

Classified

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

505 careers

505 careers

505 careers

505 careers

505 careers

515 skilled & technical help

515 skilled & technical help

515 skilled & technical help

515 skilled & technical help

JOIN OUR TEAM!!!

Industry leading Electronics Company (Steeles & Woodbine) requires 2 new team members.

TECHNICAL SALES REPRESENTATIVE CUSTOMER SERVICE REP

Both positions requires a minimum 3 years in a manufacturing environment.

Must enjoy fast pace and challenging daily activities. Reliability and a professional manner are required. If you're an outgoing and decisive team player who knows how to exceed expectations, we pride ourselves on performance driven individuals. Printed Circuit Board experience an asset.

Competitive salary and benefits.

Please send resume and salary expectations to:

ITL Circuits
90 Don Park Rd.
Markham, ON L3R 1C4
Fax: 905-475-5097

Dentist

The Regional Municipality of York, one of Canada's fastest growing regions, seeks a proven professional to join our team. Working 1 or 2 days per week, you will provide treatment to adults receiving social assistance.

Please forward your resume to the address below. We thank all applicants for their interest, however, 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



MECHANIC

Pronto Automotive is now accepting applications for Licensed Mechanics.

Call 905-294-9476
or fax resumes to: 905-294-3383

SIGN SHOP

NORTH MARKHAM

Requires an organized & efficient general shop person. Must have sign experience with wood, plexi & metal fabrication & custom signs. Some packaging & shipping duties. Own transportation required.

Fax resume to:
(905)887-3156

CAD OPERATOR/ PROJECT COORDINATOR

Contract Furniture house in Markham requires an experienced CAD Operator to work on Autocad systems. Also working with sales staff to coordinate ongoing projects. Must be computer literate, and able to work with little supervision.

Please fax resume to:
416-363-0711

525 office help

525 office help

Experienced full time LEGAL SECRETARY

required immediately for a Markham Law Office. Please reply to G. Arthur Moad, fax # (905)294-4436 tel # (905)294-6446

DICTA-TYPIST

required for busy independent adjusting firm in Markham. Must have 70 wpm and experience with MS Office. Insurance experience is preferred.

Please facsimile your resume to:
Vanler Insurance Adjusters Ltd.,
(905)946-0171

ADMINISTRATOR/ COORDINATOR

Contract Furniture house in Markham requires an experienced Administrator/ Project Coordinator. Must be computer literate, able to enter and track orders and solve problems. Experience preferred. CAD experience an asset.

Please fax resume to: 416-363-0711

REQUIRED IMMEDIATELY

FULL TIME

BOOKKEEPER/ ACCOUNTS RECEIVABLE EXPEDITOR

For a medium sized established road building/ landscaping contractor. Duties include: Computer literate, complete computerized books (A/P & A/R) to trial balance; responsible for A/R collection & banking. Experience & knowledge of road construction a definite asset. Woodbine Ave./Stouffville Rd. location.

Please reply in writing stating experience and salary requirements to Mr. D.E. Andrew, fax (905)888-9925.

While we thank all applicants, however only those deemed most suitable will be contacted for an interview.

LANDSCAPE/ ENGINEER CADD Operator/ Designer

Markham based Landscape Architect's Office has position open for candidate possessing:

- 3-5 years CADD experience related to the land development industry.
- Proficiency in Auto CADD 14 and 2000

Please fax your resume to:
Paul Cosburn Associates Limited
Fax no: 905-940-9114
Phone no: 905-940-4443



- PARTS SPECIFIER
- LIC. AUTO TECHNICIANS
- 3-4 YEAR APPRENTICES

We're looking for the best!

Chrysler experience preferred, customer oriented, familiar with computer dispatching. We offer above average pay, factory and inhouse training, benefits, supportive management, large customer data base.

If your full potential has not been realized, fax us a resume for a confidential interview.
905-731-3950
905-731-6292

TRAINER/FACILITATOR

P/T position in a pre-employment service environment. Saturdays from 8:30am-4:30pm. This rewarding opportunity is designed for a dynamic, seasoned professional with business devel., PR or marketing background, superior communication & presentation skills. Knowledge of current employment strategies & the ability to motivate a mature clientele with self-directed job search techniques, is required. Proficiency in Word, Power Point and the Internet is required.
FAX RESUME TO: (905)898-5112

Newmarket and District Association for Community Living



Do you like...flexible hours, working with an enthusiastic and committed team; sharing new and creative ideas; participating in community activities? If so, NDACL may be just for you!

We are looking for people to provide support to individuals with a developmental disability who are living in their homes. Several weekend shifts as well as some weekday and evening shifts are available.

If you are a college student pursuing a career in Social Services; have some experience working with developmentally disabled individuals; or feel that your life experiences would qualify you for this work, please send your resume to:

NDACL
757 Bogart Ave.
Newmarket, Ont. L3Y 2A7
Fax: (905)898-6441
email: ndacl@ndacl.com
Website: www.ndacl.com



Member of United Way of York Region

515 skilled & technical help

515 skilled & technical help

515 skilled & technical help

★FLEXOGRAPHIC PRESSMAN (M/F) ★FLEXOGRAPHIC PRESHELPERS/BLOWN FILM EXTRUDER OPERATORS ★BAG MACHINE SETUP TECHNICIANS

We are a leading flexible packaging company located in Brampton and we are looking for the above mentioned personnel to share in our rapidly growing industry. We offer very competitive wages and benefit packages for reliable, enthusiastic, career oriented individuals.

Please submit your resume in confidence to:

The Direct Plastics Group
2074 Steeles Avenue East #2
Brampton, ON L6T 4Z9
Attn: Mr. Ross Schedewitz
Fax No. 905-793-4070
(No phone calls please)

525 office help

525 office help

525 office help

LITIGATION ASSISTANT

Required for a senior Litigation lawyer an experienced commercial litigation assistant. A self-motivated individual with strong computer skills in addition to having experience in banking/insolvency litigation and regulatory work will enjoy working with this busy lawyer.

COMMERCIAL/ REAL ESTATE LEGAL ASSISTANT

Required for a busy Banking/ Commercial Real Estate law practice. You have a strong legal real estate assistant background with experience in commercial mortgages and banking documentation. You are a team player with strong computer skills.

Qualified candidates should submit their resumes, in confidence to:

Jennifer Norman, Office Manager
Wilson Vukelich
710-60 Columbia Way,
Markham, ON: L3R 0C9
or fax: (905)940-8785



We appreciate the interest of all applicants.

Only those under consideration will be contacted: 61-666

Unparalleled Growth and Expansion



Has created a need for a Chinese speaking **Service Advisor** with our prestigious BMW dealership. This opportunity is available for an experienced individual, fluent in Cantonese and English. The ideal candidate must be highly customer oriented.

BMW Autohaus

We offer a first class dealership with attractive modern facilities. We also provide you with the scope for future growth in any one of our locations.

If you are looking for **unlimited opportunities** please forward your resume to:

Human Resources Department
Auto World Imports
212 Steeles Ave. W.
Thornhill, Ontario L4J 1A1
Fax: (905)886-0081
Email:
mwainberg@autoworldimports.com

515 skilled & technical help

515 skilled & technical help

Automotive Repair Equipment manufacturer requires:

Purchaser:
Exp. in steel fabrication environment.

Assemblers:
Small hand tool dexterity.

Service Person:
Hydraulics experience. Fork lift experience would be applicable.

Paint line Helper:
To load/ unload conveyor-type paint line, clean and deburr parts.

Apply to: Box # 4650,
C/o The Markham Economist,
9 Heritage Rd.
Markham, Ont. L3R 1M5

A leader in the design & manufacture of systems that apply adhesives, sealants and coatings to a broad range of consumer & industrial products during manufacturing operations requires an:

ACCOUNTS PAYABLE CLERK
for a contract position in the Markham area. This is a 13 month term to cover maternity leave.

Reporting to the Accounting Supervisor, the successful candidate will be responsible to fulfill all duties of Accounts Payable. Self-motivation and adaptability to a changing environment are a must. Also required is a good working knowledge of Word & Excel.

Send resume to:
Nordson Canada Limited
Fax: 905-475-8821
Attn: Alice Cheng
E-mail: acheng@norsdon.ca

RECEPTIONIST/ SECRETARY

for real estate office in Markham. Part-time evenings and or weekends.
Fax resume to: (905)513-1055

PERMANENT BOOKKEEPER

required immediately. Scrap metal company located at Hwy. 7 & Keele St. is looking for an organized multi-tasking bookkeeper. Working in an office of 4 employees, you will be handling accounts payable, accounts receivable, general ledger, month end function and payroll. Proficiency in Accpac Plus is required along with 3 years bookkeeping experience.

Please fax your resume to Ron:
905-472-5229 or email:
ronw@globelnet.net
No later than Dec. 6th