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Sponsored by:  Human Resources Development Canada / Développement des ressources humaines Canada

PROGRAM MANAGER

Mental Health/Developmental Services Agency
This permanent position reports to the Executive Director and supports work of case management programs in our south office. You must possess strong leadership skills with at least 3 years experience working in a senior management position in a community mental health or developmental services agency. Your special skills include hiring and supervision of clinical and support staff, policy and program development, budgeting and office management, and advanced knowledge of staff education and training practices. You will have a masters level degree in Social Work or equivalent, will be proficient in using Microsoft Word, Powerpoint, Excel, and have familiarity with database programs such as Access. A strong working knowledge of York Region resources is essential.

Interested applicants should forward a resume by 5:00 p.m. Friday, February 25, 2000 to:

**Human Resources Department
York Support Services Network
102 Main St. South, Unit 3,
Newmarket, ON L3Y 3Y7**

Fax: 905-898-1171 e-mail: cjumis@interhop.net

We thank you for your interest.
Only those persons selected for an interview will be contacted.

Tired of Commuting to Toronto... Join Volvo Commercial Finance

We're all about forward thinking, positive attitudes and non-stop innovation. Volvo Commercial Finance is a finance company committed to being a financial services industry leader. Due to explosive business growth exciting career opportunities exist. If you possess a high level of integrity, a customer-focused attitude, and excellent communication and computer skills and are qualified to perform the immediate openings described below, email or fax us. Show us you're capable of accelerated thinking.

Technical Support Specialist

We are seeking a team player to provide LAN administration, PC/client hardware and software configuration, support and trouble-shooting in an NT and UNIX environment.

You will have a degree or diploma or equivalent in IS, computer science, or related field and a working knowledge of LAN administration & technical support for WIN 95 & 98, NT, MS Office 95, 97, & 2000, & MS Exchange & Outlook. A minimum of 2-3 years experience in supporting PC client/server systems, as well as proficiency in desktop system integration, NIC installations, remote client access and Internet browser technology and connectivity, & peripherals management is required.

Must be able to thrive in a fast-paced, service-focused environment with changing priorities and multiple tasks, and above all be customer oriented and have strong analytical, communication & interpersonal skills.

Bilingual Customer Service Specialist

Working directly with our dealers and customers, you will respond in a timely and accurate manner to requests for buyouts and termination calculations, payment streams, amortization schedules, resolve billing and contract issues, coordinate and service end of term process, and enter all retail financing transactions in the system.

Seeking a bilingual college or university graduate or equivalent with 3-5 years customer service experience in the financial services industry with a love for numbers. Must have excellent organizational skills, MS Office skills and communication skills.

Join a team of diverse, dynamic professionals who are pushing the boundaries in creating the best financial services business in North America.

Email your cover letter and resume to careers@volvocf.com or fax it to (905)726-5525. Learn more about us at www.volvocf.com

Volvo Commercial Finance Canada Inc.
73 Industrial Parkway North, Unit 4
Aurora, Ontario L4G 4C4

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Mitsubishi Electric Sales is known for innovative, quality products and a progressive attitude. We value commitment, performance and achievement and reward these qualities with an attractive compensation package. Currently, we have a challenging opportunity in our Semiconductor Division in our Markham Office for the position of:

SALES ADMINISTRATOR

You will act as a liaison between O.E.M. customers and the factory and will be expected to initiate and follow-up on any related business opportunities that arise; support functions will include order processing, expediting, forecasting, quotations, correspondence and data entry. Strong interpersonal skills are required to work with marketing and our customer base. An excellent knowledge of MS Office suite of products is essential for you to be the successful candidate. Candidates with a strong background and a solid knowledge of SAP and the Semiconductor industry would be given preference. This is an extremely fast paced division where everyone works closely together in a strong team environment.

Qualified applicants are asked to submit their resumes (no agencies or phone calls please) by February 18, 2000 stating salary expectations, and quoting file #90-232 to:

Mitsubishi Electric Sales Canada Inc.
4299-14th Avenue
Markham, Ontario L3R 0J2
Fax # (905)475-3834



ACCOUNTANT/COMPROLLER POSITION

Mapcomm USA Inc. & Mapcomm Canada Inc. are progressive communication companies that specialize in the testing of hybrid, fibre and coax broadband networks. We are currently offering a highly motivated individual an opportunity to join our team in the above position.

Successful candidates will have obtained an accounting designation and possess above average communication, superior organizational and leadership skills.

Should you desire to work with a progressive organization in a dynamic industry please submit your resume in confidence by February 17, 2000 to:

Mr. Murdoch Gillingham, President
86 Ringwood Dr., Unit 44,
Stouffville, Ontario L4A 1C3



We are a small, focused and highly successful promotional products and sales promotion company serving corporate Canada since 1985. The following opportunities are now available:

Customer Service Manager (F/T; Temp. - Maternity Leave) This senior position requires a take-charge person with solid computer/sales/administrative skills who is seeking new challenges. Salary up to \$30K.

Customer Service Rep. (F/T; Perm.) This position requires a person with an excellent command of the English language, professional telephone manner, proficiency with computers and previous experience in an office, in a clerical or inside sales position. Salary \$24-\$26K. Pls. send resumes to Triton Sales & Marketing Inc., 10 West Pearce St. # 9, Richmond Hill, ON L4B 1B6. Attn: Jack Hurst, President.

PART-TIME BOOKKEEPER

Experienced with Simply Accounting for consulting office located near Hwy. 7 & 48.

Fax resume to arrange interview:
905-471-3623

515 skilled & technical help

515 skilled & technical help

515 skilled & technical help

Framing company requires **CARPENTER** Minimum 2 years experience. Own transportation. (905)985-9430 after 7pm

STAFFING SPECIALISTS

As a division of Robert Half International, a NYSE company and the world leader in specialized staffing, Accountemps provides the kind of environment for success you find only with an industry leader.

Your accounting/finance experience is complemented by your top communication and interpersonal skills. You have a keen eye for business development and understand the true meaning of customer service excellence. A fast paced, well structured environment is ideal for you. You'll enjoy an unparalleled income opportunity that includes a competitive base salary, bonus and stock options!

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Contact Gena Armstrong, Branch Manager
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Fax: (905)709-3664
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Richmond Hill, Ontario
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Visit us @ www.accountemps.com

Fax us your ad
(905)
853-1765

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SERVICE ADVISOR

required for Import dealership.
Must be experienced.
Send resume to:
Box 2730 c/o The Era Banner
580B Steven Court
Newmarket, ON L3Y 4X1

OPPORTUNITY

The Federal Government is offering a grant of up to \$400 per year per child to help Canadians save for a child's post secondary education. Heritage (RESP) is now hiring **Sales Representatives** in the Markham/Stouffville area to support the increased demand. Earn while you train, lead support and marketing tools provided. Very generous compensation package. Previous sales experience an asset. Car a must.
Call Heritage at:
Tel: (905)707-6630



Installation and Repair Technicians

We require the following:

- Strong verbal and written communication skills
- Valid class G driver's license
- Minimum grade 12 education
- Comfortable with heights and working in varying weather conditions
- Electronic/Engineering Technologies background (preferred)
- Technician certificate or telecommunications background (preferred)
- Computer skills
- Capable of heavy lifting

Successful candidates will be scheduled to work an average of 25+ hours per week, must be available to work in a shift environment and be flexible for overtime. We offer paid training and a minimum hourly wage starting at \$13.23.

Call Dave at our Markham office at (905)948-1235 or fax to (905)948-1271

MANPOWER