

york region

## C·A·R·E·E·R·S

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

500 career training

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515 skilled &amp; technical help

NEED HELP  
STARTING A  
BUSINESSCall YMCA  
Markham  
Business Centre  
905 948-9622Or drop in at  
our Centre4855 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

Canada

## AREA MANAGER

Successful, small business requires hands on manager. Applicants must have 5+ yrs supervisory experience, have strong customer service/ people skills, be computer literate and like to wear multiple hats. Earnings package \$35-\$45,000 based on results. Fax resume to 905-946-9866 or email: alloy@istar.ca

## KERRY'S PLACE YORK

Located 10 minutes North of Newmarket requires part-time staff to support men with Autism. Evenings, weekend and over night shifts available. Transportation required. Fax resume to: Human Resources (905)478-1497. Only successful applicants will be notified.

505 careers

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CAREGIVER SUPPORT WORKER  
Alzheimer Society of York Region

BSW/ MSW - Entry level position with community focus. Assisting families dealing with Alzheimer Disease and related disorders. Flexible hours, team player. Candidates must be eligible for Certification in the College of Social Work. Must have own vehicle and valid driver's licence. Fax resume by July 19, 2000 to (905)895-1736. Only applicants under consideration will be contacted.

515 skilled &amp; technical help

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Busy roofing company requires **METAL MEN (M/F)** to install roof flashing on new residential work. Union rates. (905)642-1127**IN HOUSE SHEET METAL WORKER** required for busy roofing company. Full time with excellent benefits. Willing to train. Location Stouffville (905)642-1127**EXPERIENCED SHEET METAL WORKERS** Required for fabrication & assembly in Gormley, Ont. Must be Local 30, union and in "Good Standing". HVAC type work. Perm. position. Call Mike for interview at: (905)888-9200 or (416)496-0109

525 office help

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**LEGAL ASSISTANT/ RECEPTIONIST**

Full time, Woodbine/ Hwy #7. Minimum 2 years experience. Fax resume: (416)773-0016

**RECEPTIONIST/ SECRETARY**

Full-time required for busy R.E. office. Strong command of the English language and excellent telephone manner a must. Typing skills and knowledge of WP, Excel, and internet a necessity. R.E. experience an asset. Fax resume to: (905)477-0505

**BUSINESS COACH/ FACILITATOR**  
(Full-time six-month contract position)

Responsibilities: Assist in ongoing development and facilitation of business curriculum for Self Employment Assistance Program. Assist individual participants to develop an idea into a viable business. Provide ongoing coaching/mentoring and assist in recruitment and program promotion.

Qualifications: Post-secondary education in Business Administration or related field essential. Demonstrated broad business knowledge, and owning a small business or small business consulting essential. Proficiency with MS Word and Internet use.

Send, fax or e-mail a resume and cover letter by July 24, 2000, 4:00 p.m.

**JOB SKILLS**Tannery Mall, 465 Davis Drive, Suite 120  
Newmarket, ON L3Y 2P1  
(905)898-5138 Fax: (905)898-4830  
email: nmkt@jobskills.org  
http://www.jobskills.org

Job Skills is committed to Employment Equity. We thank all applicants, but only those to be interviewed will be contacted.

Position availability pending funding approval

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**BON L CANADA**  
Aurora Plant

Bon L is a leading aluminum profiles extrusion company in Aurora. We have immediate openings for experienced:

**MILLWRIGHTS & ELECTRICIANS**

Millwright applicants must hold an Ontario Millwright certificate, have extensive hydraulic experience and PLC experience desirable. The successful candidate will be required to maintain all equipment from punch presses to extrusion presses, handling equipment, minor electrical repairs (including PLC's), pipefitting work and any other mechanical repair which he/she can perform safely.

Electrician applicants must hold an Ontario Industrial Electrician certificate have 2 to 4 years experience in an industrial setting and have PLC experience. The successful candidate will be required to maintain all electrical equipment, lighting and installations in the plant, repair of motors and industrial PLC's and minor programming and installation of industrial PLC's in the plant. Both positions are 12 hour shifts 2-2-3 schedule and include full benefits. Electrician rate \$24.71/ hr. Millwright rates \$21.06 - \$23.99/ hr. To apply, please fax resumes to: (905)841-9444 or drop off at 95 Dunning Ave., Aurora, ON L4G 1A5 or email: arenschaw@bonlcanada.com. Attn: Andrea Renshaw, Human Resources Department.

We thank all who apply, however, only those candidates chosen for an interview will be contacted.

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**CUSTOMER SERVICE REPRESENTATIVE**

DNP, a raw materials supplier of vitamins &amp; nutritional supplements requires a full-time, dedicated customer service representative in it's Markham location. Candidates must possess strong PC skills, excellent communication and the ability to organize and prioritize daily workloads.

DNP offers competitive wages/ benefits and a unique bonus program.

If you are interested in this expanding Health &amp; Nutrition Industry, please fax resume with covering letter no later than Monday, July 17th, to: Sales Manager, DNP Int'l Co. Inc. Fax: (905) 940-2727

**ACCOUNTS PAYABLE CLERK**

for rapidly expanding retailer in Hwy 7 &amp; Keele area. Successful candidate will have experience handling high volume payables, and working knowledge of MS Office. Must be self-motivated with proven ability to meet deadlines. Interested candidates should submit resume to fax: 905-761-1270 or e-mail: aramsay@look.ca

Authorized  
Installed  
Roofing  
Services  
Shinglers Required  
Good hourly wages paid. Also sub-contractor crews. Also exp. roofing service repairmen, and sheet metal workers, on hourly. Tradesmen can work year round. 1-877-943-7663 Fax: 416-785-6485

525 office help

**REAL ESTATE RECEPTIONIST**  
Switchboard and computer experience. Fax resume to: Aileen Mak 905-940-9215**SALES/ MARKETING/ ADMIN.**  
Applicants should possess office & computer skills. Fax: (905)642-9078

535 hospital, medical, dental

**DENTAL ASSISTANT**  
Motivated individual. Please fax resume to: 905-477-1763 e-mail: vasilaki@netcon.ca**RN'S RPN'S & PSW'S**  
Required nowfor all shifts  
NHI Personnel  
(416)368-9871  
Downtown  
(416)754-0700  
Scarborough  
Nursing Students  
Considered**THE PIANO STUDIO**

is a growing business specializing in pianos, keyboards and lessons. Studios are equipped with highest quality technology and musical instruments. Full time and part time teaching positions are available for piano and violin, Sept. 2000. We offer excellent salary and bonuses. Successful applicants will be outgoing individuals with professional work ethic and strong leadership qualities. Min. grade 10 is required. Bring resume in person to:

**THE PIANO STUDIO**14 Main St. South, Newmarket. Phone (905)895-1844  
Fax: (905)895-6851; email: jfast@neputne.on.ca**INFORMATION SYSTEMS / INDUSTRIAL ENGINEERING**

An Ajax based Tier 1 automotive Parts Manufacturer with three facilities in Ontario and 2 in the United States requires a person for Information Systems / Industrial Engineering.

Being the leader in the market, Jet Composites Inc. is growing aggressively as a global moulded fibreglass products manufacturer. The company has embarked on a shop floor data collection system in order to provide visibility to accurate measurable 'real time' equipment and operational data. The successful candidate will have full responsibility for design, project management, coordination, and implementation of the system. The initial assignment for this position would be to complete all data collection point, hardware and software integration, at the Ajax Ontario facility, followed by a roll-out of the same infrastructure to all Ontario and US locations. The candidate will be involved in a wide variety of work including: electrical and mechanical installations, PC and PLC programming.

Qualifications: Engineering Degree or equivalent experience, PC Programming Visual Basic preferred, Alan Bradley PLC - RS Logoix/RS Linx programming preferred.

Responsibilities: Project management, requirements analyses, PLC sensor logic and display, co-ordination of outside contractors, electrical drawings and schematics, process documentation, user training.

Contact: Glen MacQuarrie  
Fax: (905) 427-9403  
E-mail: gmacquar@jetcomp.com