

# york region C·A·R·E·E·R·S

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

500 career training

500 career training

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Get Started In Business... **DO YOUR OWN THING!** **YIMCA**  
 YIMCA Markham Business Centre  
 Fully Funded Program  
 (905) 948-9622  
 Funded by:  
 Human Resources Development Canada / Développement des ressources humaines Canada **Canada**

**IPC DIRECT IS EXPANDING AGAIN!**  
 We are one of Canada's largest direct computer retailers looking for **5 enthusiastic, goal-oriented individuals to take on new sales positions in our company.** These individuals should possess a proven customer service track record, PC related skills using the latest hardware and software, and the ability to work under pressure.  
**Please fax cover letter stating job code I0320-W and resume to 905-201-9375 or email: jobs@ipc.ca**  
 (No phone calls will be considered)

**WANTED**  
**SPECIAL PEOPLE TO WORK FROM HOME**  
**LOOKING FOR A CHALLENGE?**  
 If you are a caring, committed individual who is willing to open your home to troubled children and teens, this is an ideal opportunity.  
**Kinark Child and Family Services is looking for: THERAPEUTIC FOSTER PARENTS**  
 People specifically required for:  
 1: Youth between the ages of 9 to 14 years  
 2: Children and teens requiring a consistent, nurturing environment  
 Work as part of a professional team committed to strong families and strong Communities.  
 Excellent remuneration, free training and 24-hour support  
**Please contact: Suzanne Gonsalves at Kinark's Therapeutic Foster Care Program 1-800-230-8530**

Looking for Work? Join the **Thornhill Job Finding Club**  
**85%** of our participants were employed within **12 weeks**  
**Call (905)707-7332**  
 For more information about this dynamic program!  
**Available NOW to unemployed residents of York Region**  
 Sponsored by: Human Resources Development Canada / Développement des ressources humaines Canada

**BILINGUAL POSITIONS AVAILABLE IMMEDIATELY**  
**PARTYLITE GIFTS, LTD.**, located in Richmond Hill, currently has the following career opportunities available:  
**Bilingual Collections Associate (8 Month Contract Position)**  
 Responsibilities include processing returned cheques, placing out-going, as well as responding to incoming telephone calls using your **bilingual (English/French)** skills, producing letters using both English and French language skills, daily cash deposits, and fraud investigations. The successful candidate will possess a grade 12 diploma, have knowledge of accounting procedures, strong administrative and communications skills, and strong sense of initiative.  
**Bilingual Internet Help Desk Representative**  
 Provide first level technical support to Partylite Independent Sales Contractors on business applications. Respond to telephone calls from Web Site users using your **bilingual (English/French)** skills. Troubleshoot hardware, and internet service provider issues to provide resolution to users. Have knowledge of various operating systems & internet browser applications and assist in maintaining, testing, and developing existing, as well as future Extranet sites.  
 If you are a college or university graduate with 3 years related experience or training, have a working knowledge of PC Hardware, Internet Browser applications, Operating Systems and AS400 applications, enjoy troubleshooting and problem resolution over the phone, this would be a wonderful career opportunity for you. Flexibility to cover evening shifts will be required.  
**Interested applicants are invited to fax their resumes to our Human Resources Department at (905)881-6179, no later than April 7th.**  
*We thank all applicants in advance; however, only those selected for an interview will be contacted.*

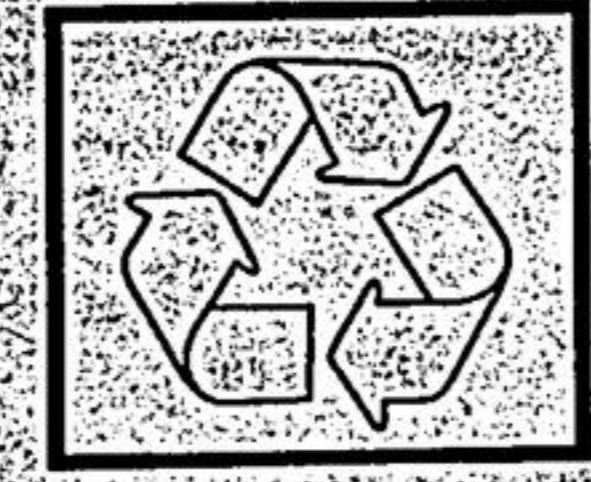
**ACCOUNTS PAYABLE CLERK**  
**PARTYLITE GIFTS, LTD.**, located in Richmond Hill, is a leader in the director sales of candles and candle accessories. We are currently in need of an experienced Accounts Payable Clerk to join our Finance Team.  
 You will be responsible for compiling and maintaining sales tax calculations, remittances, month-end accounting and accounts payable records, along with performing various miscellaneous accounting functions.  
 The successful candidate will possess a minimum Grade 12 diploma, with one to two years related experience and/or training. You will require a knowledge of basic accounting procedures, have experience working with PC's, and have a working knowledge of Microsoft Office and Excel.  
 If you have wonderful communication skills, and a high level of initiative, work independently, yet love a team environment, we are interested in hearing from you.  
**Interested applicants are invited to fax their resumes to our Human Resources Department at (905)881-6179, no later than April 7th.**  
*We thank all applicants in advance; however, only those selected for an interview will be contacted.*

**MICROSOFT CERTIFIED SYSTEMS ENGINEER -MCSE**  
 Top training leading to skills in demand in today's competitive business world. Financial assistance (E.I., OSAP) to those eligible.  
**Durham College UXBRIDGE**  
 Gail 905-852-7848 ext. 25

**525 office help**  
**R.E. office req's** part-time Receptionist/Secretary for evng./wknds. R.E. exp. an asset. Fax resume to: (905)471-0832

**PERSONAL SUPPORT WORKER TRAINING PROGRAM**  
 For The Markham/Stouffville area. Will be starting on April 3, 2000 at **PARKVIEW HOME FOR THE AGED**. For registration information: **NEW SKILLS VOCATIONAL SCHOOL** 416-248-8160 or toll free 1-877-227-2299. Financial assistance may be available to those who qualify.

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



**ADMINISTRATIVE ASSISTANT**  
 As part of our dynamic Administrative Support Team, this professional, energetic, self-motivated individual must have strong organizational skills, a proven ability to multi-task and prioritize, and be detail-oriented. A high level of MS Word, Excel and PowerPoint is a must in this position. **Bilingual (French/English)** communication skills would be an asset.  
 If you are a flexible, enthusiastic and creative professional and are looking for an opportunity to become a member of a fast paced organization located in Richmond Hill, please forward your resume to:  
 Box 171, The Liberal  
 P.O. Box 390  
 Richmond Hill, Ontario L4C 4Y6

525 office help

525 office help

525 office help

**ACCOUNTS RECEIVABLE CLERK**  
**Edac Inc.**, a manufacturer of connectors for the electronics industry, is seeking a professional to play an integral role in our busy, team-oriented environment. Your responsibilities will encompass a variety of accounting duties, as well as relieving the Receptionist when necessary. The successful candidate will be detail-oriented, proficient in word processing and spreadsheet applications, and have verbal and written communication skills as well as their own car. You must be able to interact effectively with customers and co-workers and be very familiar with accounting principles.  
 To apply, please forward your resume to:  
 Human Resources, Edac Inc., 40 Tiffeld Road, Scarborough, ON M1V 5B6. Fax: (905) 513-8300. E-mail: marshman@istar.ca

**NOW HIRING!**  
 Local employers are now hiring for the following positions.  
 ★Customer Service    ★Food Beverage    ★Retail  
 ★Office/Clerical    ★Manufacturing    ★Agricultural  
 ★Assembly    ★Warehouse    ★Trades  
 If you are 16-24 years old, out of work and out of school - employers are interested in meeting you!  
**Come and see us on Monday, March 27th from 10am-3pm. No appointment necessary.**  
**YIMCA EMPLOYMENT & COMMUNITY SERVICES** 16655 Yonge St., Unit 3 Weston Produce Plaza Newmarket 905-898-4646  
**SENECA COLLEGE** 10909 Yonge St. 2nd Floor Upper Yonge Plaza Richmond Hill 905-780-9622

**TO PLACE YOUR AD**  
**CALL 1-800-743-3353**

**SEWING MACHINE OPERATOR**  
 Manufacturer in Stouffville requires Experienced Industrial Machine Operator able to work zig zag and button machines to sew elastic belts for medical products. Good English skills required. Must be able to read and follow instructions/chart.  
**Please fax resumes attention Personnel Dept.: Fax: (905)642-3119**