

Classified

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

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york region

CAREERS

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

Promote your company's **INTERNET PRESENCE** in the Classifieds. Be sure to include your **WEB ADDRESS**

500 career training

OPEN HOUSE
Microsoft Systems Engineer, Microsoft Solution Developer & Cisco Systems info.
Tuesday May 30th, 7 p.m.
Durham College, 1610 Champlain Ave., Whitby. Highest quality IT training without the travel at Durham College's Certified Technical Education Centre. Funding (including E.I.) to qualified.
Call John 905-721-3341

515 skilled & technical help

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

505 careers

At Shoppers Drug Mart, we know that success comes from continually meeting... and often exceeding customer expectations. In support of this commitment, we require the following professional:

FRONT STORE MANAGERS

We are seeking enthusiastic individuals to join our training program. Upon successful completion, you will assume responsibility for managing one of our stores. Candidates must have a post-secondary education, preferably a university degree in Business, along with excellent organizational, interpersonal and time management abilities. Your three years of retail management experience has included planning for sales growth, leading staff and assuming responsibility for financial performance.

Opportunities are available throughout Ontario. We offer an excellent training, remuneration and benefits package. Qualified applicants are invited to send their resume, no later than June 9, 2000 quoting File: FSM-CF to: MDP Recruiter, 243 Consumers Rd., Willowdale, ON M2J 4W8 or email: mdp recruiter@shoppersdrugmart.ca. We thank all applicants; however, only those to be selected for an interview will be contacted.

SHOPPERS DRUG MART.

525 office help

BACK UP RECEPTIONIST/ OFFICE ASSISTANT

A busy manufacturing company in Markham requires a back-up receptionist/office assistant for our office located in the Steeles/Woodbine area.

Responsibilities include reception, filing and general office duties. The position requires a highly self-motivated individual with the ability to work in a fast-paced environment. This is an entry-level position possibly leading to advancement in Inside Sales or Accounting/Finance positions, and beyond. Candidates should have working knowledge of MS Word and Excel Software and **must possess excellent written and verbal English communication skills.** Hours 7:30am - 4:30pm

Please fax resume with Salary expectations to:
(905)475-7479

515 skilled & technical help

CHOUINARD BROTHERS REQUIRES EXPERIENCED RE ROOFERS

- Top rates with year round work if desired
- Long term commitment

(905)479-8300 ask for Danny

505 careers

At Shoppers Drug Mart, we know that success comes from continually meeting... and often exceeding customer expectations. In support of this commitment, we require the following professionals:

COSMETIC MANAGERS

We are seeking individuals who are looking for a career move that will provide them with management responsibility for the total business performance within a major Retail Department. Several such opportunities exist within our Cosmetic Manager Training Program where, upon successful completion, you will assume management responsibility for one of our in-store Cosmetic Departments. Your several years of supervisory experience have included planning for sales growth, staff management/leadership, and responsibility for financial performance. Candidates must have a professional designation in Cosmetology Post secondary Business training would be an asset.

Qualified applicants are invited to send their resume, no later than June 9, 2000 quoting File CM-CF to: MDP Recruiter, 243 Consumers Rd., Willowdale, ON M2J 4W8 or email: mdp recruiter@shoppersdrugmart.ca. We thank all applicants; however, only those to be selected for an interview will be contacted.

SHOPPERS DRUG MART.

530 sales help & agents

RETAIL SALES ASSOCIATE
for upscale Unionville women's wear store. Management potential, energetic and motivated. Minimum 5 years experience.
Fax resume to: Gillam's
905-477-9270

540 hotel restaurant

New Bistro/Bar Markham Now Hiring All Positions
Bring resume to: **Red Hot Bistro & Bar Inc.**
144 Main St. N. Markham

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

FORK LIFT DRIVER
Experienced/licensed fork lift driver for all material handling duties in the punch press area including the handling of heavy steel coils.

SHIPPING ASSISTANT
Highly motivated experienced shipping assistant with attention to detail required for busy shipping department. Licensed fork lift driver. Raymond Reach certification an asset.
Both positions are on a two shift rotation.

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

525 office help

PROFESSIONAL ADMINISTRATIVE ASSISTANT

required for senior management group. The ability to prioritize tasks, meet deadlines and present a professional image are the core skills we require. MS Word proficiency and a background that suits a demanding environment will make you a leading candidate for this position. Please fax your resume, including salary expectations to: **905-738-1416, Concord area.**

525 office help

AT&T Canada Enterprises Company (Leslie/407)

LEGAL SECRETARY

Qualifications:
• 3-5 years experience (corporate)
• excellent computer skills (Word 97, Outlook and Internet)
• detail-oriented, organized, self-starter
• dependable "team player"

Flexible or compressed schedules may be accommodated within certain parameters.

This is a contract position. Consideration will be given to the successful candidate should a permanent position become available. Please fax your resume and salary expectations to: **Human Resources at 416-204-2964 by June 5, 2000**

525 office help

GOLF EVOLUTIONS
Rapidly expanding specialty retailer is seeking:
F/T P/T SALES ASSOCIATES
for apparel.
Suitable for women & men.
Fluent in English & Chinese preferred.
Please fax resume to: 416-922-6552
No phone calls please.

540 hotel restaurant

SERVERS - EXPERIENCED
required immediately. Full/part time evenings for busy pub.
Markham Rd./Hwy #7
SHELLIE PUB
905-471-2469
or fax resume
905-471-0958

525 office help

LEGAL SECRETARY
Full-time for Markham law office. Min. 3 yrs. experience, working knowledge of P.C. Law and software pertaining to Real Estate, Corporate & Estate law.
Fax resume to: **(905)513-7147**

525 office help

QUAKER

The Quaker Oats Company of Canada Limited
Administrative Assistant
Permanent part-time position, 3 days/week. Excellent Excel, Word & Power Point skills required.
Please fax resume to:
(905)305-5300

540 hotel restaurant

Spezzo Ristorante requires Full time
EXECUTIVE CHEF & SOUS CHEF
for a busy upscale Italian Restaurant.
Interviews at: 140 York Blvd., Richmond Hill (404 and Hwy #7)
Fax resumes in advance to:
(905)886-3335
Interviews to follow.
For more info call **(905)886-9703**

510 general help

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

525 office help

A private golf course requires a **FULL-TIME, SEASONAL SECRETARY/RECEPTIONIST**
Good knowledge of Microsoft Word and Excel and experience with a cash register.
Fax resume to: **(905)477-7654**

540 hotel restaurant

Markville Dry Cleaners is looking for:
• General helper
• Counter person
• Shirt Presser
Full or part-time. Apply at 6040 Hwy #7.

540 hotel restaurant

ORDER FILLER/RECEIVER
required for fastener co. in Markham. Heavy work. Part-time approx. 2 days/week. Flexible. Fax resume to: **Mr. Eric Jones, 905-479-4877**