

Classified

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

York region

CAREERS

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bulk barn

Position available with a progressive franchisor of 57 retail specialty food stores. Offices located in the prestigious Beaver Creek Business Park in Richmond Hill (16th Avenue & Hwy 404).

EXECUTIVE SECRETARY

Reports directly to the Senior Vice President. Responsible for all secretarial functions related to Merchandising, Store Operations and Advertising departments. Duties are varied and include analyses of data and corresponding preparation of extensive spreadsheets, preparation of all internal and external correspondence, maintenance of an organized filing system, scheduling and travel arrangements, preparation of computerized purchase orders for inventory acquisition, and various other areas of administration. The position involves co-ordination with outside suppliers, liaison with other departments of the company and day-to-day interaction with franchisees.

The individual must be extremely proficient in a computerized environment and, as well, must be comfortable working with figures. We require strong skills in Microsoft Word and Excel applications. Written skills must be impeccable. A detail-oriented approach and excellent organizational abilities are a must.

We will consider only candidates with several years' experience in a senior secretarial/administration role, who have provided support at the executive level.

This position requires an extremely professional demeanor, exceptional interpersonal skills and a team approach to dealing with business issues. Please fax your resume to Luana Tustian at: Bulk Barn Foods Limited, Fax (905)886-2722. No telephone calls please.

Canada's largest bulk food retailer and more

COUNTER PERSON

Plumbing & Heating supplier requires experienced, energetic counter person for counter/showroom/warehouse duties. Saturdays required.

Fax resume to: 905-883-1837

CONSTRUCTION LABOURER

Full time. Driver's license required. Markham area. Some experience an asset.

Call 1-(905)898-5503

WAREHOUSE POSITION

Energetic person required by progressive company for air conditioned warehouse. Must be motivated and willing to learn. Opportunity for advancement. Shipping, receiving, picking and packing. Minor mechanical repair and assembly. Benefits package.

CHEMLINE Plastics Limited

55 Guardsman Road
Thornhill, Ontario L3T 6L2
Fax: (905)889-8553
No calls or agencies please

Davis + Henderson EMPLOYMENT OPPORTUNITY

POSITION: Typesetter - Contractual 6 months

Location: 81 Whitehall Dr., Markham ON, L3R 9T1
(1 block north of Hwy #7, between Warden & Woodbine)

Requirements:

- Scanning of custom logos using Adobe Photoshop.
- Apply changes to business/forms and laser cheque orders using custom built in-house software application in conjunction with PageMaker 6.5 software.
- Generation of proofs for customers requesting custom work.
- Creation of plate images using PageMaker software.

Qualifications:

- Must have graphic experience using various desktop publishing applications including the Adobe Suite ie: Pagemaker, Illustrator, Photoshop in a PC environment.
- Self Starter.
- Quality conscious & attention to detail.
- Good general pc skills.
- Product knowledge an asset.
- Team player
- Flexibility to work overtime as required.

Hours: Mon - Fri. 5:00 pm to 12:00 midnight (7hrs)

This position reports to Ann Hope - Custom Art Department Manager. Pls. fax or email your resume to the following:

Fax: #905-944-0229 or E-mail: ann.hope@dhltd.com

No phone calls or agencies please.

Applications will be accepted until Friday, May 15th, 2000. We thank all candidates for their interest & advise that only those under consideration will be contacted.



DO YOU NEED..

Wait Staff?

Dishwashers?

A Chef?

Maitre'd?

Bussers?



Call The Liberal Classifieds

1-800-743-3353



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540 hotel restaurant

525 office help

525 office help

OFFICE ADMINISTRATOR

This temporary position is available in June 2000 for approximately 6 months (maternity leave). The Office Administrator will be responsible for invoicing, accounting and reception duties.

Requirements:

- Understanding of Accounting Principles (Simply Accounting)
- 2 years experience in office administration
- Excellent communication skills (both written & verbal)
- Proficiency in Office Automation Tools - Microsoft Word and Excel
- Responsible and able to work independently

Please mail, email or fax your resume to:

Strategic Information Technology Limited
Attention: Nick Di Nizio
37 Sandiford Dr., Suite 304
Stouffville, ON L4A 7X5
Email: nickd@stratinfotech.com
Fax: 905-640-0809

We appreciate all responses and will be in contact if a meeting is required. No telephone calls or agent solicitations please.

MILLIKEN RESTAURANT

now hiring Part & Full Time. Experience preferred, will train. Must be fluent in English & willing to learn. Apply in person: 7725 Birchmount Rd. Unit #18 (at 14th Ave.)

WAIT STAFF

Required for restaurant in Unionville. 3 years experience. Fax resume to: 905-640-8831

510 general help

FULL TIME PERSON for fitness equipment delivery/set up & basketball system installations. (905)886-2144

LAWNS & GARDENS OF CANADA Requires LANDSCAPE LABOURERS Hourly rate: \$10./hr. Please call 905-944-1558

HOCKEY ADMINISTRATOR

The Whitchurch Stouffville Minor Hockey Association is seeking a hockey administrator for their hockey office. Applicant must have good command to the English language, a friendly out-going manner, and word processing skills. Knowledge of a hockey association would be an asset. This is a part-time contract position of approx. 25 hrs/week. Please forward resume to: Whitchurch-Stouffville Minor Hockey Association, P.O. Box 976, Stouffville, Ontario. L4A 8A1

ACCOUNTING POSITION

Full time. The ideal candidate would be a person with at least 1 year accounting experience, preferably in a retail environment and/or be working toward an accounting certificate/ diploma. Should be able to work up to and including the trial balance. Medium size bank reconciliation, Microsoft Word and Excel experience is a definite asset.

We offer good wages and benefits and a friendly working environment. We welcome your application by fax 905-420-0714 Att: Siglinde Majumder

BILINGUAL F/T ADMINISTRATOR

(Fluent French/ English) required for a busy group benefits administration company located in Markham. Must be computer literate. Knowledge of Microsoft Office an asset. Good communication skills with the ability to handle customer inquiries in a professional and efficient manner. Hours 8:30 a.m. - 4:30 p.m. Please fax resume to: Fax: 905-477-2249

525 office help

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We are a rapidly growing distribution company in the Canadian Natural Gas Industry with immediate openings for the following positions in our Aurora office:

Customer Service Representative

- Strong mathematical/analytical background
- Proficient in Microsoft Office '97
- Your responsibilities include servicing all aspects of customer needs through your acquired knowledge of all product lines
- Generate weekly and monthly reports; varied administrative duties
- 3-5 years experience preferred

We offer competitive salaries & extensive benefits packages. If you have the energy and necessary job tools to contribute to our fast-paced growing company, then please fax your resume to the Attention of the General Manager at:

(905)727-6077

525 office help

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510 general help

ADMINISTRATIVE ASSISTANT/ EVENT PLANNER

Req. immediately with a minimum of 3 years experience. Excellent computer skills, cheerful, high energy personality. Variety of general office duties, great organizational skills. F/T/P/T. Make your own hours. Fax resume to: (905)470-0384

HANDYMAN (M/F)

Required for general renovations Call 905-294-8170

HEAVY EQUIPMENT & TRUCK MECHANIC

Experienced with licence. Markham area. Fred or Angelo 905-294-7480

EXPERIENCED MACHINE OPERATOR

for final grading around houses for sodding. Must have experience. Call Sam, 8am-4pm 416-984-3970 905-895-7034