

# York region CAREERS

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

505 careers

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515 skilled & technical help

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525 office help

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**aoc:**  
accountants on call

**Accounting Clerks - \$15-\$17/ hr**  
Intermediate to Senior A/P & A/R clerks are in demand. Experience with Cash Receipts, G/L, Bank Reconciliations. Our multi-location client welcomes many accounting software experience. Great company on your resume.

**Payroll Professional - \$18 to \$20/ hr**  
Highly desired! One of Toronto's biggest companies needs experienced payroll professionals. Any automated payroll systems a plus! But not required. Excellent opportunity for junior to senior candidates.

**Senior Accountants - \$28 to \$33/hr**  
Able to perform all accounting functions including financial analysis and reporting. Dynamic, growing company seeks accountant for highly visible position. Fantastic opportunity to get your foot in the door.

Tel: 416-932-1566 Fax: 416-932-2766  
E-mail: toronto@aocnet.com

**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.*

**STEELES/ WOODBINE RECEPTIONIST/ SECRETARY**  
Full time, dynamic person with excellent communication & organizational skills, computer literate. Car a must. Bilingual French/ English a must. Salary range \$22K- \$24K.  
Fax resume to: (905)415-0421

**CIRCUIT - TECH INC.**  
Manufacturer of printed circuit boards requires a **RECEPTIONIST** (mature) with some computer knowledge. Position available immediately. 8am to 5pm. Health benefits. Wages negotiable. Fax resume to: (416)497-6503.

**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

**BOOKKEEPER/ CUSTOMER SERVICE**  
For courier company. Extensive bookkeeping/ computer experience including A/R, A/P, Bank reconciliation and PST & GST knowledge. Must be organized and able to meet deadlines. Professionalism and excellent communication skills a must.  
Fax resumes to: 905-470-1497

**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

**Secretary/ Bookkeeper**  
required for construction company. Computer and bookkeeping experience with knowledge of Accpac. Construction experience an asset. Must enjoy working in a fast pace environment. Please fax resume to (905)-415-0225

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

525 office help

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Established Sales Company in Scarborough has immediate openings for:  
**ADMINISTRATIVE / OFFICE HELP**  
Outgoing individual with strong organizational & computer skills. Competitive Salary and full benefits package.  
Please fax resumes to:  
416-286-5963

**WORD PROCESSORS**  
Immediate full-time & September Full-time opportunities  
3-4 years office experience, excellent English skills, advanced MS Office, to assist Marketing and Proposals Department.  
Fax (905)882-4399 or e-mail: colesherman@urscorp.com

515 skilled & 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

**MILLER THOMSON LLP**  
Miller Thomson LLP, a prominent national law firm with offices in Toronto, Calgary, Edmonton, Markham and Washington, D.C. has an immediate opening for a Data Entry Clerk & Administrative Assistant in our Markham office.

**DATA ENTRY CLERK & ADMINISTRATIVE ASSISTANT**  
These positions require someone with fast and accurate data entry skills. Demonstrated expertise with Elite would be an asset. The successful candidates must be well organized with excellent interpersonal and communication skills. The Administrative position requires someone with excellent written skills.

If you are interested, please forward your resume to:  
Human Resources, Miller Thomson LLP,  
60 Columbia Way, Suite 600 Markham, ON L3R 0C9  
or Fax (905)415-6741

*We appreciate the interest of all applicants and advise that only those under consideration will be contacted.*

TORONTO CALGARY EDMONTON  
MARKHAM WASHINGTON, D.C.

**PANDUIT CANADA**

Panduit Canada, a leading manufacturer of Electrical/Data Communication products, has the following job opening:  
**PROFESSIONAL RECEPTIONIST/ SWITCHBOARD/CLERK**

The successful candidate must have experience as a Receptionist/Switchboard Operator working in an office environment, excellent communication skills, a polished and professional manner, and be willing to take on tasks as required. Knowledge of Meridian Norstar system with voice mail and computer skills an asset.

Please forward resume to:  
**PANDUIT CANADA**  
140 Amber Street  
Markham, ON L3R 3J8  
Fax: 905-475-1590  
Attn: Human Resources  
E-mail: hrcanada@panduit.com

535 hospital, medical, dental

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**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

**REAL ESTATE RECEPTIONIST**  
Switchboard and computer experience.  
Fax resume to:  
Aileen Mak  
905-940-9215

**HOSTESS/ HOST**  
required for homebuilder. Must be Chinese and English speaking, outgoing, work flexible hours and maintain a polished demeanor. Duties: greeting, assisting customers and filing. Fax resume to: 416-633-7491 and references MESSA.

Markham based marketing company requires a **Bilingual Person for Entry Level Position**

Duties include:

- Reception, switchboard, couriers and computer-based clerical work
- Toll-free telephone answering to handle orders and enquires in both French & English
- Assisting Program Coordinators with inventory, packing & shipping

A great opportunity to gain basic business/marketing experience.  
Fax resume to 905 642-9191 or email doug@pipher.com

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

Immediately for regular Private and/ or Facility work in Markham, Stouffville & Uxbridge  
Nursing students welcome to apply  
RN's for private duty in Pickering req'd immediately.  
Car required.  
Call 905-472-0709  
between 10am-4pm. Mon-Fri.

**We have an immediate opening for an:**  
**ACME-GRIDLEY**  
Screw Machine Operator

Set-up experience a definite asset. We offer excellent wages and benefits. All personnel interested in this position, located in Markham, are invited to fax their resume to: (905)294-2043.

**SALES/ MARKETING/ ADMIN.**  
Applicants should possess office & computer skills. Fax:  
(905)642-9078

**Experienced Full-Time RECEPTIONIST REQUIRED**  
The ideal candidate should have the following skills:

- Professional telephone manners
- Excellent in oral and written communications
- Solid computer skills in Microsoft Office and Excel
- Basic accounting knowledge
- An organized and prioritized approach to daily duties

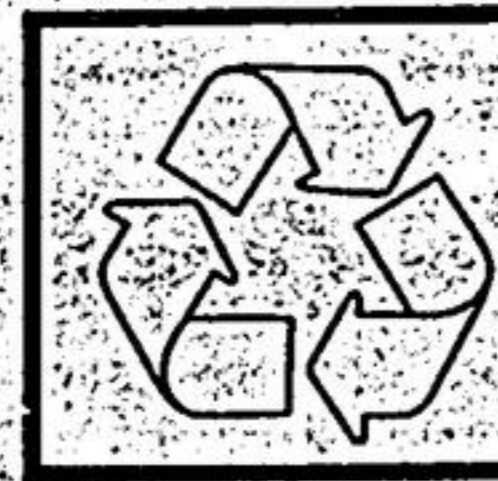
Full time position available immediately in the McCowan/ Steeles area.  
Please fax your resume to (416) 321-2491.

540 hotel restaurant

540 hotel restaurant

**CAFETERIA PERSON**  
Required, Markham area. Full time and Part time positions. Experience an asset. Above average wage.  
(905)853-2800 or fax 853-7135

**IN HOUSE SHEET METAL WORKER**  
required for busy roofing company. Full time with excellent benefits. Willing to train. Location Stouffville  
(905)642-1127



**Angus Glen Golf Club**  
is seeking full and part time **DISHWASHERS**.  
Call Frank  
905-887-0090 ext. 208