

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

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ACE IT!

A Dynamic NEW Youth Program

Achievement Build Your Self-Esteem, Make Great Decisions Set Goals and Make them Happen!

Computers Learn Windows 98, Microsoft Word, Excel or Access!

Employability Hidden Job Market, Interview Techniques Job Search Skills, Resumes, Cover Letters!

Available FREE OF CHARGE to any Youth (Ages 16-29) living in York Region who are Out of School and Out of Work

Call Brenda at (905)882-4004

ACADEMY OF LEARNING
Computer & Business Career College
Thornhill (Yonge & Steeles)

Canada

JOB FAIR
OPENING IN MARCH

• DEPARTMENT MANAGERS
• FULL-TIME STAFF • PART-TIME STAFF
• SHIPPER/RECEIVER

SATURDAY FEB. 19, 10 AM - 4 PM
SUNDAY FEB. 20, 10 AM - 2 PM

QUALIFICATIONS SHOULD INCLUDE:
- RETAIL EXPERIENCE
- EXCELLENT COMMUNICATION SKILLS
- PASSION FOR CUSTOMER SERVICE
- POSITIVE ATTITUDE

To apply for any of these positions, please come in person to our new location
9255 Woodbine Ave., Markham
on Saturday Feb. 19 (10 am - 4 pm) or Sunday Feb. 20 (10 am - 2 pm)

MARKHAM National sports

Precision sheet metal fabrication company requires
SKILLED OR SEMI-SKILLED HELP
Hwy. 7 Woodbine (Markham)
Fax resume to: 905-475-2529
or call 905-475-6155

A mid-sized ISO 9002 registered manufacturer of cap closure lining materials seeks innovative, detail-oriented person as:
QC/PROCESS TECHNICIAN

You possess a two-year Chemical Technician Diploma from a CATT or equivalent, are fluent in written and spoken English and also have mechanical aptitude.

Prior experience in the flexible packaging industry would be an asset. Rotating shift work is required.

We offer a competitive salary and benefits package. Please forward your resume in confidence to:
Quality Manager
UNIPAC
125 Edward Street, Aurora, Ont.
L4G 1W3
Fax: (905) 727-2511

No agencies or phone calls please. We appreciate all responses, but regret that only those candidates selected for interviews will be contacted.

MICROSOFT SYSTEMS ENGINEER MCSE
Free Info. Evening
Wednesday Feb. 16th at 7 p.m.
at DURHAM COLLEGE
North Campus, UXBRIDGE.
(Potential E.I. opportunities for qualified).
Register for Free MCSE evg.
905-852-7848 or 1-800-816-3615

525 office help

RECEPTIONIST/ ADMINISTRATOR
Please call
(905)477-0220
Fax resume to:
905-477-7278

triton sales & marketing inc.
your need our challenge

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

525 office help 525 office help

MUTUAL FUND ORDER PROCESSING CLERK

For an Investment firm in Richmond Hill. Successful applicant must have strong organizational and accuracy skills. Only candidates with industry knowledge will be considered.
Fax resume: 905-886-8019

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

535 hospital medical, dental

CERTIFIED DENTAL ASSISTANT
required for Dental Office.
Call
(905) 415-3717
or
(905) 472-0229

ACCOUNTANT/ COMPTROLLER 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

Markham golf store seeks: EXPERIENCED ACCOUNTANT

To handle payroll, G.L., AP, forecasting, P.O.S. Will be serving as an advisor and personal assistant.
Fax resume to: (905)305-1373

PART-TIME BOOKKEEPER
Experienced with Simply Accounting for consulting office located near Hwy. 7 & 48.
Fax resume to arrange interview:
905-471-3623

510 general help

Upscale catering company looking for f/t/p/t salad/sandwich makers & floaters. Scarb./Markham area.
Please fax resume
391-8480

NEW REAL ESTATE OFFICE REQUIRES STAFF

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:
905-947-8070

LEGAL SPIN CORPORATE HI TECH ASSISTANT \$45,000

Dynamic, young group in the software development business requires an experienced legal assistant ready to make their mark. Duties include preparing and managing customer contacts, managing corporate reporting and filing, assist with the annual meeting, providing back up to this great In House counsel. A winning career move with lots of opportunity. 100%+ benefits.

IN-HOUSE \$40,000
Opportunities galore if you join one of Canada's most efficient corporations. Your 2 years legal with strong organization and computer skills will open doors you never thought possible. See legal does pay off!

P.S OTHER TOP POSITIONS AVAILABLE!
Please apply: **Michael L. Cooper**
Group Four Management Consultants
126 Hazelton Ave., Toronto M5R 2E5
Phone: (416) 961-4555
Fax: (416) 961-3223
Email: michael@groupfour.net

525 office help

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515 skilled & technical help 515 skilled & technical help

Moldmaker in Vaughan requires: EXPERIENCED MOLD DESIGNER
In injection plastics. Well versed in Autocad 2D/3D, min. 6 years experience. Excellent salary and benefits.
Call Tony at: (905)761-1171

RECEPTIONIST/ SECRETARY
Required for Markham's largest Business Centre. Job share, part time position. FLEXIBILITY AND AVAILABILITY a must. Min. 45 wpm Excel and Word. Excellent command of English, oral/written. Permanent contract \$14/hr.
Fax 905-946-8971

OFFICE POSITION
An established label manufacturer located in Markham is looking for a dynamic non-smoker with the following qualifications: Order taking & entry, invoicing & filing, telephone answering, ACCPAC computer skills. Must be personable with a good command of the English language.
Reply to Box #4619
c/o The Markham Economist & Sun
9 Heritage Road
Markham, ON L3P 1M3

RECEPTIONIST/ ADMINISTRATIVE ASSISTANT
Busy Markham Trading House seeking an individual for F/T position. Required immediately. Preferably recent university grad, looking for entry level position. Proficient computer skills required, command of the English language a necessity, outgoing & friendly personality.
Fax resume: (905)305-1387

DO YOU NEED..

Wait Staff?
Dishwashers?
A Chef?
Maitre'd?
Bussers?

Call
Economist & Sun
and
Tribune Classifieds
1-800-743-3353
or
Tor. Line
(416) 798-7284