

york region C·A·R·E·E·R·S

Your community career choice • Serving York Region through The Era-Banner, The Liberal, The Economist & Sun, & The Tribune

Classified

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

www.yorkregion.com

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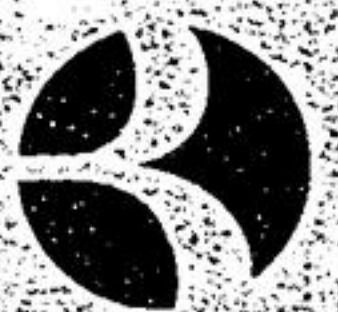
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525 office help



Butterworths

BUTTERWORTHS CANADA LTD. is a leading publisher of professional materials and provider of online information through LEXIS®-NEXIS® Canada.

LOOSELEAF EDITOR

Successful candidate will ensure the ongoing legal publications are produced to budget and on schedule. Will work closely with other editors and authors. Strict adherence to deadlines, strong commitment to integrity of text and a flair for detailed work are essential. Qualified candidate will have a university degree or other relevant post-secondary education or experience.

Please reply in writing stating experience and salary expectations. Butterworths is located at Hwy. #7 and Warden Avenue.

Human Resources, Butterworths
75 Clegg Rd., Markham, ON, L6G 1A1
Fax: (905)479-2826

Email: jobs@butterworths.ca

We thank all applicants for their interest; however, only those granted an interview will be contacted. No telephone calls please.

URGENT URGENT

15 x Midnight Assemblers
Thornhill - Full-time Permanent
\$8.75 - \$9.00 per hour

- No heavy lifting
- Reliable/ Punctual
- Manual dexterity a must
- Good communication skills
- Safety Boots a must

Team Leader
Thornhill - Full-time Permanent
\$16.00 per hour
3:30 pm - 11:30 pm

- Good interpersonal skills
- Managing assembly process
- Managing quality control
- Managing inventory levels
- Safety Boots a must

Work Flow Coordinator
Thornhill - Full-time Permanent
\$11.00 - \$13.00 per hour
Afternoon/ Evening shift
Flexible work days

- Responsible for managing assembly workers
- Coordination with shipping
- Responsible for shipping quotes
- Safety Boots a must

Call today to get your pay!

Jay Russell

Tel: 416-221-5799

Fax: 416-221-9916

randstad



ATOMA CLOSURE & ELECTRONIC SYSTEMS
Dortec Industries, a division of Magna International, is a full-service supplier and system integrator for the design, development and manufacturer of automotive closure systems. Currently our growth has created the need for the following enthusiastic individuals to join our team:

PRIMARY PRESS OPERATOR

Immediate positions are currently available on our midnight shift. You would be responsible for the setup and operation of fineblank presses, to ensure the efficient production of quality parts. If you are organized, have a mechanical aptitude and an attention to detail, then we want to hear from you. Previous press operating experience is preferred. Dortec offers a dynamic environment with a competitive wages & benefits package.

If you are interested in joining our team, please submit your resume to:

Dortec Industries
Human Resources
581 Newpark Blvd., P.O. Box 357
Newmarket, ON L3Y 4X7
Fax: 905-853-5472

Visit us at www.dortec.com
We thank all applicants for applying, but only those selected for an interview will be contacted.

MARKETING COORDINATOR

Direct selling company, located in Markham, seeks a detail oriented person with excellent interpersonal skills and 2 years marketing experience. Proficient in MS Office.
Fax resume to: 905-474-1547

ORDER DESK PERSON

For photo distribution co. in Markham. Will train.
Fax resume to: 905-470-9040

CLASSIFIED HOTLINE
1-800-743-3353

PART TIME ACCOUNTANT

Are you looking to work part time with a flexible work schedule? We are currently seeking an accountant to work in our Markham office. This individual must have experience completing year end working papers using Caseware software for owner-managed business. Corporate and personal tax return preparation experience is preferred.

This position would interest individuals looking to work approximately 20 hours a week in a relaxed and informal environment. Please fax your resume to:

Norm Smith, CA
Smith & Lassaline, Chartered Accountants
Fax: 905-477-1956

This is your opportunity to join a dynamic team in the automation industry. Customer demand as well as our industry has been continually growing. Servicing major businesses throughout our territory, we are seeking career oriented individuals who would like to be part of a growing company. As a leading North American BESAM distributor and dealer, we are currently seeking to hire for the following positions:

SERVICE TECHNICIANS

As a goal oriented individual, you are motivated and driven to succeed. The ideal candidate will possess a combined minimum of 2 years of training and experience repairing small appliances, motors, office equipment or related type products. Servicing of our equipment on customer sites in the Greater Toronto Area, requires you to have neat appearance, ability to work independently, good communication skills and be a team player. You will be provided with product training and technical support.

Opportunity and a competitive compensation package is awaiting talented candidates. To explore the challenge, please mail or fax resumes to:

ENEX Support Services Ltd.
97 Saramia Cres.
Concord, Ont L4K 4P7
Attn: Mr. Dell'Aera Fax: 905-738-9488



SERVICE MANAGER/ADVISOR
Required for a well established, rapidly growing forklift company located in Concord. Must have at least 5-10 years experience. Top Pay.

FORKLIFT/HEAVY EQUIPMENT MECHANICS
We are looking for 2 reliable Road Mechanics for the Concord/Greater Toronto/Mississauga area. Must have own tools. Top Pay.
Please fax resume to: 416-665-10149 or 905-841-7284

Busy print Shop, Markham area
Requires Production Manager
Paper/Cutter/Bindery
Stripper- Small offset
Minimum 3 years experience
Fax resume to: (905)477-1911

525 office help

RECEPTIONIST
for extremely busy Markham office. Some typing. Must be fluent in English. \$13.00 per hour.
Please fax 905-474-1611

525 office help

CUSTOMER SERVICE REP'S
for ROUBO call center, no selling, Warden and 14th Avenue.
Please fax resume to: 905-475-3198

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IN HOUSE SHEET METAL WORKER
required for busy roofing company. Full time with excellent benefits. Must be hard working and willing to learn. Location Stouffville
(905)642-1127

ALUMINUM SUPERVISOR
Required with experience.
FAX RESUME TO: (905)642-1990

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Administrative Assistant/ General Office Help

We are a well-established software developer in Markham and are looking for someone to help with all aspects of running our small office and assisting clients and staff.

No experience is necessary, but a solid understanding of PC software such as Microsoft Word and Excel is needed.

There is also the opportunity for the right person to become involved in the technical aspects of our business and build a rewarding long term career in the computer software industry.

If you are a friendly, enthusiastic self-starter with an interest in computers and technology, please fax or e-mail your resume and details about yourself in confidence to:

Bellair International
Fax: (905)513-9911

E-mail: jobs@bellair-international.com

The corporate offices of Group 4 Securitas (Canada) Ltd. located in the Woodbine & Hwy 7 area are now hiring for the following positions:

Collections Clerk

Permanent, full-time position. Excellent telephone & collection skills to ensure timely collection of receivables. Good computer skills required & knowledge of Great Plains would be an asset.

Receptionist/Office Clerk

Permanent, full-time position. A positive telephone manner, an intermediate knowledge of MS Word & Lotus required.

Accounting Clerk

8-12 month contract. Experience in payroll and accounts payable required.

Please fax or e-mail resumes clearly stating the position applied for to: (905)946-1925 or group4@group4.ca