

# york region C·A·R·E·E·R·S

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The Regional Municipality of York, one of Canada's fastest growing regions, seeks professionals to join the Health Services Department Long Term Care Services at The York Region Maple Health Centre as

## Adjuvants Casual/On Call

With successful completion of an Adjuvant Certificate Program and at least 3 years of experience in a long term care facility, you have what it takes to succeed in this role. Drawing on your acquired skills and expertise, you will assess the needs and abilities of residents, contribute to the planning and implementation of activation and therapy programs, and maintain appropriate documentation on patient progress. Above all, you will provide support to enable residents to maximize their health, well-being and independence.

To meet these challenges, you must demonstrate empathy towards the elderly and superior writing skills, and have a current knowledge of the concepts of restorative care used in a long-term care setting. The ability to lead and direct groups and work effectively with volunteers is paramount to this role. Completion of the Rehabilitation Assistants course would be considered an asset.

Interested, qualified individuals may submit their resumes, quoting Competition No. 99-1018 by November 26, 1999 to the address below. We thank all applicants for their interest, and advise that only those

The Regional Municipality of York  
Human Resource Services Department  
17250 Yonge Street  
Newmarket, ON L3Y 6Z1  
Fax: (905)895-4232  
Email: yrkhr@region.york.on.ca



Leisureworld Inc. requires the services of a SENIOR ACCOUNTANT for its Nursing Home division. Reporting to the Controller, the incumbent will be responsible for the preparation and posting of journal entries, monthly financial statements, bank G/L account reconciliations, statutory remittances, year-end working paper files and other general accounting functions.

The successful applicant must possess at least three years of general accounting experience with an intermediate standing in a recognized accounting program. Computer literacy in a Windows environment is required; exposure to Great Plains Dynamics would be considered an asset.

If you are interested in joining a dynamic organization, please submit your resume including salary expectations to:

Human Resources Dept.  
Leisureworld Inc.  
8500 Warden Ave.  
Markham, ON L6G 1A5  
Fax: 905-415-7623 Or

**BILINGUAL ADMIN. ASS'T./ BILINGUAL SALES ADMIN. CLERK**  
Required for international insurance organization located in Markham. Must be fluent in both French and English with excellent written communications. Min. (2) yrs. admin. exp., proficiency with MSWord, Excel.  
Fax: L. Tipping (905)305-4361 or Ltipping@aon.com

**ACCOUNTS RECEIVABLE/ ORDER ENTRY COORDINATOR**  
Mature person required for this small, but growing Canadian Company. Be part of our worldwide educational computer software team.  
Get full details on our web site [www.bytesoflearning.com](http://www.bytesoflearning.com)  
Click on JOB OPENINGS  
E-mail resumes to: carmenramon@bytesoflearning.com

## A Dynamic Future in Health Care is Now a Reality.

Versa Care Markham, a fully accredited long-term care facility caring for 50 residents, is seeking the following skilled professionals to join our team:

### Director of Care

The qualified candidate will be a Registered Nurse who has a B.Sc.N and a minimum of 3 years of management experience in long-term care or equivalent experience in geriatrics. An innovative and dynamic team player, you possess excellent communication and leadership skills.

### Registered Nurses (part time)

As part of the overall care team, you will lead a group of Health Care Aides/Personal Support Workers in delivering quality resident care. You are currently registered with the College of Nurses and possess a post-R.N. education in Gerontology or 3 years of relevant experience.

### Housekeeping/Dietary Aides (part time)

Several individuals are required to assist in the delivery of housekeeping and dietary services within our facility. Good oral and written comprehension is required, along with the ability to work flexible hours. The starting rate for these positions is \$13.27 per hour.

Interested candidates are invited to apply, in confidence, to: Versa Care Markham, Attention: Administrator, 6824 Highway #7, Markham, Ontario, L6B 1A8.

We thank all applicants, but only those under consideration will be contacted.



**INC**  
The International Clothing Group of Companies  
In Markham, Woodbridge, Ajax, Brampton, and North York seeks focused and results oriented:

**MANAGERS  
MANAGER-IN-TRAINING  
ASSISTANT MANAGERS  
SALES ASSOCIATES**

**For Men's & Boys Wear**  
with a minimum of 2 years retail experience. Must be self motivated, very progressive and customer service driven. Career opportunity for the right person.

Please fax resume to:  
**(416)785-4759**

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**SKELTON TRUCK LINES LTD.**  
requires  
**AZ OWNER OPERATORS**  
to haul steel to U.S.A.  
3 years experience. Clean abstract.  
Contact Glenn  
1-800-387-9796 ext. 231

**CONSTRUCTION SITE SUPERINTENDENT**  
Working site superintendent, experienced in I.C.I. interior & exterior renovation and new construction. Knowledge of carpentry would be an asset. Financial compensation is negotiable. Fax resume to: (905)883-5243

**Woodworkers**  
Fast paced woodworking company experiencing tremendous growth requires experienced Machine Operators as well as General Help. Applicants must apply in person to:  
580 Supertest Rd. (Dufferin & Steeles area), Mon. to Fri. from 3:00 to 5:00 p.m.  
Competitive salary & benefits offered.

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**SENIOR DATA OPERATORS**  
Senior Operators needed, 15,000+ keystrokes. Knowledge of Canada Postal Code Standards. Excellent salary based on experience.  
Serious applicants only.  
Warden & Steeles.  
Please fax to: 905-475-3198

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**Come Grow With Us PITNEY BOWES MANAGEMENT SERVICES CANADA INC.** is an international premier provider of business support services, creating value for our ever-growing list of prestigious customers.

We are currently seeking a full time **Customer Service Technical Specialist**. This position is responsible for ensuring high volume mail is sent out on a daily basis and other related mailroom tasks. The successful candidate will possess a strong customer service background, including excellent communication, interpersonal and organizational skills. Experience in operating high volume production mail inserter is essential.

Please forward your resume to:  
**Human Resources  
Pitney Bowes Management Services Canada Inc.  
2200 Yonge Street, Suite 900  
Toronto, Ontario, M4S 3E1  
Fax: (416)484-3916**

While we wish to thank all applicants for their interest, only those candidates selected for interviews will be contacted. Pitney Bowes Management Services Canada Inc. supports the principles and practices of employment equity.

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**INDUSTRIAL ELECTRICIAN**  
for machine wiring and panel building  
Fax  
905-305-1411

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**PART-TIME RECEPTION DAYS**  
+/- 30 hrs/wk  
16th & Hwy 48  
Fax resume:  
905-472-9003

510 general help

Experienced **COUNTER PERSON** needed for Dry Cleaners between 2:7pm-6 days a week.  
Call  
(905)294-2353

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**ACCOUNTS RECEIVABLE CLERK**  
Printing company located in Markham is seeking a highly motivated team player with general accounting knowledge and excellent communications skills.  
Responsible for:  
• customer invoicing  
• collections and cash receipts  
• generating customer statements  
• balancing month end sales and  
• general office duties  
We offer a competitive salary and a full benefits package.  
Fax resume to: Cathy @ (905)305-0358

**PART-TIME POSITION**  
Experienced Bookkeeper/Receptionist required for flexible, part-time position: 2-3 days/week. Individual is personable, mature, organized and has good working knowledge of NewViews Accounting Program. Please forward resume to: Office Manager, Box 3473, M.I.P., Markham Ont. L3R 6C7

**RECEPTIONIST/TELEMARKETER**  
Full time General office duties. Computer knowledge. Fluent in English. Salary + Bonus.  
Call (905)940-4009 and/or fax: (905)940-4010

**Potruff & Smith Insurance Brokers** has openings for **Life/Health Administrator & TPA Administrator**  
These positions require 5 yrs. experience in either life insurance or group benefits administration, including ongoing servicing of clients, processing of monthly billings, correspondence, agent admin assistance, group benefits quoting, follow up of applications, etc.  
Please email your resume to:  
dblevins@potruffsmith.com or  
Fax: (905)264-5167

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**PROGRAM SUPERVISOR**  
The Linkage Group requires an **Infield Program Supervisor** that is familiar with the Retail Grocery business. In addition, this individual must be knowledgeable with hand held computer operations, and possess strong communications skills. Required for 16-24 hours per week.  
Please send resumes to:  
60 Centurian Drive, Suite 204 Markham, ON L3R 9R2 or fax to 905-415-2299, or Email to hr@Linkage-Group.com