

Classified

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

www.yorkregion.com

505 careers

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515 skilled & technical help

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525 office help

525 office help

532 retail sales help

532 retail sales help

SYSTEMS TECHNICIAN (Part Time)

You will be responsible for the daily operations of the Library's computers, automated systems and electronic services. You will need a diploma from an accredited community college or university in computer/networking technology or library techniques; a minimum of one year of experience in Information Technology; demonstrated knowledge of hardware, software and operating systems; demonstrated experience with LANS and WANS, including telecommunications hardware; experience with software and hardware related to internet use, and excellent analytical, interpersonal and communication skills. You will work 44 hours per 2 week period and provide on-call support as required. The hourly rate for this position is \$21.57.

Please forward your resume by Tuesday, October 10, 2000 to:

Denise Petri, Executive Assistant
1 Atkinson Street
Richmond Hill, ON L4C 0H5
Fax: 905-770-0312

Only those selected for an interview will be contacted.

RICHMOND HILL PUBLIC LIBRARY

International Home Foods (Canada) Inc., manufacturer of such category-leading brands as Chef Boyardee, PAM and Puritan, has 2 immediate openings in our Markham office at Highways 7 & 404 for the following position:

CONSUMER AFFAIRS COORDINATOR

Responsibilities include direct communication with consumers, prompt, effective replies to letters and fielding telephone inquiries. Additional responsibilities include, report preparation, monitoring trends and statistical analysis of consumer feedback.

Successful candidates must have a University degree, excellent computer skills, and the ability to communicate fluently in both English and French (verbal and written).

We offer a competitive salary, comprehensive benefit package and opportunity for growth.

Please forward your resume to:
Human Resources Specialist
International Home Foods
(Canada) Inc.
Fax: (905)356-2633
strangesm@ihfc.ca

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

515 skilled & technical help

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EXPERIENCED F/T SERVICE/HANDYPERSON

For multi-site residential builder in G.T.A. On-site service vehicle provided. Own tools a must. Fax resume & salary expectations to:
(905)770-9350

AUTOBODY PERSON

Must be highly experienced. **AUTOBODY PREP PERSON** Must be highly experienced. Please call: (905)737-1449

Kavanagh Roofing has full and part time positions available for a **Shingler & Labourer** Call for interview 416-805-7518

TO PLACE YOUR AD CALL
1-800-743-3353

Davis + Henderson

EMPLOYMENT OPPORTUNITY

POSITION: Typesetter - Full Time Afternoon Shift, 3:30pm to 12:00am, Monday to Friday.

LOCATION: 81 Whitehall Dr., Markham ON, L3R 9T1 (1 block north of Hwy #7, between Warden & Woodbine)

RESPONSIBILITIES:

- Scanning of custom logos using Adobe Photoshop.
- Logo approvals
- Apply changes to business orders using custom designed in-house software application in conjunction with Adobe Pagemaker software.
- Generation of proofs for customers requesting custom work.
- Creation of plate images using Adobe Pagemaker software.

QUALIFICATIONS:

- Knowledge of graphic experience using one or more of the various desktop publishing applications ie: Adobe Photoshop in a PC environment.
- Good general pc skills.
- Self Starter.
- Quality conscious & attention to detail.
- Product knowledge an asset in the manual business and forms environment.
- Team player
- Flexibility to work overtime as required.

HOURS: Mon - Fri 3:30 pm to 12:00am - Afternoon shift.

This position reports to Ann Hope, Manager Custom Order Department. Pls. fax or email your resume to the following:
Fax: #905-944-0229 or E-mail: ann.hope@dhltd.com

No phone calls or agencies please.

Applications will be accepted until October 13th, 2000

We thank all candidates for their interest & advise that only those under consideration will be contacted.

525 office help

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520 computer data processing

520 computer data processing

DATA ENTRY OPERATORS

Needed. Minimum 2 years experience. Please fax resume to:
905-940-0192

Canada's leading designer and marketer of branded and licensed motorsports apparel has an opening for a:

F/T ACCOUNTING CLERK

Duties include: invoicing, accounts reconciliation, sales analysis. Self-motivated, detail oriented individual with strong analytical skills. You should be fully experienced with Excel and Word and thrive in a high growth, fast paced environment.

Location: Stouffville, Ontario

Fax your resume to:



CHOKO MOTORSPORTS INC.

Fax: (905)642-1011

Attn: Controller

Only those applicants on the short list will be contacted for interviews

525 office help

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ACCOUNTING ASSISTANT

Responsible for invoicing, A/P, A/R and other general accounting/office functions. Must be computer literate, detail oriented and be fluent in English. Accounting diploma & 3-4 years experience preferred. 404/Stouffville Rd. area.
Reply to: **RATCLIFF LUMBER INC.**
Attn: Human Resources
P.O. Box 717, 12307 Woodbine Ave.
Gormley, ON L0H 1G0
Fax: 905-888-1473

We thank all applicants for their interest, however, only those selected for an interview will be contacted. (No telephone calls or agencies please)

BOOKKEEPING ASSISTANT

Full-time. Detail oriented. Experience not necessary. Please fax your resume to:
(905)475-2300, attn: Lily

OFFICE ASSISTANT

General office duties, A/R, some order entry, invoicing, customer service, share phone answering, fast paced environment. Full-time or a min. of 5 hours/day. Fluent English. Experience a must. Benefits. Small business, Markham area.
Fax resume & salary expectations to:
905-886-0409

530 sales help & agents

530 sales help & agents

Newmarket based dynamic direct marketing company is seeking:

TELEPHONE SALES REPS

For inside sales. Great conditions/training given. \$12.00 per hour plus commission.

Call: (905)868-9477

RETAIL COMMUNICATION POSITION

Available immediately. Required full-time, working in Markham area. Training provided.
Fax resume to: 905-475-3665

510 general help

LANDSCAPE CONSTRUCTION WORKERS

experience preferred. Good pay. Please call (905)294-3791

RENOVATION CO.

requires **APPRENTICE** Drywall, taping and carpentry skills an asset. (905)655-5293

540 hotel restaurant

510 general help

• **WAITSTAFF**
• **DISHWASHERS**
• **COUNTER HELP**
• **BANQUET HALL**
WAITSTAFF
Call (905)787-1963

St Andrew's United Church (Markham)

Requires full time Church custodian for routine cleaning and upkeep of church. Call Church office at (905)294-0351

545 teaching opportunities

545 teaching opportunities

Upper Canada Child Care Centres

Upper Canada is a growing family of child care centres throughout York Region. We are currently looking for enthusiastic individuals to join our team of child care professionals.

Positions currently available in the Markham area:

Code SATM: School Aged Teacher
Code SEAM: Supply ECE/Assistant Teacher

Include position code on cover letter. Please fax resumes to:
905-709-3112

510 general help

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First Choice Hair Cutters P/T HAIRSTYLIST

For a busy Stouffville Salon. Guaranteed \$7.50/hr, profit sharing, dental, drug, eye care plan & birthday off with pay. No Sundays. \$150. hiring bonus. For an interview call: 905-640-9555