

505 careers

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515 skilled & technical help

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525 office help

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# Take off in new directions

**COME MEET WITH US**

At the Crown Plaza Centre Hotel  
225 Front Street West

on **Sunday, August 6**, from 10 a.m. to 5 p.m.  
and **Monday, August 7**, from 2 p.m. to 8 p.m.

## Flight Attendants

*Did you ever consider this exciting career?  
It can be so rewarding for a people-oriented individual.*

Do you have a high energy level?  
Do you have flexibility to cope with varied and changing work schedules and shifts, on-call demands, time zone changes, extended time away from home and work on weekends and statutory holidays?  
Do you have the professional oral communication and interpersonal skills required to work with individuals and groups, sometimes under difficult and stressful circumstances?  
Are you able to quickly identify customer needs, clearly and courteously explain procedures and policies, and respond sympathetically and diplomatically to complaints and concerns?  
Do you have previous work experience in a service industry?  
If you answered yes to the questions above, you have the right profile. Read the requirements below, and if you meet the criteria, bring your resume; we want to meet with you.

- Minimum height of 5'2" (1.57 m); 18 years of age or older
- High-school graduation diploma or equivalent
- Ability to meet our medical standards
- Ability to pass security clearance
- Well-groomed, neat in appearance, self-confident individual
- Ability to accept assignment to any of the following Air Canada In-Flight Service bases: Halifax, Toronto, Winnipeg, Calgary or Vancouver
- Willingness to undergo and successfully pass the eight-week initial training held in Montréal, Toronto or Vancouver
- Canadian citizen or landed immigrant
- Available for September 15, 2000

**Language skills:**  
Complete fluency in at least two languages, English and French, or English or French and one of the following languages: Japanese, Cantonese, Mandarin, Hebrew, Arabic, Spanish, German and Italian.

*You are kindly asked to refrain from calling. Applicants who have been tested or interviewed for this position within the last six months will not be considered at this time.*

*At Air Canada, we want to fly higher when it comes to employment equity. We therefore encourage applications from Aboriginal peoples, women, members of a visible minority and persons with a disability.*

**AIR CANADA** 

[www.aircanada.ca](http://www.aircanada.ca)

## MAGNA

ATOMA CLOSURE & ELECTRONIC SYSTEMS

Atoma Latching Systems, a business unit of Magna Intl. seeks the following dedicated professional to support continuous growth:

- MATERIAL ANALYST**
- CIPM certification
  - One year minimum experience with MRP or ERP system in Supplier Releasing
  - Minimum grade 12 (High School) Diploma
  - Ability to multi-task and meet time deadlines.

- ECN COORDINATOR**
- Community College Graduate with Business, Engineering or Technical Diploma
  - Past experience in the automotive industry
  - Past experience with APQP, Bills of Materials and processing PAPP's and ECN's would be an asset.
- To apply, please forward your resume to:  
**Recruiter, Human Resources**  
141 Staffer Dr.  
Concord, Ontario, L4K 2R2  
Fax: (905)761-5915  
Email: [recruiting@ktmllocks.com](mailto:recruiting@ktmllocks.com)

## NORTH POINTE

CHEVROLET GOLDENMOBILE

A Little Dealer With A Big Heart  
requires immediately

- GENERAL LICENSED AUTOMOTIVE AC & TUNE-UP TECHNICIAN
- CONTROL TOWER OPERATOR/SERVICE ADVISOR

Interested applicants please fax resume to **Service Manager**  
905-294-9858

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## RECEPTIONIST/ GREETER

Full & Part time for professional retail environment  
Fax resume to: 905-948-0830  
Attn: Robin McCallum

## 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

## RECEPTIONIST

Mechanical Contractors located in Markham looking for an experienced, and mature individual with pleasant telephone manners. Knowledge of MS Word and Excel required. Salary commensurate with experience.  
Please fax resume, Attn: Human Resources, 905-474-5177

## F/T A/P, A/R POSITION

Needed immediately for dynamic Print/Media company in Markham. Hands on working exp. with ACCPAC - AP, AR a **MUST**. Knowledgeable in MS Word & Excel. Candidate will possess excellent communication skills, must be a team player and be able to perform multi-tasks. Fax resume to: 905-475-7226, Attn: Oliver

## SECRETARY/ RECEPTIONIST

Part-time  
For busy Real Estate offices in Markham & Stouffville. Some evenings and some weekends. Must have computer experience and excellent telephone manner. Excellent salary.  
Please FAX resume to: 905-477-6839.

## BILINGUAL OUTBOUND CALL CENTRE + ENGLISH

No selling, updating customer information.  
Computer skills required.  
Fax to: 905-470-1471

## CUSTOMER SERVICE CLERK

Event Management Company seeks energetic, detail orientated individual for seasonal part-time work. Must be flexible for days and times worked. Requires excellent telephone & communication skills, advanced knowledge of Windows 95/98, Word Perfect & Internet.  
Fax resume to: 905-709-0079 or e-mail [inquiry@csnf.com](mailto:inquiry@csnf.com)

Competitive wages & benefits offered for position in Concord.

**RECEPTIONIST**  
required for busy environment. Successful candidate will have:

- High School Diploma with 2 years relevant experience;
- Must be able to communicate fluently in both spoken and written English;
- Must have working knowledge of Microsoft Office; and
- Accounting knowledge would be an asset.

We would like to thank all applicants  
Reply to Confidential Box #2778  
c/o The Era/Banner  
P.O. Box 236, 580B Steven Court  
Newmarket, ON L3Y 4X1

## DESCON CONVEYOR SYSTEMS & CONSULTANTS INC.

Descon Conveyor Systems & Consultants Inc. has an immediate opening for an

**OFFICE MANAGER**  
to take control of our busy office. You are attentive to detail and very comfortable with Microsoft Office & Simply Accounting given your several years of related experience. You are a self-starter and a person who can be relied upon to handle any situation given your resourcefulness.

Your day to day tasks will include bookkeeping, government remittances, couriers, invoicing, purchasing, database entry as well as telephone reception.  
Please fax resume to 905-953-1335  
*We thank all applicants, however, only those candidates selected for an interview will be contacted.*

## BOOKKEEPER

Markham based company requires experienced, permanent, part time Bookkeeper.  
Email resume to: [administration@summerlee.com](mailto:administration@summerlee.com)

## ADMIN. ASSISTANT/ RECEPTIONIST

Required by Consulting Engineering Firm. Duties include Word Processing, Clerical, Reception. Strong communication and computer skills essential (MS Word/Office). Must be personable and well organized. Comprehensive benefits with summer hrs. all year -37 1/2 hr/wk - Fri. afternoons off. Good location (Hwy. 404 & 7) overlooking golf course.  
Respond by fax: (905)474-1910 Or email: [rgccfa@idirect.ca](mailto:rgccfa@idirect.ca)  
**CHISHOLM, FLEMING & ASSOCIATES**  
317 Renfrew Drive, Suite 301  
Markham, ON.

## FULL TIME CLERICAL

Local development company requires a full time person, Monday-Thursday 1pm-8pm, Fridays 9am-5pm. Must be experienced in WordPerfect & Excel. Vehicle required.  
Fax resume to: -905-887-8306

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## E.E.C. and GENERAL TECHNICIANS

- Experienced licenced "Ford" Technicians
- Excellent benefits and compensation package
- Company pension plan with profit sharing
- Opportunity to grow over the long term
- These positions are a result of growth and internal promotions

Our focus is on customer satisfaction through teamwork. Fax your resume to the Service Manager (905-841-2870), or email [info@mcalfpineford.com](mailto:info@mcalfpineford.com)

Only applicants selected for interviews will be contacted.  
**MCALPINE FORD LINCOLN SALES LTD.**  
15815 Yonge St. Aurora, ON L4G 1P4

## WANTED IMMEDIATELY AUTO MECHANICS

Excellent working conditions  
Excellent wages.  
Interested applicants, bring resume to:  
8 Laidlaw Blvd.  
Unit 5,  
Markham,  
Or fax: 905-471-8869