collections, etc.
 Fax resume to: 905-764-9325

PART-TIME OFFICE ASSISTANT
 \$10 per hour Monday - Friday 12pm-5pm. Excellent interpersonal, computer, administrative & communication skills. Energetic, organized and able to handle multi-tasks.
 Drop off resume to: 45 Riviera Drive, Unit 1, Markham