

york region CAREERS

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RECEPTIONIST/OFFICE ASSISTANT

A busy manufacturing company in Markham requires a receptionist/office assistant for our office located in the Steeles/Woodbine area. Responsibilities include reception, filing and general office duties. The position requires a highly motivated individual with the ability to work in a fast-paced environment. This is an entry-level position possibly leading to advancement in Inside Sales or Accounting/Finance positions, and beyond. Candidates have working knowledge of MS Word and Excel Software, and must possess excellent written and verbal English communication skills. Hours 7:30 - 4:30. **Please fax resume with salary expectations to: (905)475-3567**

Account Administrator

we've got your floors covered...

We are a leading manufacturer/distributor of consumer packaged goods serving major retail accounts worldwide.

If you are interested in joining a young & dynamic team within a rapidly expanding org. where you can make a difference please fax resume & cover letter to: V.P. of Sales 905.760.3736

Working with the sales force, you will be directly involved in all aspects of the sales initiative in a sales support/administrative capacity. As part of your role, you will actively support Sales Managers in their effort, developing & maintaining key national retail accounts, as well as securing & acquiring new business through the daily administration and preparation of correspondence, product quotes, proposals & presentations. In this key position, you will interact daily with corporate buying offices worldwide, while coordinating & administering these accounts with the various depts. within our organization. The qualified candidate must have excellent written & verbal comm. skills. Proficiency in MS Office a must. 3 yrs. min. admin. exp. within a Sales/Mktg dept., preferably within a distributory/manufacturing environ. Bilingualism in French an asset. Post secondary education required. We are looking for a results-oriented, highly driven self-starter with a very keen eye for detail & exceptional organizational and interpersonal skills. This is a fast-paced, high pressure environment with excellent personal growth potential.

TORONTO EXECUTIVE CONSULTANTS IMMEDIATE OPENINGS IN MANUFACTURING

- (2) General Managers
- (2) Human Resources Managers
- (3) Purchasing Managers
- (1) Materials Manager
- (2) Engineering Managers
- (2) Production/Operations Managers
- (2) Manufacturing Managers
- (6) Project/Tooling Engineers
- (4) Quality Assurance Managers
- (4) Manufacturing Engineers (Automotive)
- (2) Plant Managers

See our website for more details and jobs:
www.torontoexecutive.com
 or call us directly at (416) 366-6120
 Toronto Executive Consultants
 20 Bay Street, Suite 1205
 Toronto, Ontario M5J 2N8
 or fax to (416) 366-6117 (24 hours)
 Email: info@torontoexecutive.com



La Senza Girl
 Girls 8-14
 Manager
 Assistant Manager
 Team Leader
 Full Time and Part Time
 Sales Consultants
 (Markville Town Centre)

She's fun, she's hip, and she's your friend! La Senza Girl knows the latest, coolest fashion styles and she's got plenty of ATTITUDE to show it. La Senza Girl is the ultimate destination for the coolest gear and accessories and is the "raddest" place to shop. IF...
 • You exhibit youthful energy.
 • You like people, have a keen sense of style and enjoy working with a great team.
 and
 • You have proven leadership skills, good communication and interpersonal skills.
THEN WE OFFER YOU...:
 • Competitive Wages
 • Employee Discounts
 • Excellent Benefits
 • Progressive Training Programs
 • Opportunities for Career Advancement

Submit your resume directly to the store or to:
 La Senza Girl
 c/o Nicole Brankovic
 1370 Dundas St. E. Suite #210
 Mississauga, Ontario L4Y 4E4
 Fax: (905) 276-4287

GROWTH & EXPANSION

For three-quarters of a century, Black & McDonald, a premier Canadian multi-trade contracting company, has been renowned as a supplier of superior service and project expertise. We take pride in the professionals we employ and as such are currently seeking highly disciplined, experienced professionals for our Utilities Division in the following areas...

- Sub Stations
- Utility/Traffic Estimator
- Utility Project Coordinator

These dynamic roles offer exceptional rewards and a comprehensive compensation package. Please reply in writing to: Human Resources Manager, Black & McDonald Limited, 101 Parliament Street, Toronto, Ontario M5A 2Y7 Fax: (416) 366-5480 e-mail: wbnealy@blackandmcdonald.com No phone calls, please.

Black & McDonald

We thank all interested candidates. Please be advised that only those selected for an interview will be contacted.

ONTARIO FULL TIME & PART TIME ABI COMMUNITY SUPPORT WORKERS

Equal Opportunity Employer • Acquired Brain Injury Program

Required days, evenings and weekends to provide support focused on developing and enhancing independent living skills of adults with Acquired Brain Injury. Post-secondary diploma or certificate in psychology, sociology or related discipline or an excellent track record of directly related work experience is required. First Aid & CPR training an asset.
Please fax your resume to the ABI Support Services Mgr. @905-953-9702

A division of Magna International, producing automotive seating hardware is seeking the following position:

ENGINEERING ASSISTANT/JUNIOR CAD OPERATOR

Must have an Engineering Technician Diploma, with 1-2 years CAD experience, general drafting practice including G.D.&T. Must have knowledge in Unigraphics, Cadia, I-DEAS, and Auto Cad. Dunes include general engineering office assistance, drawing and specification control as well as CAD drafting. We offer a competitive wage and comprehensive benefit package. Interested qualified applicants may forward their resume to:
SLIDE MASTER
 Human Resources Manager
 P.O. Box 267
 Newmarket, Ontario L3Y 4X1
 or fax to: (905)853-3607

We thank all applicants in advance but advise that only those candidates selected for an interview will receive a reply.



JOB FAIR!!! JOB FAIR!!! JOB FAIR!!!

Markville Mall, Saturday, November 6, 9am-6pm

New Futures Await You!

Permanent & Part-time Jobs In top York Region Companies

- ✓ Junior Financial Analyst \$40K
- ✓ Office Coordinator with DTP \$33K
- ✓ Credit & Collections, Invoicing Clerk- Downtown
- ✓ Part-time & Evening Positions - CS, Data Entry, Clerical
- ✓ General Accounting, Spreadsheet Experts
- ✓ Corporate Reception \$26-28K
- ✓ Bilingual Positions in Healthcare
 - Customer Service Manager \$40-48K
 - CS Team Leader \$40-45K
 - Quality Rep. \$40-45K
 - Accounts Receivable (Jr) \$28-30K
 - Purchasing

BLACKS Black Photo Corp - Full & Part-time Positions in the new Markham Store & Plant.

CELESTICA Celestica (Richmond Hill) - Electronic Assemblers - DAYS (some night & weekend positions)

- SMT Operators
- Order Pickers
- Forklift Drivers
- General Labour

Visit Adecco at Markville Mall on Saturday, November 6 (9am-6pm) upstairs between The Bay & Eaton's. Bring your resume and check out all the career possibilities.

You can also apply in person to Adecco at: 675 Cochrane Drive, Pillsbury Tower, Suite 304, Markham or fax your resume to: (905)474-1860 or call (905)474-9555



515 skilled & technical help

515 skilled & technical help

515 skilled & technical help

Rapidly growing metal processing company has the following openings:
CMM OPERATOR
MATERIAL HANDLER
 Fax resume to: 905-669-6758 before Nov. 20/99

MILLING MACHINE OPERATOR
 Bridgeport style. Able to work independently from blueprints. Fax resume: 905-305-1411