

Classified

Monday to Friday • 8:00 am to 6:00 pm 1-800-743-3353 Toronto Line (416)798-7284

york region CAREERS

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

500 career training

500 career training

Canadian Montessori Teacher Training Centre
Gain a Montessori Teaching Diploma part time, 2 evenings/week. Classes commence Jan. 12th, 2000. Limited spaces available. Call (905)294-3373

505 careers

505 careers

Norrell
SERVICES CANADA LTD.

Our client, a leader in the design and manufacture of electronic and environmentally controlled enclosures is experiencing rapid growth in their Scarborough facility.

H.R. GENERALIST

The following summary of qualifications and experience is mandatory:

- Completed or in the process of H.R. Designation
- Excellent Planning/Organizational Skills
- Strong Verbal/Written Communication
- Sound Knowledge of Pension/Benefit Programs
- Performance Management
- Payroll/Employee Orientations/Recruitment processes
- Experience with Claims Management
- Knowledge of Employment Legislation
- Proficient in Microsoft Office

The successful candidate will support the H.R. Manager in this fast paced environment.

Please submit your resume in confidence to Ishbel Wilkie

Norrell Staffing Services
Fax: (905)726-2863
Email: iwilkie@norrell.com

ACCOUNTANT

You are a mid level CMA/CGA seeking an excellent career opportunity.

PLM 1:1 Inc. is an expanding provider of direct mail services. We require an energetic self-starter with minimum 2 to 3 years job costing and general accounting experience.

Fax your resume to: (905)305-9195
PLM 1:1 Inc. is a member of The PLM Group, one of Canada's leading commercial print providers and located in Markham.

515 skilled & technical help

515 skilled & technical help

SMALL ENGINE MECHANIC

Experience with Kohler, Kawasaki and Briggs & Stratton engines preferred.

Please fax resume to:
(905)640-2994
Attn: Service Manager

507 employment agencies

515 skilled & technical help

JOB CONNECT through SENECA offers employment opportunities for youth. Employers are seeking youths for positions today. Call (905)948-9622

Sign maker
Experienced on Gerber equip. Good communication skills.
Please call: (905)415-1888, ask for Glenn

525 office help

525 office help

NEW MILLENNIUM NEW JOB
New High Tech Real Estate office in Unionville requires staff to work days, evenings and/or weekends. Must be flexible to work all shifts if required, have excellent computer and people skills. Real estate experience preferred. Please fax resume and references to: 905-513-1530

ACCOUNTS RECEIVABLE CLERK

Markham area logistics company requires an accounts receivable clerk for an entry level position.

Candidates must possess the following qualifications:

- Excellent telephone manner
- Excellent verbal and written skills in English
- Ability to work independently.

Salary will be commensurate with experience.

Company has full benefits package.

Fax resume to: (905)882-2250
Attn: Credit Department

Norrell
SERVICES CANADA LTD.

Bilingual Customer Service Position

Scarborough Location 30-35K

Job Qualifications:

- Pleasant & courteous telephone manner
- Good writing and math skills
- Ability to organize and prioritize daily duties efficiently in a hectic environment
- Computer knowledge/Data Entry/Windows 95
- Technical/catalogue application knowledge
- Filing experience

Please submit your resume in confidence to Ishbel Wilkie

Norrell Staffing Services
Fax: (905)726-2863
e-mail: iwilkie@norrell.com

FundEX
INVESTMENTS INC.

FundEX Investments Inc., a Mutual Fund Dealership, is looking for an **Associate Service Officer** for its office in Markham.

Skills required:
Well Developed Phone and Organizational Skills
Some experience in Client/Customer Service
Post-Secondary Education
Experience with Word and Excel

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

515 skilled & technical help

515 skilled & technical help

515 skilled & technical help

SOLDERER

Compar Corporation, located in the Woodbine and Hwy. 7 area has immediate permanent and/or contract openings for skilled solderers in both through hole and surface mount technologies. The majority of the soldering will be carried out with temperature controlled soldering irons as well as hot air torches for surface mount components. Applicants must be capable of reading and understanding written instructions. If you are interested in applying for this position, applications will be available at:

85 Spy Court, Markham

525 office help

525 office help

525 office help

DON VALLEY NORTH TOYOTA GROUP

Markville Toyota (Highway 7 and McCowan Road) is currently accepting applications for the following position:

RECEPTIONIST (Permanent Full-Time Position)

The ideal candidate will be dedicated to customer service and possess strong interpersonal skills. (Preference will be given to candidates who possess strong English and Chinese communication skills.)

Interested candidates, please call:
Ms. Leblond or Mrs. Oki at (905)475-0722
or fax resume to: (905)479-9753
email: hr@dvnlt.com

535 hospital, medical, dental

H.A.R.P. CERTIFIED DENTAL ASSISTANT
2 full days/week
Orthodontist office, Stouffville
Fax resume to: (905) 642-9692

510 general help

WANTED DELIVERY POSITIONS AVAILABLE

Require part-time people to deliver newspapers in the Markham & Richmond Hill areas. Must be available daily for early mornings.
Guaranteed excellent commission.
Reliable vehicle required.
Please call 416-585-3335

RECEPTIONIST

Full time, General office duties.
Computer knowledge.
Fluent in English.
Call (905)940-4009 and/or fax resume: (905)940-4010

Umbra

Umbra Ltd. a fast-paced design driven Canadian manufacturer of innovative home and decorative accessories is currently seeking a

Payroll & Benefits Administrator for an 8 month contract. Candidates must possess three years related experience. Duties include: timely processing of bi-weekly payroll, monthly reconciliation, deductions, remittances and coordination of benefits. Experience using Ceridian an asset. Please forward a resume to:

Human Resources
40 Emblem Court
Scarborough, Ontario M1S 1B1
Fax: 416-299-9276 E-mail: careers@umbra.com

RECEPTIONIST

For Veterinary Office required immediately.
Monday - Friday, 3pm - 7pm, alternate Saturdays, 8am - 1pm.
Please fax resume to: 416-292-7877 or call 416-292-7804

525 office help

525 office help

RECEPTIONIST WANTED

Duties include: answering phones, customer service, data entry, marketing support, and general office duties. The successful candidate must be flexible, have excellent written and verbal skills, be computer literate and be proficient in MS Word and PowerPoint. Opportunity for advancement is available. We will train the selected candidate for this salaried position.

Please FAX your resume and salary expectations to:
VoiceGate Corporation
(905) 479-6999

FundEX
INVESTMENTS INC.

FundEX Investments Inc., a Mutual Fund Dealership, is looking for a

Receptionist

for its office in Markham.

Skills required:

- Well Developed Phone and Organizational Skills
- Some Post-Secondary Education
- Experience with Word and Excel

Send Resumes to:

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

PART TIME CHIROPRACTIC ASSISTANT/ RECEPTIONIST

For busy office. This mature individual should be well organized, reliable very flexible with excellent communication skills. Experience with Windows 95, 20-25 hours per week, some evenings. Please fax resume to 640-4442 or call Friday between 12-2 p.m at 640-4440

530 sales help & agents

530 sales help & agents

SALES POSITION

Become part of an exciting new team selling the new compact Caterpillar line. Presently we have an opening for the east-end of Toronto territory.

Contact Mike Knox at
(416)727-9019 or fax a resume in confidence to (905)457-9370

BATTLEFIELD

Compact Construction Equipment **CAT®**

SALES REPRESENTATIVES

Growing computer company, located out of Scarborough, is seeking two inside self motivated and energetic sales representatives.
Call Lukas at 416-208-5829 for interview