

york region

## CAREERS

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

## Classified

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

www.yrc.com

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YORK REGION CHILDREN'S AID SOCIETY  
CAREER FAIR  
HOLIDAY INN7095 Woodbine Ave., Markham  
Sat. Nov. 4th, 10 a.m. - 2 p.m.

We are recruiting for:

- FRONT LINE CHILD WELFARE WORKERS (B.S.W., M.S.W. or equivalency)
- FOSTER PARENTS • VOLUNTEERS

## BRING YOUR RESUME

York Region Children's Aid Society encourages applicants from all diverse cultures and backgrounds to apply.

Unable to attend? Forward your resume to:

Director of Corporate Services, Box 358  
Newmarket, ON L3Y 4X7

Fax (905)954-1861, email: jlee@neptune.on.ca

YOU WILL MAKE A DIFFERENCE WHEN YOU JOIN YORK CAS



SANDGATE WOMEN'S SHELTER OF GEORGINA is currently looking for individuals with a strong feminist analysis, an excellent knowledge of woman abuse and anti-oppression/anti-racism issues to compliment our existing services. Applicants should have a solid understanding of the issues facing women's organizations, as well as social factors that perpetuate violence against women. Demonstrated ability to communicate with diverse groups and individuals is a must. Excellent oral and written communication skills and computer competency in current software (Word, Excel, etc.) is required, plus flexible hours, a reliable vehicle and valid driver's license and insurance for the following positions:

## SHELTER/OUTREACH PROGRAM MANAGER (Full Time)

You will be responsible for the management, development and evaluation of all shelter programs and services. As a member of a management team, you will report to the Executive Director. Qualifications will include:

- > MSW/BSW, (or equivalent combination of post secondary education and experience) with 3-5 years related experience
- > Extensive supervisory skills in unionized environment
- > Proven experience in motivating and mentoring staff

## CHILD WITNESS PROGRAM MANAGER (Full Time)

You will be responsible for implementing a region wide program that provides individual and group support to children and their mothers who have experienced violence in an intimate relationship. Service will be provided in collaboration with other community agencies, with reporting to the Executive Director. Qualifications will include:

- > Masters degree in social or behavioral science
- > 3-5 years clinical experience including group facilitation with children and adults, individual and family counseling
- > Strong supervisory & community liaison experience

## RELIEF WORKER - SHELTER (Occasional Call-In)

You will provide choices and options for abused women and their children through supportive counselling in a secure shelter setting and by telephone. Days, evenings, nights and weekends will be required for 8 hour shifts. You will be multi-tasked with experience working in a crisis environment independently and as part of a team.

We encourage women of colour, aboriginal, immigrant, lesbians, francophone and women from other diverse groups to apply. Please forward your resume with cover letter to Sandgate Women's Shelter, P.O. Box 720, Jackson's Point, ON, L0E 1L0 or by fax 905-722-8416 or Email to pbell@ils.net on or before November 17, 2000.

Only those candidates being considered for an interview will be contacted.

No telephone calls please.

United Way of York Region Member Agency

## IN THE SPOTLIGHT

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

1-800-743-3353



defining manufacturing solutions

## QUOTING CO-ORDINATOR

SMTC Manufacturing Corporation, a global provider of electronic design and manufacturing services has an immediate opening for a Quoting Co-ordinator to support its Commodity Group.

Key tasks include Excel spreadsheet maintenance, maintenance of database within Lotus Notes environment, customer quote package preparation and Commodity Manager administrative support.

The ideal skill profile will include knowledge of the Bill-of-Material structure within the electronics environment, excellent organizational skills, as well as good written and oral communication skills. Proficiency in Microsoft Excel, Microsoft Word and a working knowledge of Lotus Notes is a definite asset.

Interested applicants please fax or mail resumes to:

Merle Besson

Human Resources

SMTC Manufacturing Corporation

635 Hood Road, Markham, Ontario L3R 4N6

Fax: (905)479-1877

e-mail: merleb@smtc.com

We thank all applicants for their interest, however, only those candidates selected for interview will be contacted

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BON L CANADA  
Richmond Hill Plant

Bon L is a leading aluminum profiles extrusion company in Richmond Hill. We have immediate openings for experienced:

## MILLWRIGHTS &amp; ELECTRICIANS

Millwright applicants must hold an Ontario Millwright certificate, have hydraulic experience and PLC experience desirable. The successful candidate will be required to maintain all equipment from punch presses to extrusion presses, handling equipment, minor electrical repairs (including PLC's), pipefitting work and any other mechanical repair which he/she can perform safely.

Electrician applicants must hold an Ontario Industrial Electrician certificate have 2 to 4 years experience in an industrial setting and have PLC experience. The successful candidate will be required to maintain all electrical equipment, lighting and installations in the plant, repair of motors and industrial PLC's and minor programming and installation of industrial PLC's in the plant.

Both positions are 12 hour shifts 2-2-3 schedule and include full benefits. The hourly rates for both positions are: \$23.37 - \$26.17 depending on experience. To apply, please fax resumes to: 905-884-9784 or fill out an application at 500 Edward Avenue, Richmond Hill, ON L4C 4Y9.

We thank all who apply, however, only those candidates chosen for an interview will be contacted.

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

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CONCORD LAW FIRM has two openings available:  
LAW CLERK  
JR. REAL ESTATE SECRETARY with experience in commercial/residential real estate  
Please fax or email resume to:  
A: Zlatanovic at 905-760-2900  
azlatanovic@bratty.com

EXTRUDEX  
ALUMINUM

## INDUSTRIAL MAINTENANCE ELECTRICIANS

A growing ISO 9002 extruding company needs two Industrial Maintenance Electricians who can trouble shoot, have a valid Ontario Industrial Electrician license with 3-5 years of maintenance experience in manufacturing and automated equipment. PLC experience will be a definite asset. You should have basic computer and software skills, good communication skills in English, have your own tools and transportation. You will be working autonomously or as a team member. Shift work is a requirement.

Fax or E-mail your resume, outlining your salary expectations to:

Mr. Gerry Briggs, Human Resource Manager,

Extrudex Aluminum,

45 Fenmar Drive,

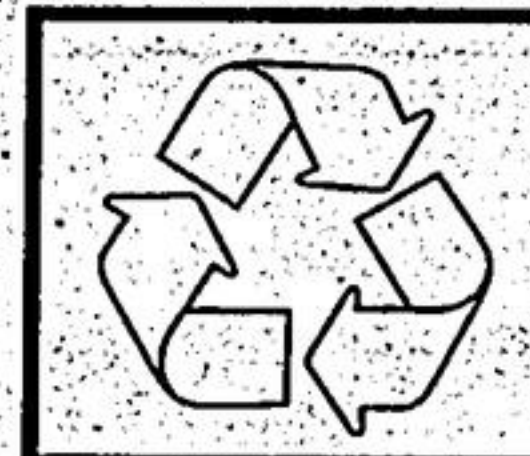
Weston, ON M9L 1M2

Fax: 416-745-0925

E-mail: gerryb@extrudex.com

525 office help

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## SECRETARIAL POSITION

A leader in the design &amp; manufacturer of liquid and powder paint application systems requires a secretary for a contract position in the Markham area. This is a 14 month term to cover maternity leave.

The successful candidate will be responsible to a sales and service group and report to the General Manager. Self-motivation and adaptability to a changing environment are a must. Also required is a good working knowledge of WordPerfect v8.0 as well as Word, Excel &amp; Outlook 2000.

Send resume to:

Nordson Canada, Limited

Fax: 905-475-8403

Attn: Heather Quon

E-mail: hquon@nordson.ca