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York Region Neighbourhood Services Inc.

HIRING

We are looking for detail-minded, responsible and reliable individuals for the following:

Supervised Access - Site Assistants

The central goal of the Supervised Access Program is to provide opportunities for visits and exchanges to occur between children and their non-custodial parent in a safe and neutral environment.

The Site Assistant responsibilities include client observation, documentation and the maintenance of good relations amongst participants.

Weekend shifts available in our Newmarket and Woodbine locations. Salary is based on \$16- \$18. p/h. Shifts are between 4 and 6 hours /day.

Successful candidates will have child/ parent services experience and /or training in the areas of psychology, social work and stress management.

All interested applicants are encouraged to send their resume by Fax to (905)764-9938 or e-mail to yns@globalserve.net

PitneyBowes Management Services Canada Inc.

Come Grow With Us. PITNEY BOWES MANAGEMENT SERVICES CANADA INC. is an international premier provider of business support services, creating value for our ever-growing list of prestigious customers. We are seeking the following position:

Site Supervisor

Responsible for all phases of client operations. 2-3 years previous supervisory experience, with excellent communication skills and competency in office support services.

Please forward your resume to:

Human Resources
Fax: (416) 484-3916

While we wish to thank all applicants for their interest, only those candidates to be interviewed will be contacted.

Staffing Supervisor

Flexible, dependable, and self-motivated, you have what it takes to thrive in our fast-paced and demanding environment. Working with minimal supervision, you will apply your sense of urgency and exceptional organizational skills to meeting and exceeding client expectations. To qualify, you must have at least six months of experience in a recruiting/customer service role and be comfortable working with MS Office applications. A supervisory or retail management background would be advantageous.

We are...

spherion
workforce architects

Please forward your resume today to:

Ishbel Wilkie, Spherion Workforce Architects
Tel: (416) 494-3434 • Fax: (416) 494-2887
E-mail: iwilkie@spherion.ca

www.spherion.ca

ACCOUNTANT

Firm in Markham requires C.A. finalists, 4th level CGA, CMA or equivalent with minimum 2 years experience in CA/CGA office.

Fax resume to: (905)479-0045

TO PLACE YOUR AD CALL

1-800-743-3353

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

THANK YOU FOR CHECKING

Please look over your ad the first day it appears making sure it reads as you requested as The Economist & Sun / Tribune cannot be responsible for more than one insertion.

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We are a dynamic national gift and tableware wholesaler located in Richmond Hill. We are looking for the right person to fill the following position:

ACCOUNTS RECEIVABLE MANAGER

Responsibilities include:

- Managing accounts receivable staff.
- Credit granting.
- Collections of accounts.
- A/R reporting and analysis.
- Reducing DSO, bad debt and past due dollars.

The requirements for this position are:

- Minimum 7 years experience in commercial credit and collections.
- Minimum 5 years experience in a managerial role.
- Excellent computer skills (Word, Excel, Access, etc.)
- Excellent organizational skills.
- Excellent communication skills.
- Experience in the gift & tableware industry is an asset.

If you have the required skills and enjoy working in a friendly, fast paced team environment we would like to speak to you. Please fax your resume you T. Carter at (905)731-0872.

Soletron Corporation is the world's premier supply-chain facilitator for customized electronics technology, manufacturing and service solutions. Soletron Design Centre Vaughan (Toronto) requires:

1. Skilled circuit board layout technicians. Candidates should have 5 years of PCB layout experience and be familiar with Viewlogic, Cadence, Spectraquest, Valor, Unix, manufacturing knowledge, testability knowledge, CCT (Spectra) autorouting expertise. 3 years post secondary or equivalent required.
2. Script Designer to write software routines improving efficiencies of layout tools/ processes. Candidates should have 5 years of PCB related Design experience with Allegro/ or UNICAD. Bachelor of Computer Science or equivalent required.

All candidates must possess strong skills in Team and Customer orientation; resourcefulness; ability to quickly grasp new concepts; problem solving and innovation.

Please forward resume to Harry Durham at the address listed below:

Soletron Global Services Canada
249 Courtland Ave.
Vaughan, Ontario, L4K 4T2
Website: www.soletron.com
Email: HarryDurham@tor.sir.com
Fax: 905-761-4082

515 skilled & technical help

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

INDUSTRIAL MECHANIC/MILL-WRIGHT/ MACHINE REBUILDER Must be well experienced. Familiar with machine shop. Welding and fabricating for busy used machinery dealer. Fax resume to: **FAX: 905-738-2098**

520 computer data processing

520 computer data processing

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

515 skilled & technical help

515 skilled & technical help

515 skilled & technical help



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.