

Classified

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

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EXECUTIVE DIRECTOR

York, South Simcoe Training & Adjustment Board

YSSTAB is seeking applicants for the position of Executive Director. The incumbent will be responsible for the day to day operations of the office and the affairs of the Board, including administrative and office operations and systems, providing recommendations, advice and support to the Board, participation in labour market training, planning, evaluation and related activities throughout the service area, negotiating with sponsors and preparing reports and other material/documents relevant to the ongoing operations of the Board.

The position would be of interest to those who have:

- a minimum of 5 to 7 years of relevant work experience, preferably with a Volunteer Board of Directors;
- a demonstrated knowledge of the labour market sector;
- strategic planning and report writing experience;
- a strong understanding of the research programs, strategies, etc. of adult-based training;
- experience with managing promotional activities and community outreach;
- strong interpersonal, communication and presentation skills;
- a minimum of college diploma or university degree or equivalent work experience/ relevant training.

Salary Range \$40,000 - \$50,000 depending on experience.

Interested candidates should submit their resume by 5:00 pm on October 30, 2000 to:

Attention: Hiring Committee

9011 Leslie Street, Unit 101, Richmond Hill, On. L4B 3B6

Fax (905)763-2171

We thank all applicants for their interest but only those selected for an interview will be contacted. We are an equal opportunity employer.

DIRECTEUR EXECUTIF/ DIRECTRICE EXECUTIVE

La Commission d'adaptation et de formation de la main-d'oeuvre de York, Simcoe Sud (CFAMOYSS)

La CFAMOYSS offre un poste de directeur exécutif. Le candidat ou la candidate devra gérer les activités courantes du bureau et les affaires du conseil d'administration, notamment assurer le fonctionnement des services administratifs et de la bureautique. Il ou elle devra aussi faire des propositions au conseil d'administration, lui offrir des conseils et l'appuyer, prendre part à la formation liée au marché du travail, planifier, l'évaluation et les activités connexes pour toute la région desservie, et enfin, négocier avec les partenaires financiers et préparer des rapports et autres matériels et documents relatifs aux activités du conseil d'administration.

Le poste s'adresse aux personnes possédant:

- un minimum de 5 à 7 ans d'expérience de travail pertinente, de préférence au sein d'un conseil d'administration bénévole;
- une connaissance éprouvée de secteur du marché du travail;
- de l'expérience en matière de planification stratégique et de rédaction de rapports;
- une compréhension approfondie des programmes de recherche, des stratégies, etc. en matière de formation destinée aux adultes;
- de l'expérience dans la gestion d'activités de promotion et dans l'approche communautaire;
- d'excellentes aptitudes en communication et une très bonne présentation;
- au minimum, un diplôme collégial ou universitaire, ou une expérience de travail ou une formation équivalente et pertinente.

Salaires entre 40 000 et 50 000 \$, selon l'expérience.

Veuillez soumettre votre CV avant 17 h 00, le 30 octobre 2000 à l'adresse suivante: Comité de recrutement

9011 Leslie Street, Unit 101, Richmond Hill, ON L4B 3B6

Télécopieur (905)763-2171

Nous remercions tous les postulants et les postulantes de leur intérêt, mais nous ne communiquerons qu'avec les personnes convoquées à une entrevue. Nous souscrivons au principe d'équité en matière d'emploi.



Neopost is a global leader delivering and servicing high quality Mailroom and Document Handling Systems in over 70 countries.

Tired of commuting downtown? We require an **Accounting Supervisor** for our Canadian Head Office in Scarborough, ON

Reporting to the Controller, you will participate in financial reporting, budgets and forecasting. You are working towards a CMA, CGA designation and have excellent PC skills including spreadsheets and databases. Oracle system experience a plus.

For a confidential consideration, please email your response and salary expectations to neopost@neopost.ca

BRANCH TELLERS

Customer-oriented. Service-driven.

As part of our commitment to meeting the evolving and growing needs of our clients, we have numerous exciting part-time (days) opportunities in the Greater Toronto Area for dynamic individuals with exceptional communication skills to join one of Canada's leading financial organizations.

Drawing on your cash experience and retail sales background, you will service customers, process transactions in an efficient, accurate manner, as well as identify opportunities to sell products and services. Fluency in a second language would be considered a definite asset.

TD Bank and Canada Trust, through its "Your Choice" centralized recruitment department offers in-house paid training, a competitive salary and benefits, and a rewarding environment with potential for advancement. If you're interested in joining our team, please visit our on-line job application page at:

www.employmentadvantage.com/td-canadatrust.htm

If you do not have access to the Internet, please call our 24-hour automated application line at: 1-888-700-8875. This interactive "pre-interview" process, which may take several minutes, involves answering questions either on-line, verbally or by selecting a key on your touch-tone phone. Please have pen and paper ready and be prepared to take down pertinent information.



Canada Trust

PERSONAL FINANCIAL PLANNING ASSISTANT

Fee-only personal financial planning firm with offices in Markham and downtown Toronto requires a Planning Assistant. Professional designation and industry experience preferred. Good understanding of financial concepts and income tax required.

Please fax resume to:
Liz Galloway at 416-594-1737

Computer manufacturer in Markham is looking to fill Full Time Entry Level

2 Print Graphic Artists with Photoshop and Illustrator experience

Fax resume to Josh Lau at:
(905) 472-6633

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Large transportation company in the Markham area has an opening for:

PARTS CLERK

Competitive salary & comprehensive benefits.

Interested applicants fax resume to: 905-294-5600

AUTOBODY PERSON MAACO IN MARKHAM

Requires a Full-time Licensed Body Person. Large, clean, modern facility. Good wages. Must have collision and rust repair experience. Apply in person:

Mon.-Fri., 8-6 and Sat., 10-2;
1 LAIDLAW BLVD. MARKHAM

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Printed circuit board manufacturer in Markham requires **DRILLING ROOM OPERATORS & PROGRAMMER, YELLOW ROOM OPERATORS & INSPECTORS** for 2nd and 3rd shifts. Experience preferred. Training provided. Fax resume with salary expectations to: (905)477-4598

Experienced Alarm Installers

Required immediately for large North Toronto alarm company. D.S.C compliant. Fax resume immediately 416-645-7687 or telephone 416-663-8473, ext. 318

Markham computer manufacturer seeking entry level **SUPPORT TECHNICIANS**

PC experience and telephone skills a must. Shift work required. Fax resume to Nina (905) 472-6633

\$20 - \$25 / HR

National company with lots of work for Remodellers, Carpenters, Plumbers, Electricians & Handymen (M/F), needs tools & vehicle. 4 positions open. Call Mr. Woods, Monday, 9-2 (905)884-7678



GOODWRENCH LUBE TECHNICIAN

Are you:

- friendly person who enjoys talking to others
- good at detail workmanship
- looking for a friendly work environment
- do not like working nights or weekends
- fast learner

If you meet the above criteria then we are interested in talking to you.

For an appointment contact **MARK GILES (905)640-1610**. Interviews will be scheduled for after 7 pm. Mon - Thurs.



BRUCE'S AUTO SERVICE

"COME JOIN OUR TEAM"

Looking for **LUBE TECHNICIAN/EMISSION INSPECTOR** and a **LICENSED MECHANIC** (Apprentices Welcome)

Emission experience is an asset. Benefits and competitive wages offered. Fax resume to: 905-640-9353 or apply in person at 458 Service Rd. Unit 3, Stouffville.

FIRE ALARM TECHNICIAN

Full time technician required. Must be CFAA certified with a minimum of 2 yrs. experience. Duties to include inspections, installation & retrofits. Must have valid drivers licence. Fax or mail resume to:

D & L Fire Protection Limited
367 Selby Cres.,
Newmarket, Ontario, L3Y 6E2
Fax: 905-898-2901

EXPERIENCED DRYWALL BOARDER & TAPER

with own vehicle.

John
(905)640-8321

PLUMBERS' HELPER/ APPRENTICE

wanted.

Full time
Call Mike
(416)543-5337

525 office help

ADMINISTRATIVE ASSISTANT

Small friendly office, part time, 10am-4pm, 4 days/week.

Fax to:
905-477-6146

BILINGUAL RECEPTIONIST

Required with excellent communication, organizational and computer skills for our MARKHAM office. Fax: 905-477-9601. Email: jl@afs.com

525 office help

525 office help

RECEPTIONIST

Permanent Position

Great Part Time Hours

Monday to Friday, 10am to 3pm. Required for insurance office located at Woodbine and Steeles Ave. No experience necessary. Computer knowledge an asset. Duties include: answering phone lines, data entry, responding to agent inquiries, and courier.

Fax resume to: Muna @ (905)475-6693

RECEPTIONISTS

Required for physio clinics in Markham and Etobicoke.

Bookkeeping skills an asset. Please fax resume to: 905-940-3136

ACCOUNTS PAYABLE POSITION

Woodbine and Steeles area Mechanical Contractors is seeking an Accounts Payable Person. Some experience preferred on the Jonas Accounting System. We offer a competitive salary with benefits. Please fax resume, 905-474-5177

Attention Human Resources,