

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

500 career training

500 career training

505 careers

505 careers

505 careers

525 office help

525 office help

525 office help

525 office help

Canadian Montessori Teacher Training Centre

(Markham location)
Gain a Montessori Teaching Diploma
part time, 2 evenings/week.
Classes commence Jan. 2000.
Call (905)294-3373

505 careers

505 careers

YORK SOUTH ASSOCIATION FOR COMMUNITY LIVING

FULL and PART TIME COMMUNITY SUPPORT WORKERS
We seek only the right people, who have ambition and dedication, to train a team members.

Successful applicants will provide support and services for people with developmental disabilities living in the Richmond Hill/Thornhill and Markham areas.

Full & Part-Time Positions Available:

- Full time (Awake) Nights - Start salary \$24,276 plus benefits
- Full time Evenings - Start salary \$28,974 plus benefits
- Full time Weekends - Start salary \$26,770 plus benefits
- Part time for all shifts - \$11.36 per hour plus vacation pay.

Education in related social sciences, or experience is required.

Please fax your resume to: **Y.S.A.C.L.**
Richmond Hill, 905-737-3284

Attention Competition #99-0062
Thank you to all who reply; however, only those chosen for interviews will be contacted.
No telephone inquiries please.

York South Association for Community Living is an equal opportunity employer.

GENERAL ACCOUNTANT

A Markham based consumer electronics company requires the services of a General Accountant. Reporting to the Accounting Manager, the incumbent will be responsible for the preparation and posting of journal entries, monthly financial statements, G/L, accountant reconciliations, gov't remittances and other general accounting functions.

The successful applicant must possess at least three years of general accounting experience. Computer literacy in a Windows environment is required; exposure to Accpac would be considered an asset.

Please submit your resume, including salary expectations to: Accounting Manager, Fax: (905)415-7287

WARRANTY PROCESSING - DATA ENTRY

You will be responsible for processing, verifying, and payment of incoming warranty claims within a 45 day cycle. Candidates must have at least one-year claims processing experience, preferably in the consumer electronics industry, and knowledge of components. You have strong organizational and communication skills, the ability to effectively interface with service centres across Canada, have effective troubleshooting skill, detail oriented, and must have great work ethics and develop individual authority over responsibilities.

Please submit your resume, including salary expectations to: Accounting Manager, Fax: (905)415-7287

We thank all candidates for their interest; however, only candidates to be interviewed will be contacted.

STRANO SYSCO FOODSERVICE

Located in Peterborough, we are a growing full-line foodservice distributor whose state-of-the-art warehousing and distribution systems are considered to be on the "cutting edge". We are a Fortune 100 Company with Progressive HR practices. We offer great career opportunities. A Strano Sysco Foodservice, our people make the difference. We have a newly created opportunity for a:

PRODUCE MARKETING SPECIALIST

As Produce Marketing Specialist, you will be responsible for development and implementation of strategic, market driven programs designed to maximize sales and gross profits through guiding, coaching and enabling the sales function to acquire new customers, expand product penetration in accounts and provide excellent service to our customers.

The successful candidate will be customer-focused with a proven track record demonstrated in motivating, coaching and supporting marketing and sales teams. A minimum of (3) three years merchandising and/or sales experience and excellent communication skills both written and oral are a must. The candidate must also demonstrate proven leadership ability in a team environment.

Only those candidates selected for an interview will be contacted. We wish to thank everyone who responded to this advertisement.

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BILINGUAL CUSTOMER SERVICE OFFICER

An aggressive importer/distributor located in Markham requires a highly motivated individual with strong organizational and interpersonal skills to join its customer service department. Must be competent in both English and French. Please forward resume to:

Browne & Co. Ltd.
100 Esna Park Drive,
Markham, Ontario L3R 1E3
Attention: E.A. Shackelford
Fax: (905)475-5843

RECEPTIONIST/ADMIN. ASSIST.

Needed for busy Markham manufacturer. Self starter, detail oriented, excellent interpersonal skills. Meridian Phone System, Microsoft Word/Excel.

Fax resume to: (905) 470-1789

ACCOUNTING PERSON

Printing company requires full time person. Duties include reception, typing, Markham location. Call: (905)940-5585

GENERAL INSURANCE

Markham office requires person for data inputting of personal insurance details. Insurance experience preferred.

Fax resume to: (905)415-8648

OFFICE HELP

Part-time 2-3 days/week (some Saturdays). Busy office needs someone with outstanding telephone and customer relations skills who is very comfortable with a computerized office environment. Fax resume to: (905)470-8784

CONTRACT CO-ORDINATOR

Large Markham based residential roofing and aluminium company is looking for a contract coordinator. The requirements are exceptional organizational skills; strong command of the English language; computer skills. The position requires good filing and typing skills. The ability to work under the pressures of the construction industry and communicate effectively is an asset.

Please fax your resume to: Chouinard Bros. (905)479-8305

ACCOUNTS RECEIVABLE CLERK

Needed for medium size Mfg. Co. GOOD BENEFITS

- Job Costing • Collections • Invoicing
- ACCPAC knowledge an asset

Fax resume to: (416)297-5964

ADMINISTRATIVE ASSISTANT

Alzheimer Society of York Region

Full-time, general office duties including reception and secretarial. Strong communication skills, computer literate (WordPerfect an asset) and professional telephone manner. Driver's licence and own vehicle. Salary \$25,000.

Fax resumes by December 3, 1999 to (905) 895-1736

Only applicants under consideration will be contacted.

SALES ADMINISTRATOR

(6 month contract late Jan. - July)
Prepare sales proposals, log sales orders and maintain sales database. Proficiency in Word, Powerpoint, Excel and database management required. Sales support experience essential. Fax: (905)513-4714 or Email drh@delphisolutions.com

MARKHAM

Small, 4-5 person office requires dependable, flexible person, mature, experienced with strong secretarial skills and excellent English. Well organized, computer literate MS Word, Simply/Quickbooks.

Fax resume to: 905-479-5457

RECEPTIONIST

required for a growing Markham office (16th Ave/Woodbine area). Knowledge of Microsoft Office required.

Fax resume to: 905-940-1434

Prominent food broker representing several international leading brands has an immediate opening for a **PART-TIME OFFICE CLERK**. \$10/hr. Duties include database entry, typing, filing and photocopying. Must be available during regular office hours, 3 days/week. Proficiency in Word, Excel, Powerpoint & Access preferred. Please fax resume no later than Dec. 3rd to Human Resources (905)471-4848, attn: Human Resources

DATA ENTRY

from freight bills. For busy office in Warden/Steeles area. Must be fast and accurate. Good English essential. FAX resume with salary required to: 905-474-0073

RECEPTIONIST

Full time salary \$18K. Excellent interpersonal and telephone skills required. Computer skills an asset. Send resume to: Email: judy@ocr.ca Fax: 905-475-0566

535 hospital medical, dental

535 hospital medical, dental

R.N.'s, R.P.N.'s

York Region

Required immediately for full-time and part-time visiting nursing and private duty nursing assignments throughout York Region. Must have a minimum of 1 year recent experience. Please fax resume to Betty Deveaux at (416) 968-3652.



540 hotel restaurant

540 hotel restaurant

CASHIER

wanted for snack bar. Light cooking and serving. Must be mature and reliable with a good command of the English language.

Contact Linda:
416-282-4729 or 905-415-4653

HARVEY'S SERVING SWISS CHALET

Friendly, energetic team mates required for fast paced environment. Day and evening positions available.

Apply in person at:
15 Sandale Road
Stouffville

EXPERIENCED COOKS

(Must have minimum 3 years experience)

Apply in person with resume:
SGT PEPPER'S PUB & GRILL
5694 Hwy #7, Markham

545 teaching opportunities

545 teaching opportunities

PART-TIME POSITIONS

Available for **QUALIFIED HIGH SCHOOL TEACHERS**

- MATH • ENGLISH
- SCIENCE

Please call:
(905)940-9768

WELDER/FITTER

F/T Permanent. Able to read blueprints. Mig and Arc. Dufferin & Hwy #7. (905)669-5744

Fax us your ad

(905) 853-4626