

# 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

505 careers

505 careers

505 careers

505 careers

505 careers

505 careers

515 skilled & technical help

515 skilled & technical help

We are a well-established executive search firm, working at senior levels, in a number of industries. We have a rigorous process-driven methodology and a reputation for thoroughness. As such, our clients have high expectations, and the need for in-depth, comprehensive research support is paramount. We seek an individual to join our team of professionals as

### EXECUTIVE SEARCH RESEARCHER

You will spearhead all recruiting research activities, in support of our consultants. Creativity, a confident and persuasive phone manner and tenacity will distinguish the chosen candidate. A background in an outbound call centre is ideal, or anyone wanting to develop their innate sales skills.

Please reply in strictest confidence to:

**Carmichael Birrell & Co.**

111 Gordon Baker Drive, Suite 610

North York, Ontario

M2H 3R1

Fax (416)495-8270

E-mail: info@carmichaelbirrell.com

Web site: www.carmichaelbirrell.com

### TORCAN CHEMICAL LTD.

...continuing growth.....new opportunities

Torcan Chemical Ltd. is a research, development and manufacturing organization specializing in pharmaceutical substances and located in Aurora, approximately 45 minutes north of Toronto. Our newly opened operations expansion requires the following personnel:

#### OPERATORS - PROCESS MANUFACTURING

**Job Summary:** As part of an energetic team you will be responsible for manufacturing products according to customer and company requirements. Functions include set-up, operate and cleaning of all production equipment. You may perform batch making duties with total supervision, ensuring at all times, current Good Manufacturing Practices (cGMP), Standard Operating Procedures (SOPs), established Safety Standards and company policies and regulations are being followed.

**Job Requirements:** Minimum Secondary School Diploma or recognized equivalent. Good verbal and written English communication skills. Mathematical ability (decimals, addition, subtraction, multiplication and problem solving). The position would suit someone with a background in process manufacturing (not necessarily in chemicals) where focus on detail was essential. As well you must have a team attitude and be able to work a three-shift-rotation basis.

#### MAINTENANCE TECHNICIAN

An opportunity to join our maintenance team would require two to five years experience, good interpersonal skills, self motivated, experience in installing, troubleshooting and repairing mechanical equipment. Your knowledge and experience in a Preventative Maintenance program and experience in fabrication, assembling, welding, cutting and/or pipefitting would all be definite assets. Emphasis on safety, housekeeping and team work a must. A qualified certificate or equivalent trade license(s) would be an asset.

**Working Environment:** (Operators and Maintenance) - You will be working in a chemical environment, sometimes hazardous. You will be required to spend prolonged periods of time on your feet, repeated use of stairs and proper lifting of materials up to 25 kg.

Our salary and benefit programs are competitive and stress the value placed on our employees.

Please forward your resume, in confidence to:

Torcan Chemical Ltd.

110 Industrial Parkway North, Aurora L4G 3H4

FAX: 905-727-7545

We wish to thank all candidates for their interest but advise only those applicants selected for an interview will be contacted. No telephone calls please.

www.yrbe.edu.on.ca

## Grow with us!

### WEB MASTER

The York Region District School Board, Canada's fastest growing school board, requires a Web Master to join our Information Services team. The successful applicant will be responsible for administering and developing components of the Board's internal and external web sites.

You have what it takes to meet the challenges of this role - namely, completion of web site development courses or equivalent, and 2 to 3 years of related experience. As the ideal candidate, you have a history with Windows, NT, UNIX and Macintosh platforms, as well as an in-depth knowledge of basic HTML, page composition and layout. This includes an understanding of PageMaker, Illustrator, PhotoShop, Acrobat, Omnipage, TCP/IP, MS Outlook, Front Page, Claris Works, MS Office, Suite and cross browser compatibility. Hands-on

experience in Perl, ASP, CGI programming and MS SQLserver is also an asset, as are effective interpersonal and project-management skills.

This position offers an hourly salary ranging between \$24.94 and \$26.14. Qualified applicants should forward a resume and covering letter, by August 11, 2000, to: Julie Mazzotta, Recruiting Officer, York Region District School Board, 60 Wellington Street West, Aurora, ON L4G 3H2. Fax: (905) 841-3943. E-mail: mazzottj@yrbe.edu.on.ca (in Word version 6.0).

We are proud to be an organization that welcomes diversity, and encourage applications from all qualified individuals.

Bill Crothers, Chair of the Board  
Bill Hogarth, Director of Education

Celebrating student success!



### THE CORPORATION OF THE TOWN OF GEORGINA

#### TOWN CLERK

The Town of Georgina, situated on the south shores of Lake Simcoe is seeking an experienced individual for the position of Town Clerk.

Reporting to the CAO/ Director of Administrative Services, the Town Clerk is responsible for executing the statutory responsibilities of a Municipal Clerk, as well as overseeing the Town's By-law Division and Animal Control operations.

The successful candidate will possess a University Degree in Public Administration or a related discipline, accompanied by an AMCT designation; have significant progressive experience in municipal government; strong leadership and supervisory skills; demonstrate a thorough working knowledge of The Municipal Act, The Planning Act, The Municipal Elections Act, The Provincial Offences Act and applicable Provincial statutes; possess strong analytical, problem-solving, organizational skills; and be proficient in word processing software, e-mail and document management.

The Town of Georgina provides a comprehensive benefit package and a supportive work environment. Salary Range: \$53,994 - \$63,523.

Qualified applicants are invited to submit a detailed resume, clearly marked "Confidential" - file J.2.2000-39, not later than Wednesday, August 9, 2000 to:

Ms. Claire Stuebing  
Human Resources Manager  
Town of Georgina  
26557 Civic Centre Road  
Keswick, ON L4P 3G1  
Fax: (905)476-1957

We thank all applicants and advise only those selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Act and is used to determine eligibility for employment.

#### FULL TIME ASSISTANT MANAGER

Days some evenings and weekends.

Some experience preferred.

Fax resume to: (905)640-1141

or drop off at:

Box Office Movies  
27A Winona Dr., Stouffville,  
Attn: Carlos

#### IN THE SPOTLIGHT

Your ad in the Classified section reaches the area's largest newspaper audience.

1-800-743-3353

515 skilled & technical help

515 skilled & technical help

#### LANDSCAPE CONSTRUCTION PERSONNEL

• Landscape Construction Workers  
Experience in interlock & retaining walls required.

#### GROUND MAINTENANCE PERSONNEL

• Lawn & Garden Maintenance Workers  
Experience an asset but not required

Call 905-472-4842  
Fax 905-472-1968

**Experienced Alarm Installers**  
Required immediately for large North Toronto alarm company.  
Fax resume immediately  
416-663-8280 or telephone  
416-663-8473, Jamie

525 office help

525 office help

#### LEGAL ASSISTANT/ RECEPTIONIST

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

#### MASS ELECTRONICS

We are a fast growing and dynamic company in the automotive electronics industry. We currently seek a team spirited individual to provide customer service, inside sales, administrative & team support and maintain data base.

If you have customer service experience, some experience in clerical support, excellent communication skills, MS Office skills & customer service/sales experience, we offer a very competitive wage and benefit package.

To apply, please fax resume to Doug  
905-764-7476  
or email: admin@mass.ca

#### RECEPTIONIST/ ADMINISTRATOR

Required full time in Markham.  
Fax resume to: 905-477-7278

#### CONCORD LAW FIRM

has an immediate opening for a **LAW CLERK** with experience in commercial/ residential real estate and corporate financing. Please fax resume with salary expectations and references to: A. Zlatanovic at 905-760-2900

#### Accounts Payable Clerk

Required for manufacturing company in Markham. Computer knowledge and accounts payable experience required. Please fax resume 905-513-7830

#### Required Full time A/R & INVOICING PERSON

Fax resume to:  
905-640-7352  
Attn: Lynda

#### RESIDENTIAL CONSTRUCTION CONTRACT PERSON

required. Familiar with Chief Architect for job costing, ability to read plans, negotiating contracts, follow-ups & leads.

Stouffville area  
Please fax resume to: 905-640-7352