

# Classified

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

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# CAREERS

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

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## NEED HELP STARTING A BUSINESS

**Call YMCA Markham Business Centre 905-948-9622**

**Or drop in at our Centre**  
4855 14<sup>th</sup> Avenue, Unit 3, Markham, Ontario (between Kennedy Road and McCowan)

**This program is funded by:**

Human Resources Development Canada / Développement des ressources humaines Canada

**Physical Planning Technologies Inc.**, a Markham based software and building technology firm serving clients in Canada, the United States and Mexico is currently interviewing for contract positions in the following disciplines, with the likelihood of successful candidates being offered permanent positions:

- Architectural
- Mechanical
- Electrical

**Qualifications:**

- Ten years experience in a responsible position designing, evaluating and costing building systems and components.
- An undergraduate degree in one of these disciplines is preferred, with OAA or PEO membership asset.
- Good knowledge of local building codes, standards and technical requirements.
- Strong verbal and written communication and interpersonal skills, flexibility and the ability to work in a team environment.
- Team leadership skills.
- General knowledge of computers with sound experience in the use of spreadsheets, data management, presentation and word-processing software.

We offer competitive remuneration and the opportunity to work and advance in a rapidly growing and dynamic environment. Interested candidates should forward, in confidence, a resume to:

Graham Reid, Auditing Manager,  
Physical Planning Technologies Inc.  
Phone: (905)477-4460  
Fax: (905)479-1279  
E-mail: greid@recapp.com

**Community Care Access Centre of York Region**

provides community care, placement, information and referral services for people of all ages through a visible, single point of access. We are a not-for-profit organization working in partnership with clients and their families, community agencies, schools and hospitals, enabling children, adults and seniors to access health care and personal support services to help them live independently.

### DIRECTOR

You will provide leadership to a geographically based Client Services team with additional lead responsibility for specialty program(s) such as Mental Health and Children's Services. You will liaise with our community partners to integrate services along the continuum of client care and manage multidisciplinary programs. Reporting to the Vice President, you will be responsible for staffing, program development and budget management.

Qualified applicants will have a Baccalaureate degree in a related health care discipline, with a valid registration with an appropriate professional college. A Masters degree in a health related discipline would be an asset. Minimum of five years experience in a community setting or other related health care field with demonstrated management skills. Budgeting knowledge including preparation, forecasting and monitoring. Superior oral/written communication skills required, and advanced computer skills. Experience working in a union environment would be an asset.

The initial area of employment will be Newmarket, however, the Southeast Team will be moving to a location in Stouffville by the end of this year.

Mail, fax or e-mail your resume, by July 14, to the Recruitment Coordinator, Human Resources, CCAC of York Region, 1100 Gorham Street, Unit 1, Newmarket, ON, L3Y 7V1, email hr@ccacyorkregion.on.ca. Fax: (905)895-7205. For more information on this position, and others, visit our web site at: [www.ccacyorkregion.on.ca](http://www.ccacyorkregion.on.ca).

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**SHANAHAN** Ford LINCOLN

ISO 9002 2000  
35 years in Toronto  
20 years in Newmarket  
www.shanahanford.com email:ford@linc@istar.ca

**Full Time Experienced Ford**  
•GENERAL TECHNICIAN  
•TRANSMISSION TECHNICIAN

Ideal candidate will be a Class "A" licensed technician and have up to date Ford training, able to excel in a flat rate shop while making quality workmanship their priority.

Apply in person or fax resume to: 905-853-6513, 567 Davis Drive, Newmarket

**Markham RECEIVING WAREHOUSE MANAGER**

Your skills: "Hands on" leader  
Detail oriented  
Good communicator  
Forklift licence preferred

Your remuneration: Salary+ benefits

Apply by application & resume to:  
Human Resources, 8675 McCowan Rd

**525 office help**

**Admin Asst. Marketing**  
MS Office, Powerpoint, Excel, Word. Prefer recent Grad. Markham. Tourworld.com. Fax resume: (905)940-9023

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**SALES & MARKETING ASSISTANT**

A major distributor of electronic equipment in Markham has an opportunity for an enthusiastic team player to assume the role of Sales & Marketing Assistant.

The successful candidate will possess strong PC skills, including Excel, Word, E-mail applications, database management, and Access along with an aptitude for mathematics. Must be able to organize multi-task applications.

Applicant must possess excellent interpersonal abilities, combined with strong oral and written communication skills. We offer a competitive salary.

Please forward your resume, starting salary expectations to:  
Box 2771,  
c/o The Markham Economist & Sun  
9 Heritage Rd.  
Markham, ON L3P 1M3  
(Only those candidates selected for an interview will be contacted)

515 skilled & technical help

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**SERVICE PERSON**

Due to increased business volume, a large established kitchen cabinet manufacturer requires a dedicated service person to perform cabinet service repairs for builder sites in York Region and beyond. Candidates must possess own transportation, tools and a proven track record of quality work.

Interested candidates, please fax resume to: 416-733-7629

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 a busy press department including the handling of heavy steel coils. 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**

**LEGAL SECRETARY - TIRED OF TRAVELLING DOWNTOWN?**  
Hwy. 7 & Leslie, Personal Injury and insurance, 2 to 4 years experience  
FAX RESUME TO: (905)889-1139

**HUMAN RESOURCES ASSISTANT Part-time**

Required by Markham based consulting firm. Must be experienced, have strong communication skills and be proficient in Word/ WordPerfect and Excel.

Please fax resume to:  
905-944-9864 by July 7th.

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**ACCOUNTING POSITION**

Manufacturer in Stouffville is seeking an energetic self-motivated individual with experience in Accounts Receivable and Accounts Payable. Computer experience necessary. Knowledge of AccPac and Excel an asset.  
Fax resume (905)642-0450

**525 office help** **525 office help**

**ADMINISTRATIVE ASSISTANT**

Toy Company looking for enthusiastic individual to perform a variety of office duties. Computer experience a must (Microsoft Word, Excel, Power Point & Internet). Stouffville area. Fax resume and salary expectations to: (905)709-9010

**ACCOUNTING ADMINISTRATOR**  
Permanent / Mon. - Fri. 32 hrs/wk. Flexible hours 8:30am - 5:00pm

A busy distributing company is seeking an experienced individual to handle G/L, A/P, A/R and collections:

**Requirements:**

- Detail-oriented and organized
- Post sec. ed. in Accounting
- Minimum 2-3 years experience
- Comp. exp. MSOffice & ACCPAC
- Excellent telephone skills

Fax resume to: (905) 470-7221

**COLLECTIONS**

National Collection agency requires F/T, P/T Supervisors, Third Party Collectors. French an asset. Good salary plus commission. Please send resume; e-mail: aro@eof.ca fax: (905)201-6441

**540 hotel restaurant**

La Grotta on Main is now hiring  
**DISHWASHERS**  
Apply in person to: 205 Main Street, Unionville

**RECEPTION/ CLERK**  
required, experienced only apply. Full time. Mail resume to:  
420 Hwy #7, East  
P.O. Box 82046,  
Richmond Hill, L4B 3K2

**LINE COOKS**  
Full/ part-time. Exp. preferred. Apply in person:  
Kelsey's Highway 7 & Woodbine.