

york region

## CAREERS

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

505 careers

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525 office help

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**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)



505 careers

**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

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**INSURANCE**

Broker, Markham requires Jr. RIBO lic. PLS Rep. with Reception and Data input. F/T Automated office. Benefits.

**Fax resume with ref. to:**  
**905-479-7911, Attn: Brian,**  
**Dermody Insurance Brokers.**

**Financial Services Assistant**  
**Woodbine & Steeles**

Our client is a well known national not-for-profit organization. We seek an individual with at least 1 year experience in accounting. 1-2 level CGA an asset. Must have great customer service skills and an upbeat style. Good benefits including tuition. Salary to 30K. Please send resume to:

**Human Edge Consulting**  
**Fax: 905-709-7413**  
**E-mail: humanedge@msn.com**

Medium construction firm in Gormley has permanent  
**OFFICE POSITION**

Will train for assisting in contract administration, plus other duties. Must be experienced on computers and bookkeeping. Own transportation necessary. Fax resume to 905-888-9779.

**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**

535 hospital, medical, dental

535 hospital, medical, dental

515 skilled &amp; technical help

515 skilled &amp; technical help

515 skilled &amp; technical help

**Bell****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****Sewing Machine Technician**

Located in Concord, we are a leading manufacturer/distributor of consumer packaged goods serving major retail accounts worldwide.

We currently have an opening for a Sewing Machine Technician. You will be responsible for both preventive maintenance and emergency repairs. Additionally we are looking for a candidate who has previous supervisory experience in order to oversee our sewing and packaging departments.

The qualified candidate must be a self-starter, team player and has experience servicing NC, Juki, Titan, and Singer machines. We are looking for someone with at least 3-5 years hands on experience.

Please send your resume to the attention of the Human Resources Manager (905)760-3736.

525 office help

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**OFFICE ASSISTANT**

For n/s hi-tech firm. Phones, data-entry, filing, gen. office. Excellent phone, computer skills and 1 yr. office Exp. required. Fax resume & cover to: 905-474-9223

**LEGAL SECRETARY**  
for Markham law firm. Knowledge of litigation preferred. Send fax resume to 905-479-3625

**INTERMEDIATE ACCOUNTANT**

A progressive firm located at Hwy. 7 and Woodbine is seeking an experienced Intermediate Accountant for 6 months contract (possible permanent).

- Accpac - Window version, Microsoft Excel, etc.
- Standard Costing
- Self-motivated, multi-tasked individual
- Excellent inter-personal skills

Please fax your resume to:  
**Corporate Controller**  
**Armada Company Limited**  
905-477-6897

**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 &amp; technical help

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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.

**OFFICE POSITIONS AVAILABLE**

Busy Markham communications agency requires immediate assistance with office administration, bookkeeping, scheduling, estimating, media coordination, proofreading, etc. Two positions available.

We are looking for individuals who are highly organized, detailed-oriented, and enthusiastic team players looking for an opportunity to grow professionally.

Environment is fast paced, varied and requires high energy, customer oriented individuals with strong communication and computer skills.

**Fax resume to 905-947-4318**

**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**

**PART-TIME ACCOUNTING CLERK**

Warden/ 14th Avenue. Knowledge of general accounting duties is essential and experience with Accpac and Excel would be an asset.

**Fax resume to: Human Resources**  
**(905)479-4645**

**Bilingual (English/ French)**  
**Sales Order Administrator**

An international sewing machine company based in Richmond Hill requires a bilingual, energetic, person for a busy sales order desk for parts and machines. The applicant must have basic computer skills. Experience in inventory control, order taking, computerized order processing and customer relations would be an asset. Must be detail oriented and have excellent telephone skills.

Please fax your resume to the attention of:  
**B. BIEBER (905) 731-3534**

We thank all applicants, but only those selected for interview will be contacted.

**BOOKKEEPER**

Experienced Bookkeeper F/T or P/T required for an accounting firm. Have strong computer skills, including Simply, Excel, essential working knowledge of sales taxes, payroll and personal taxes and asset. Must have reliable transportation. Fax resume to (905) 881-9549

540 hotel restaurant

540 hotel restaurant

**OAKVIEW TERRACE**  
**RECEPTION CENTRE**

is accepting applications for the following positions:

**Banquet Servers**  
**& Bartenders Prep Cook**  
Weekends (March - December)

Please mail resume to:  
132 Leslie Street  
Richmond Hill L4E 1A2  
Or fax: 905-888-6666

545 teaching opportunities

545 teaching opportunities

**We Care Tutorial Services Inc.**  
**TUTORS**

Required for in home tutoring in York Region. All subjects. Good communications skills required. University education essential.  
**(905)895-1124 or (416)691-8554**

**PART TIME TEACHERS**

To join our team of caring professionals at our Richmond Hill location. Training provided. Elementary, Intermediate & Senior teachers required. French and Math an asset.

**Fax resume: 905-737-4707**  
**Oxford Learning Centre**

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**ACCOUNTS RECEIVABLE CLERK/ DATA ENTRY**

For Hydraulic company in Markham/Woodbine/Steeles area. Hours, 9am-3pm. Fax resumes to: 905-475-2210

**RECEPTIONIST/ ADMINISTRATOR**

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

**Mouldmaker in Vaughan requires:**  
**EXPERIENCED MOULD DESIGNER**

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