

# Classified

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

www.yorkregion.com

## 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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525 office help

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525 office help

530 sales help & agents

530 sales help & agents

### CUSTOMER SERVICE CHALLENGE!!!

ITL Circuits, industry leading Electronics Company located at Steeles and Woodbine requires a new team member. Minimum 2 years as C.S.R. in a manufacturing environment. Must enjoy fast pace and challenging daily activities. Reliability and professional manner are required. Competitive salary and benefits. Please send resume and salary expectations to:

**ITL Circuits**  
90 Don Park Road  
Markham, Ontario L3R 1C4  
Fax: (905)475-5097

### NORTH POINTE

**REQUIRES IMMEDIATELY**

**PART-TIME RECEPTIONIST**

Alternate Saturdays,  
& 2 evenings/ week.  
Pleasant telephone manner and  
fluent English a must!  
Fax resume to: Sheryl Camm:  
(905)294-9858

A progressive technology based company located in Markham requires a dynamic team player to fill the following position:

### RECEPTIONIST

The ideal candidate will handle our switchboard telephone system with 30 incoming lines and up to 75 allocating extensions. You should be multi-tasked, customer focused, deal well under pressure as well as have a pleasant telephone manner.  
Please fax your resume with salary expectations to: 905-474-0102  
Attention: Charlie Rabito

### VILLAGE

NISSAN

### SALES CAREER

• Retail Sales Experience required  
**WE OFFER:**  
• training program  
• a monthly guarantee  
• outstanding commission plan  
• monthly & yearly bonus  
• comprehensive benefit pkg.  
• company demo plan  
• Nissan Club Excellence Program  
Fax resume to 905-940-6636  
or call Ted Kelly at 905-477-3337

525 office help

### OFFICE MANAGER

Required for growing small business in Hwy 404/ Hwy 7 area. This is a growth-oriented position for someone who has excellent phone skills, is computer literate, friendly and outgoing with an ability to work independently. The ideal candidate has a strong command of English, is organized and detail oriented.

Please forward resume to:  
BOX # 4634  
c/o The Markham Economist & Sun  
9 Heritage Rd  
Markham On, L3P 1M3

### DATA ENTRY OPERATOR

(Woodbine & Hwy. 7)

Busy office has full-time opening for an organized, energetic self-starter. Duties will include data entry, preparation & shipping of daily courier mail as well as other varied office duties including telephone reception and assisting with customer service. Must have good command of the English language. Knowledge of MS Windows software and a minimum of 50 wpm is required. Experience preferred, but not necessary.

Please fax resume to:  
(905)940-3244  
or email: jobs@iac-sentinel.com

Markham based marketing company requires

**Experienced**

### Data Entry Clerk

with potential for growth

Full time entry level position. To be successful, applicant must have:  
• great keyboarding and organizational skills  
• computer literacy - experience with Macintosh preferred  
• ability to multi-task  
• organizational skills  
• fluency in English mandatory, fluency in French a definite asset.  
Fax resume to 905-642-9191,  
or email: doug@pipher.com

### ACCOUNTING ASSISTANT

Markham Distribution Co. CGA, level 2 or 3. Strong Excel and communication skills. 3 month contract.  
Fax resume to:  
**Pasona Inc.**  
416-867-1369

Picture frame manufacturer in Markham requires people to assemble picture frames. No experience required.  
Fax resume to:  
(905)470-9040

510 general help

### GENERAL LABOURER

required part or full time for Markham Dodge Chrysler.  
Call  
Carol Longman  
(905)471-1500

### SWIM INSTRUCTORS

for Thornhill pool. Must have current Red Cross instructor. Day-time, evening and weekend shifts available  
(905)709-8988

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

### SALES/ PRODUCTION COORDINATOR

For busy Markham based Promotional Products Distributor. Successful candidate will be an organized problem solver able to multi-task w/excellent communication skills, related experience preferred. Salary commensurate w/experience. Fax (905)415-8024

515 skilled & technical help

515 skilled & technical help

### IN HOUSE SHEET METAL WORKER

required for busy roofing company. Full time with excellent benefits. Willing to train. Location Stouffville  
(905)642-1127

### Busy roofing company requires METAL MEN (M/F)

to install roof flashing on new residential work. Union rates.  
(905)642-1127

### LICENSED ELECTRICIAN and/ or LATE TERM APPRENTICE

Industrial/ commercial work.  
Call (905)884-1017

525 office help

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Richmond Hill insurance brokerage requires

(1) LICENSED CSR  
(2) RECEPTIONIST  
Please fax resume to:  
905-731-5433

International Home Foods (Canada) Inc., manufacturer of such category-leading brands as Chef Boyardee, PAM and Puritan, has an immediate opening in our Markham office at Highways 7 & 404 for the following position:

### RECEPTIONIST/ ACCOUNTING CLERK

Responsibilities include handling switchboard for this 25-person office, processing mail and courier packages, preparing bank deposits, collating, sorting cheques, filing reconciling accounts and light kitchen maintenance.

Applicants must possess a post-secondary degree or diploma, excellent communication skills and be proficient in Lotus and Excel. We offer a competitive salary, comprehensive benefits package and opportunity for growth. Please forward your resume in "Confidence" to our Niagara Falls office:

Human Resources Specialist  
International Home Foods  
(Canada) Inc.  
4825 Pettit Avenue  
Niagara Falls, Ontario  
Fax: (905)356-2633  
strangesm@ihfc.ca

We thank all candidates for applying, however, only those under consideration will be contacted.

### RECEPTIONIST

Required for busy Markham manufacturer. Self-starter, detail oriented, excellent interpersonal skills, Meridian Phone System, Microsoft Word/Excel, basic accounting skills. Fax resume to:  
(905) 470-1789

### LEGAL ASSISTANT

Entry level position. Family law lawyers. Markham (Warden/ 14th). Must have a Legal Assistant Diploma, knowledge of Divorcemate and/or PCLaw an asset.  
Fax resume to: (905)415-0785

535 hospital, medical, dental

535 hospital, medical, dental

### 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.

540 hotel restaurant

540 hotel restaurant

### THE LION OF STOUFFVILLE

1) EXPERIENCED BARTENDER  
For very busy bar  
2) F/T WAIT STAFF  
3) KITCHEN CLEANER  
Call (905)642-1344  
Or fax resume to (905)642-1343

530 sales help & agents

530 sales help & agents

### Be Part of the Fun!

Canada's premier games retailer is seeking individuals to fill full-time and part-time positions in our Markham location. If you possess superior customer service skills, are an excellent communicator and like to have fun, we want you! Preference will be given to those well groomed individuals who exhibit flexibility and thrive in a challenging environment that promotes teamwork. Retail experience preferred. Interested individuals should submit their resumes to:  
Dufferin Games  
Markville Mall  
5000 Hwy #7  
Markham, Ontario  
L3R 4M9  
Ph: (905)477-7665  
Fax: (905) 477-8395



### SUPPLY COOKS NEEDED

in York Region flexible, part time hours for child care centres (25-100 children)  
Fax resume to: (905)474-1021

Busy Markham Pub now hiring experienced

WAIT STAFF & KITCHEN STAFF  
Minimum 2 years experience.  
Please call  
(905)294-3181