

york region

CAREERS

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Classified

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WILLOWS ESTATE
84 Bed Long Term Care Facility
JOIN A TEAM OF DEDICATED
CARE PROVIDERS

Applications are invited for
the position of
DIRECTOR OF CARE

The successful applicant will be a Registered Nurse with experience working in Long Term Care. They should have education and experience working with persons with cognitive disabilities. Employee relations experience is an asset. Join a facility that has as its' flagship "Pursuit of Excellence" and is willing to take the initiative in that pursuit.

Qualified applicants should apply to:

Willows Estate
13837 Yonge Street, Aurora, Ontario L4G 3G8
FAX: 905-841-0454

Attention Administrator

We thank all applicants for their interest. Only those applicants selected for an interview will be contacted.

ATOMA CLOSURE & ELECTRONIC SYSTEMS

We are a full service supplier and system integrator for the design, development and manufacture of automotive closure systems. We require the following enthusiastic individuals to join our team.

Human Resources Administrator

This position has complete responsibility for the administrative function of the Human Resources Manager, supporting company wide HR activities. General Administrative duties include the preparation of correspondence, scheduling meetings/appointments, taking minutes, preparing presentations, as well as coordinating plant wide meetings and other programs. Candidates must have a high school diploma along with 2 years experience in a senior administrative role, advanced computer skills (excel, word, powerpoint) excellent communication skills, strong analytical skills and a proactive approach to position responsibilities. The position also requires the ability to multi-task and prioritize in a fast paced environment.

Quality Assurance Coordinator

This position is responsible for coordinating the sample quality approval process in accordance with specified guidelines. General tasks include the review of components sample submissions and follow up with suppliers. The successful candidate will have graduated from a post secondary technical course or have the equivalent in Quality Assurance experience with a high school diploma. Candidate must also be able to read blue prints and multi-task in a fast paced environment. Familiarity with QS9000 is a definite asset. This is a 1 year contract position.

Maintenance Manager

As the Maintenance Manager, you will manage a team of employees, including skilled trades, to improve the manufacturing process to achieve world class performance. You will champion improvements to the facilities, equipment and security. Your certified tradesman experience in a related field is complemented by previous supervisory experience and sound knowledge of manufacturing methods and systems (including pneumatics, hydraulics, robotics, plant services, and building structures). A hands-on, energetic leader, you have superior analytical skills, strong communication and interpersonal skills, and thrive in a fast-paced environment.

Please send your resume to: Human Resources,
**Dortec Industries, P.O. Box 357, 581 Newpark
Boulevard, Newmarket, Ontario, L3Y 4X7.**
Fax: 905-853-5472.

We thank all applicants for applying.
Only those selected for an interview will be contacted.

PRODUCTION CO-ORDINATOR

PLM 1:1 inc. is a supplier to the direct mail industry. Located in Markham we have an immediate opening for a Production Co-ordinator. This person will deal directly with clients managing the workflow of jobs. You understand the data management process and have good knowledge of postal and lettershop requirements. Your project management and communication skills are strong and you are accustomed to a fast paced environment.

This is an excellent opportunity in a growing and exciting organization. Interested parties fax your resume to: (905) 305-9195

No phone calls please
Only selected candidates will be contacted

IN THE SPOTLIGHT

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

1-800-743-3353

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 fax your response and salary expectations to **416-292-0364**



**YORK SOUTH ASSOCIATION
FOR COMMUNITY LIVING**
www.ysacl.on.ca

6-MONTH CONTRACT ADMINISTRATIVE ASSISTANT MARKHAM TEAM

The Association is seeking a staff to work in the position of Administrative Assistant within the Markham Team, to carry out the commitment of the YSACL's Mission Statement "to assist all individuals with a developmental disability to choose and access those aspects of daily living which embrace their quality of life in this community."

Position Summary

1. Administrative:

To provide secretarial/clerical and reception support for the Markham Team. Must have strong typing skills using Microsoft Word and Excel primarily. Must have strong troubleshooting and interpersonal skills. Must be able to carry out allocated financial responsibilities, budgets/spread-sheets/etc. Recruit and train volunteers for High Point administrative support. Answer and respond to incoming calls. Knowledge of the Meridian phone system an asset.

2. Team Member:

Responsible to monitor and promote practices and conditions that ensure the safety to each individual. Must be available to provide direct support to individuals when necessary. To work co-operatively with all team members and individuals within the Markham area.

Please fax your Resume with a cover letter to our Richmond Hill office:
905-737-3284 Attention: 00-71.
No telephone inquiries please.

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

525 office help

ADMINISTRATIVE ASSISTANT

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

Fax to:
905-477-6146

COLLECTIONS
professional telephone manner and computer experience a must. Flexible hours 9am-3pm Monday through Friday. Concord area.

Fax resume to:
905-738-0443

Markham firms seeks
Office

**Administrator/
Bookkeeper.**
Mature attitude with computer skills essential. Forward resume along with wage expectations to:
(905) 475-8266

**MEDICAL
SECRETARY**
required with good communication skills.
Hwy. 7/Warden.
Computer experience necessary.
Fax resume to:
905-513-9151

535 hospital, medical, dental

**RNs, RPNs
HCAs and
PSWs**

Needed immediately for all shifts. Good rates.
Call 5-STAR
HEALTH CARE
905-472-3345

A Leading distributor of vitamin and mineral supplements located in Richmond Hill is currently accepting resumes for the following full time positions in our Quality Control Department:

QC Copy Coordinator

Requirements

- College/University graduate in Science with courses in nutrition
- Excellent English communication skills
- Bilingual (French) an asset
- 1 year office experience generating copy and coordinating printers

Label Specialist

Requirements

- Post Secondary courses in English and Chemistry an asset
- Excellent English communication skills
- Bilingual (French) an asset
- Attention to detail
- Minimum 1 year experience working on product labels and brochure copy

Clerical Support

Requirements

- Responsible for all clerical support for the QC department.
- Strong computer skills in Word and Excel
- Excellent organizational skills
- Strong English communication skills a must
- Minimum 2 years related experience

Please fax your resume indicating the position for which you are applying to:

Quality Control ~ 905-886-5434

We thank all those who reply; however, only those accepted for interviews will be contacted.

Credit and Collections

We are seeking an individual to join our team. The ideal candidate will have at least 3 years experience, preferably related to the Construction Industry, but not essential. In addition to being self-motivated, excellent communication and computer skills are necessary to meet the challenges of a fast paced work environment. Responsibilities include: collections, assessing credit worthiness of accounts and assisting in any legal actions. Please fax your resume to:

Human Resources Manager
(416) 291-3252

No phone calls please. Only those applicants selected for interview will be contacted.