

# Classified

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

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# CAREERS

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The Regional Municipality of York is currently seeking individuals to join our Facilities Management Team:

### Building Operators Permanent Full Time

For the York Region Administrative Centre and satellite offices to perform routine and unscheduled maintenance tasks including preventative maintenance and trouble shooting on all physical plant equipment and buildings.

Candidates must have a Community College Diploma in mechanical or electrical technology with a minimum of two years related experience in all facets of building maintenance including HVAC, electrical and mechanical systems. Class "G" License in good standing is required. Salary \$19.69 - \$21.40 per hour.

Interested individuals should forward a resume quoting competition # 000730 no later than October 30, 2000 to the address noted below. We thank all applicants for their interest but wish to advise that only those selected for an interview will be contacted.

The Regional Municipality of York  
Human Resource  
Services Department  
17250 Yonge Street  
Newmarket, ON L3Y 6Z1  
Fax: 905-895-4232  
E-mail: yrkhr@region.york.on.ca



## MAGNA

### 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.

## MAGNA

### ATOMA CLOSURE & ELECTRONIC SYSTEMS

#### Material Analyst (6 month Contract)

Overseeing a proper control system to check incoming purchases, you will track supplier delivery violations and deliver monthly results. You will also complete in-bound freight forms and generate weekly trend charts. A college diploma and 2+ years of experience with MRP/ERP in the automotive industry required.

#### Data Entry Clerk (Afternoon Shift)

Responsible for entering packing slips into ERP system with attention to detail and accuracy. You will coordinate over shipments and follow up with suppliers. Other duties include faxing discrepancies to suppliers and filing all documents. Two years experience in data entry and knowledge of MRP/ERP and Excel is required. The ideal candidate has strong written and oral communications skills.

Resumes can be faxed to (905)761-5915 or email  
recruiting@ktmlocks.com

### 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

### LOGISTICS COORDINATOR

Maxwell Paper Canada Inc. has an immediate opening for a Logistics Coordinator in its Concord warehouse. This 7000 square foot facility combines production, assembly, storage and nation-wide distribution. Preference will be given to those who possess a minimum of three years' experience in a warehouse environment. Applicants should be production-oriented, practical, and innovative. Basic computer knowledge and skills would also be an asset.

If you have an interest in a progressive, national company that offers potential for advancement, please fax your resume to Janet Bush by October 30, 2000 at 613-962-3309. Salary negotiable; training provided.

We thank all applicants for their interest; however, only those to be interviewed will be contacted.

515 skilled & technical help

### EXPERIENCED DRYWALL BOARDER & TAPER

with own vehicle.

John  
(905)640-8321

525 office help

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

535 hospital, medical, dental

RN'S RPN'S & PSW'S Required now



for all shifts  
NHI Personnel  
(416)368-9871  
Downtown  
(416)754-0700  
Scarborough  
Nursing Students Considered

540 hotel restaurant

Barista  
Looking for mature person full/ part-time position.  
Maison Du Cafe  
96 Cornell  
Park Ave.  
(905)201-1311

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.