

YORK REGION CAREERS

Serving York Region through The Era-Banner, The Liberal, The Economist & Sun, The Stouffville Tribune & The King Tribune

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Prime Tech Institute
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ELECTROLYSIS TRAINING
Learn a new profession. Become an Electrologist and start your own business. Courses are starting in February.
For more info call 905-471-2111
HBR ELECTROLYSIS & TRAINING CENTRE

MICROSOFT OFFICE CERTIFICATE
Program at Uxbridge Campus, Durham College. Research shows employers want Microsoft skills in today's workplace. Funding available to eligible (E.I. or OSAP). Fully loaded curriculum with high level of achievement upon graduation. Call Gail 905-852-7848.

TRAIN TO BE A MONTESSORI TEACHER
Toronto Montessori Institute offers part-time, full-time and summer courses qualifying you to teach children in the Montessori environment, ages birth to 12 years. All courses lead to a diploma or certificate. The prerequisite for most of the courses is a University degree.
For further details call Pam at: (905) 889-9201
fax: (905) 886-6516, or email pdebbo@toronto-montessori.on.ca
An Information Evening will be held on Wednesday, January 26th at 5:45 p.m. at 8569 Bayview Ave., Richmond Hill. RSVP Pam.

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YORK SOUTH ASSOCIATION FOR COMMUNITY LIVING
CONTRACT & PRODUCTION MANAGER
A results-oriented self-starter is required to establish and operate a light assembly and packaging shop in Richmond Hill. Responsibilities will involve all aspects of contract administration including work site set-up, contract pricing and procurement, production and delivery. Must have experience in contract sales & production/manufacturing processes and knowledge of people with special needs.
Please fax your resume & salary expectations by January 24, 2000 to:
Y.S.A.C.L. Richmond Hill
905-737-3284
Attention: Competition #00-02
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.

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ROOFING
Sales/Estimators required for Richmond Hill Area
416-693-1253

Get Started in Business... **DO YOUR OWN THING!**
YIMCA
YIMCA Markham Business Centre
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The personalities of the candidates we are looking for should possess such qualities as:

- Dynamic personality, enthusiastic, success oriented, detail oriented, highly organized, ability to work under pressure, strong sense of responsibility and knowledgeable in Word, Excel, Outlook and the internet.

Receptionist
Responsibilities: answer phones, greet clients, organize meetings, send couriers, order supplies, distribute mail, fax... Experience required.

Executive Assistant
Responsibilities: schedule appointments, respond to emails, update contact list, upkeep of schedule, travel arrangements... Experience required.

Sales Coordinator
Responsibilities: Collateral mailings, contact tracking & literature, maintaining sales literature library, customer contact, database maintenance, sales activity reporting & consolidation, lead identification, lead generation campaigns, assist in proposal generation, interface with sales coordinator in Atlanta...
Additional Skills: Bilingual in English/French is a definite asset.
Experience: Ideal if candidate had sales administration or coordination experience and thus be able to identify and initiate any other activities that need to be addressed.

If you have what it takes to be a part of this revolution please respond by email to:
Hiring Manager at careers@derivion.com
In the following format:
Subject: 499
Message body: plain text note
Stating your ability for the position.
One attachment: your resume in MS word format.
Or by fax to: (905) 947-9744
www.derivion.com

PATHWAYS for Children, Youth and Families of York Region Inc.
OUTREACH WORKER
To operate an outreach/drop in centre for homeless youth in response to the York Region Homelessness initiative. Day programming, mediation and community development work required.
B.S.W. or equivalent, three to five years experience working with young adult population. Car required.
Position available immediately.
Fax resume to: 905-471-7949
by January 19th

CAREER OPPORTUNITY
Group Benefits Analyst
As a result of continuous growth, Johnson Inc., one of Canada's leading Insurance Consultants and Third Party Administrators, requires an experienced group insurance specialist for our Richmond Hill office.
A motivated and team-oriented self starter who thrives on detail, you will apply your 2 to 3 years of group underwriting/service experience to provide excellent service in maintaining and developing group insurance programs for our clients. This position will also challenge your PC skills and effective verbal and written communication abilities. Ideally, you are working towards the CEBS and/or FLMI designation.
Please indicate File # GBA-100 when applying to:
Johnson Inc.
Insurance • Benefits • Administration
Supervisor of Staffing, 1595-16th Ave, Suite 400, Richmond Hill, ON L4B 3S5.
Fax: (905) 764-4010
Only qualified candidates will be contacted.

Canada's leading designer and marketer of branded and licensed motorsports apparel has openings for two full-time positions.

SALES ADMINISTRATOR
Take charge, self-motivated, highly organized, customer driven, professional. You have first class communication, planning and analytical skills with a proven track record of success in a demanding, high growth, fast-paced sales department.

CREATIVE GRAPHIC DESIGNER
Take charge, results oriented Graphic Artist with superb creative skills. 3-5 years experience & fully versed on Macintosh computers. Strong knowledge of Illustrator is a must experience or strong interest in Motorsports a real plus.
Location: Stouffville, Ontario
Please fax resume in confidence to:
CHOKO MOTORSPORTS INC.
Fax: (905)642-1011
Attn: V.P.

525 office help

PART/FULL TIME OFFICE ASSISTANT
Telephone, Order Entry, General office duties. Computer experience an asset. Inquiries & resumes to: P.O. Box 3051 MIP, Markham, Ontario L3R 6G4

Small company seeks **OFFICE PERSON**
part to full time, 3 days per week starting January 24th. Experience in bookkeeping, QuickBooks, Lotus, Clerical work etc. Call any day Monday - Friday 9am to 5pm (905)294-5578

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CALL (905)479-1159 ext. 229 or ext 230 after 6:00 pm
Please leave voice mail message

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BENCH TECHNICIAN
High-tech company located in Markham requires an individual with Community College Diploma or equivalent, 2-3 years exp. in trouble shooting electronic products required.
Fax: (905)513-4714 or
E-mail: dhr@delphisolutions.com

FS Tool CAD/CAM Technician
Required by Markham manufacturing company to produce drawing files, CNC part programs and perform machine set-ups. Must be proficient in AutoCAD R13 and willing to work rotating day/afternoon shifts. Experience with MasterCam an asset. Full benefits package. Fax resume to:
Ms. Eremita
FS Tool Corporation
(905)475-0347

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REROOF SHINGLERS
5yrs. Min. Experience. Re-roof shinglers helpers hrly. Valid driv. Lic. helpful.
Call Brent at 416-693-1253