

# Classified

Monday to Friday • 8:00 am to 6:00 pm 1-800-743-3353

## York Region

# CAREERS

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

505 careers    505 careers    505 careers    505 careers    505 careers    515 skilled & technical help    515 skilled & technical help    535 hospital, medical, dental    535 hospital, medical, dental

**TRANSITIONAL and SUPPORTIVE HOUSING SERVICES OF YORK REGION**  
Working with the homeless and the hard to house in York Region. A non profit charitable organization.

**MANAGER, ADMINISTRATIVE SERVICES/ GRANTS OFFICER**  
Senior Management Position, full time. Responsible for Financial Controls, Accounts Receivable and Accounts Payable to Financial Statements, Budgets, Human Resources including Payroll and Supervision of small office staff. Grant and fundraising development and reporting. Must have experience with bookkeeping, ACCPAC, general administration and working with funders.

Please fax resumes to: **Monica Auerbach, Executive Director**, (905) 898-6414, or mail to: TSHSYR, 16715-12 Yonge St. #223, Newmarket, L3X 1X4.  
*Only those selected will be contacted for an interview.*

**GoodLife**  
MEMBERSHIP CO-ORDINATOR,  
PERSONAL TRAINERS  
& CUSTOMER SERVICE

Able to work 30-40 hours a week, days, evenings and some weekends. Applicants should have customer service/sales background. Enthusiasm and a commitment to health and fitness are a must!

Please submit resume and cover letter by Thursday, May 4th, 2000 to:  
**The Goodlife Fitness Clubs**  
Christine Woolley, Sales Manager  
3500 Steeles Ave., E. Suite 7100  
Markham, ON L3R 2Z1  
Fax: 905-475-9289  
markham@goodlifefitness.com

**INDUSTRIAL MECHANIC**  
Must be well experienced. Able to perform basic machine shop work. Welding and fabricating.  
Send resume to: **The General Manager**  
FAX: 905-738-2098

**Home Relief Health Services**  
Requires **RN's, RPN's, HCA/PSW's**

Immediately for regular Private and/or Facility work in Markham, Stouffville, Uxbridge and Pickering.  
*Nursing students welcome to apply.*  
Car required.  
**Call 905-472-0709**

**P&C**  
general contracting

**PROJECT COORDINATOR**

General Contractor, located in Markham, specializing in Commercial and Institutional renovations requires a full time Project Coordinator. Duties include assisting the Construction Manager with all aspects of project administration from start to completion.

Candidates must have a minimum of five years experience in the industry, combined with hands-on knowledge of construction procedures, excellent organizational and communication skills and a knowledge of computer software. The ability to handle small estimates would be an asset.

Please fax resume to **Pete Casson, 905-479-0470**.  
*Thank you for your interest and only those selected for an interview will be contacted.*

505 careers    505 careers

**MAC ARTISTS**  
Required by fast paced advertising Agency in Markham. Excellent working conditions. Salary commensurate with experience.

**Production Artist**  
Opportunity for person with sound background in Quark, Illustrator and Photoshop.

**Experienced Designer**  
3 to 5 years experience in graphics. Multi-media preferred.  
Fax resume to: 905-475-6369

525 office help    525 office help

**MARKHAM LAW FIRM REQUIRES:**  
Family Law and Litigation  
**LEGAL ASSISTANT**  
Experience Required, 6 month maternity leave (possibly permanent) commencing June 12, 2000 or earlier if necessary. Please fax resume to: (905)940-3139, attention: Wendy

**ACCOUNTS PAYABLE/ ACCOUNTING SUPPORT**  
Very busy promotional products distribution company, requires a take-charge person for accounts payable and some additional accounting duties. Experienced bookkeeper with problem solving skills and excellent language and communication skills is required. Markham location.  
Please fax resume to:  
**(905)415-8024**

545 teaching opportunities    545 teaching opportunities

**Stouffville Christian School** now accepting applications for **TEACHERS** in including Special Education and Music  
Fax resume to: 905-640-7845  
or mail to:  
**R.R.#6, Clarendon on L1Y 1A3**

515 skilled & technical help    515 skilled & technical help

**MAC GRAPHIC ARTIST**  
with creative ability.  
Full Knowledge of Quark, Photoshop, Illustrator and printing.  
Fax resume to JB Printing  
Fax: 905-895-9653

**ACCOUNTING CLERK/ FRONT RECEPTION**  
for high tech computer company. First or second level CGA (or equiv.), light reception duties, excellent communication skills a must. Salary \$28K+ based on experience.  
Fax resume to: (905)943-7008 or email: careers@microalternative.com

530 sales help & agents    510 general help

**SALES STAFF** needed for full &/or part-time positions. Good communication skills & knowledge of golf a must.  
Please fax resume to: 905-946-1731 Attn: Diane Smith

**DDP Requires: DZ DRIVERS**  
•Recycling  
•\$13.00/hr.  
•Markham  
Leave Message  
1-877-420-1270

Manufacturer for the automotive and office products industries has the following openings:

**TOOL & DIE MAKER**  
Tool & Die Maker with at least 3 years experience in progressive tooling. Duties include construction, troubleshooting, maintenance and repair of high precision dies, jigs, fixtures, assemblies and prototypes for automated machinery. Some shift work required.

**CERTIFIED ENGINEERING TECHNOLOGIST**  
C.E.T. or equivalent with at least 3 years experience in a sheet metal fabrication and stamping environment required to set up process cards, work on improvements to the manufacturing process and act as a liaison between the production department and the engineering department. Experience in an ISO/QS9000 environment an asset.

**PROJECT ENGINEER**  
Responsibilities include: current product improvement, program coordination and implementation from quote through design/development into production. Additional responsibilities include program review with customers, sales, quality assurance, production and purchasing. Must be a self-starter comfortable working in a fast paced QS900 environment with minimal lead-time. At least 5 years experience and/or engineering degree required.

**PUNCH PRESS OPERATOR**  
Punch Press Operator with at least 3 years experience on presses over 300 tons, progressive dies and coil feeders. Must be able to work a 2 shift rotation.

Please forward resumes to:  
Jane Maciellan, H.R. Manager  
R. Reiningger & Son Limited  
1240 Twinney Drive  
Newmarket, ON L3Y 5N1  
Email: janem@reiningger.com  
Fax: 905-898-6020  
No Agencies Please

**R. REININGER & SON LIMITED**

*In business since 1959*  
Shipmaster Containers Ltd.  
Corrugated Paper Products  
is seeking a  
**STRUCTURAL DESIGNER**  
with CAD experience some experience in the corrugated box industry.  
Please fax resumes to:  
416-493-6223

530 sales help & agents    530 sales help & agents

**GREENBELT VOLKSWAGEN**

DESCRIPTION: Opportunity to join a leading, progressive and well organized Volkswagen dealership. Comprehensive benefit package, excellent working environment, outstanding earning potential.

QUALIFICATION: Salesperson with proven automotive experience, good English communication skills, willingness to commit strong effort towards customer satisfaction.  
Fax resume to: **Gerd Reisenacker** at 905-477-7530  
*Confidentiality guaranteed*

540 hotel restaurant

**1ST COOK**  
w/banquet catering experience.  
Full time, Mon-Fri, 7am-3pm.  
Good wages.  
Call **Merlyn**  
(905)477-7000 ext 8260

**PAINTERS HELPER**  
required. Must have 5 years experience and be able to work independently. Wages negotiable. Own transportation & tools required.  
Call **Mike**  
(905)294-0779

**MAINTENANCE PERSON**  
With good skills in electrical, plumbing, heating and all aspects of building maintenance willing to work all shifts required. **Send resume by fax to Bethany Lodge, 905-477-2888** or come to 23 Second St., Unionville for job application form.

535 hospital, medical, dental    535 hospital, medical, dental

A long term care facility with a home-like atmosphere, requires Part-time RN willing to work some nights to help care for our Seniors.

**Qualifications:**

- Registered with the College of Nurses of Ontario.
- Some experience and education in gerontology, an asset.
- Supervisory and team skills required.

**Interested applicants fax resume to Bethany Lodge (905)477-2888 or phone (905)477-3838, and ask for Dian Cairns, Director of Care.**

510 general help

**PART-TIME POSITIONS AVAILABLE**  
\$15 HOUR  
CAR REQUIRED  
ENGLISH A MUST  
Call **Peter at 905-686-2445** ext. 224

**LANDSCAPE MAINTENANCE WORKERS**  
On a seasonal basis, May-Nov. Driver's lic. req., experience preferred but not mandatory. Call: (416)291-1611

**COUNTER HELP**  
Full/part time. Duties include cash, water testing, customer service.  
(905)472-6871

**Please Recycle**

