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515 skilled & technical help

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The Regional Municipality of York, one of Canada's fastest growing regions seeks a proven professional to join the Community Services & Housing Department, Housing and Residential Services Division.

PROJECT SUPERVISOR, HOUSING & RESIDENTIAL SERVICES \$50,300 - \$57,158

In this challenging position you will lead social housing and homelessness related projects for the Division, implement new housing program initiatives and changes to the delivery of existing social housing services to our communities within York Region. Responsibilities range from developing social housing business plans, organizational design and change management strategies, as well as policy development, implementation and evaluation.

Drawing on your superior skills in managing program change, diverse program delivery projects, and your skills in communication strategies, you will monitor formal project management schedules and work with diverse teams as well as conduct research, identify operational needs, resource requirements and the potential impacts of social housing legislation.

A post secondary education in the field of Social Sciences, Urban Studies, Public Administration, or related program and significant experience in project and policy work is required. You have a thorough knowledge of social housing programs, social housing issues and related legislation gained through progressively responsible positions within the social housing field.

Computer literacy, solid analytical, research, planning and investigative skills are integral to your success in this role.

Interested qualified individuals may submit their resumes, quoting Competition # 000771 by January 19, 2001 to the address below. We thank all applicants for their interest, and 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



requires
Lease Administrators

Working at our fast paced, growing Markham based office, you must have the following strengths:

- Organized and independent worker with a proven ability to meet and adhere to strict daily deadlines.
- Previous leasing, banking or accounting/bookkeeping experience
- Strong computer skills and the ability to process many leases with accuracy and efficiency. (MS and Excel knowledge)
- Attention to detail.
- Ability to learn quickly, adapt to change and multi-tasked.
- Energetic and customer service oriented.
- Good communication skills (bi-lingual a definite asset)

Please fax your resume to 905-943-9366, Attn: Administration manager or via E-mail to jolyn@walkercredit.com

We wish to thank all applicants, only selected individuals will be contacted for an interview.



**Pre-Planning Sales Representatives
GTA**

Winning Sales People for a Winning Team!

These front-line positions require individuals who are experienced in relationship selling, and are results oriented, excellent communicators, effective time managers and committed to providing quality customer service. The successful candidates will be required to achieve sales targets through community networking, effective follow-through and proactive lead generation. You must have a late model car and a valid driver's license.

We offer competitive base salaries and a generous incentive plan, ongoing career development, excellent benefits, industry specific training and the opportunity to work on a winning team with a recognized industry leader.

We invite interested candidates to submit their resumes, in confidence to:

Mount Pleasant Group of Cemeteries
65 Overlea Boulevard, Suite 500, Toronto, Ontario M4H 1P1
Attention: Recruitment
Fax: (416) 696-9325

METAL WORKERS

Imperial Smelting & Refining Co. of Canada Ltd.

We are growing quickly as a specialty metal manufacturer and require machine operators and trainees for several positions in our production area. Located in the Steeles/404 area in Markham, we offer stable employment, job variety, growth potential, competitive wages and benefits.

Specific opportunities exist NOW for operators in the following sectors:

- Metal Working/Machine Trainees - Operators for wire drawing, rolling and machining.
- Polishing/Buffering and Quality Control

If you like to work in a busy and diverse manufacturing environment, are reliable, punctual, bondable and fluent in English, we may have the job for you. We will train candidates who have the right skills and experience.

Please fax your resume to 905-475-0703 or phone 905-475-6197

**TRANSPORTATION
ENGINEERING TECHNICIAN**

Cansult Ltd. has an opportunity in our Markham office for a Transportation Engineering Technician with 2-4 years of experience. Interested individuals must be self motivated, have proven computer skills in AutoCAD 2000 and preferably Autodesk's Civil Design package to complement our growing practice.

Fax resumes with cover letter to:
J. Hardie (905)470-2060
or email to: jhardie@cansult.com

**FULL-TIME EXPERIENCED
LOADER OPERATOR**

For Central Sand & Gravel, Goodwood.
Call Lorie or Mike at 905-640-8209 between 10am and 12 noon only, please.



**2001 Census
Commissioners
Needed Now**

The next national census will take place on May 15, 2001. Statistics Canada requires Census Commissioners to complete census collection activities in Markham.

Candidates must clearly demonstrate in their resumes that they have previous experience in:

- enumerating or canvassing,
- dealing with the public,
- hiring staff or recruiting,
- teaching, training or coaching,
- supervising or leading a group of people to achieve a common goal,
- planning or organizing events or activities.

Requirements:

- pass a written test designed to measure arithmetical skills, management skills, and ability to follow written instructions and read maps,
- have full time access to a car and a valid driver's licence in Ontario,
- be 18 years of age or over,
- work full-time from March 1, 2001 to June 29, 2001, including evenings, weekends and holidays as required (this is not an office job - extensive field work required),
- English essential, other languages an asset.

Pay: \$8,800 plus authorized work-related expenses

Please use the following reference number when applying for this position: 3110000-1

Apply to: Census District Manager
Fax: (905) 430-0793

Closing date: January 22, 2001

We thank all applicants, but only those demonstrating the required qualifications will be contacted.



**PEOPLE
DO READ
SMALL ADS.**

**TO PLACE
YOUR AD
CALL
at**

1-800-743-3353

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Davis + Henderson

81 Whitehall Dr., Markham

**MULTIPLE CONTRACT
EMPLOYMENT OPPORTUNITIES**

BINDERY POSITIONS: Various Shifts
Available Immediately

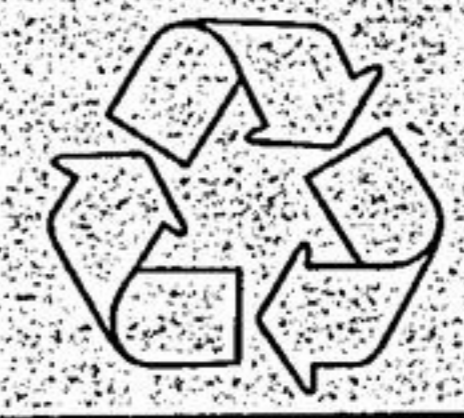
RESPONSIBILITIES:

- General bindery duties including Quality Control and packaging of cheque orders.
- Some lifting may be required.
- Attention to detail
- Self-starter
- Desire to work in a team environment with a focus on quality and continuous improvement
- Good communication skills.

Applications should be submitted to the attention of:
Bill Cosburn, Supervisor, Bindery Operations, by
Fax: #905-944-1267 or mail c/o Davis & Henderson,
81 Whitehall Drive, Markham, Ont. L3R 9T1

All applicants must be willing to submit to a security clearance process!

*We thank all candidates for their interest & advise that only those under consideration will be contacted.
No phone calls or agencies please.*



525 office help

**STAFF ACCOUNTANTS
TAX ACCOUNTANTS
COLLECTORS
PAYROLL PROCESSORS
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Specialized Financial Staffing

Tel: (905) 709-8009
Fax: (905) 709-3664

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www.accountemps.com

LITIGATION ASSISTANT

Required for a senior Litigation lawyer an experienced commercial litigation assistant. You need to have legal assistant experience in banking/ insolvency litigation and regulatory work. You must have strong computer skills and be self-motivated.

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.*

**ADMINISTRATIVE
ASSISTANT**

CA firm in Concord requires experienced admin. assistant: Full-time position Computer experience, Word, Excel a must.

Fax resume to: (905)669-7416

**2 PART-TIME
RECEPTIONISTS**
preferably, with some real estate & switch board experience.
Please fax resume to:
905-889-3322
Attn: Olga

"If you have a wish to buy, sell or rent" Classifieds is moneywell spent.

1-800-743-3353