

york region

## C·A·R·E·E·R·S

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Monday - Friday 8:00 am - 6:00 pm

1-800-743-3353

www.yorkregion.com

505 careers

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525 office help

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**QUALITY CONTROL**

Required by a successful ISO9002 registered electrical manufacturer based in Markham (Woodbine/Steeles area). We have an immediate opening for our quality team.

This opportunity required a highly motivated individual with a general degree from a recognized college or university and some electronics experience, in addition experience with ISO and SPC is required. The position is full-time, Monday to Friday. The qualified candidate should have excellent communication skills (both written and oral), and good computer skills (Microsoft Office, Windows98).

Please send your resume and covering letter in confidence by FAX to 905-477-2913 marked to the attention of the Controller.

Canadian Mental Health Association, York Region is seeking individuals for the following positions:

**Manager of Community Education Department - Full Time**  
Responsible for supervision, development (identifying trends and issues) and implementation of all activities in the area of community education/ mental health promotion and public relations.

Qualifications: Post-secondary training or equivalent experience in public relations and management and experience/ knowledge in the mental health field. Excellent written/ oral, public speaking, interpersonal and networking skills. Organized, highly motivated, able to handle multiple tasks in a fast-paced environment. Advanced computer skills, flexible schedule and use of a vehicle required.

**Case Manager - 1 Full Time, 1 Contract (12 month)**  
Assisting adults with serious mental health difficulties to live in the community, duties include outreach, assessment, counselling, linkage and referral, symptom management, crisis prevention, life skills and liaison with other professionals.

Qualifications: Social Science related degree or equivalent, 3-5 years experience providing individual support and skills training to adults with serious mental health difficulties, commitment to working within a psychosocial rehabilitation model. A flexible schedule including evenings and weekends and use of a vehicle for travel within York Region are required.

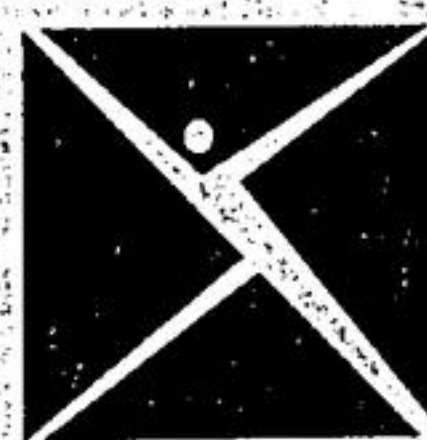
**Social Recreation - Full or Part Time Staff**  
Working with adults with serious mental health difficulties in social recreation environment, duties include facilitating groups and outings and fostering a supportive environment following a psychosocial rehabilitation model of support.

Qualifications: Social Science related degree or equivalent, 1-2 years experience in a mental health social recreation field. A flexible schedule including evenings and weekends and use of a vehicle are required.

**Reception - Social Recreation Program - Full time**  
Provide reception and clerical support to mental health programs.

Qualifications: Well developed office skills, computer proficiency particularly with Office 97, including Excel and Access and able to interact with adults with serious mental health difficulties. A flexible schedule including evenings, and weekends and use of a vehicle are required.

Please forward resume by April 30, 2001 to:



Colleen Zakoor, Executive Director  
Canadian Mental Health Association,  
York Region  
200 Davis Drive  
Newmarket, ON L3Y 2N4  
Fax: (905)898-4390  
Email: yorkregion@cmha-yr.on.ca

We thank all applicants for their interest, but we are only able to contact those under consideration.

A member agency of United Way of York Region

Participation House, Markham  
**ACTIVATION ASSISTANT**

Energetic, flexible and organized individual needed to work with adults with disabilities. Post secondary education required in the field of Recreation Leadership and/ or Social Services. Class F Licence required (or willingness to obtain). Send resume and cover letter to the attention of: Mrs. Frances DiCarlo, Human Resources Dept. By Fax only: 905-294-7834 by April 20, 2001

**FINANCIAL SERVICES CAREER OPPORTUNITY**

One of north America's largest financial services companies is rapidly expanding in this area. Excellent training provided. For interview, call Bill Stephenson at (416)390-9891

Fast paced north end Alarm co. has 2 openings:

• **TECHNICAL SUPPORT POSITION**  
• **COORDINATOR OF INSTALLATIONS**

between clients & sub-agents  
Both positions require customer service & computer skills. Must be able to multi-task.

Fax 905-738-0443  
Attention: Howard

**TRAVEL CONSULTANT**

Full time, corporate and vacation. Markham office. Experience and Apollo/ Leisure Link required.

Fax resume to: 905-201-9243  
Email: halcyontravel@on.aibn.com

511 retail opportunities

511 retail opportunities

**CAREER IN RETAIL FASHION**

We looking for self motivated, eager employees to help us run our business. Sales experience and good people skills are a must. Chosen applicants will be working with top brand names in European fashions.

Please fax resume to:  
905-479-5694

515 skilled &amp; technical help

515 skilled &amp; technical help

**CLASS "A" TECHNICIAN**

GM experience an asset  
Please send resumé or apply in person to:  
Service Manager

Ernie Dean Pontiac Buick  
4896 Dean Drive, Alliston L9R 1V1  
Phone: 705-435-4318  
Fax: 705-435-2466

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**ACCOUNTING POSITION**

Manufacturer in Stouffville is seeking an energetic self-motivated individual with experience in Accounts Receivable and Accounts Payable. Windows 95 and Excel experience necessary. Knowledge of ACCPAC an asset.

Fax resume (905)642-0450

525 office help

515 skilled &amp; technical help

**SENIOR ACCOUNTANT & FRENCH BILINGUAL ACCOUNTS RECEIVABLE COLLECTOR**

Markham distributor offers competitive package.  
Please fax resume indicating job position to:

905-946-8435 attn: Finance Department

**RECEPTIONIST/TYPIST**

for two-partner Markham chartered accounting firm. Must be professional, organized, efficient and be Microsoft Office proficient. A self starter with good interpersonal skills. Liaison between clients & staff.

Please send resume and expected salary to:

Box 20, c/o Era-Banner, 580B Steven Court, Newmarket, ON L3Y 4X1

**ALARM INSTALLERS**

required for Markham company. Experienced or will train the right candidate. Call (416)663-2677

**WELDER/INSTALLER**

required for field work for busy steel shop in Gormley. Call (905)888-9693

**LEGAL ASSISTANT**

For 1 year maternity leave. Family law firm in Markham (Warden/ 14th). Must have a Legal Assistant Diploma, experience preferred. Divorce-mate knowledge an asset.

Fax resume to: (905)415-0785

**CUSTOMER SERVICE POSITIONS AVAILABLE**

For 24hr. call centre in Richmond Hill to cover various shifts. Must be flexible and bondable.

\*\*French an asset\*\*  
Fax: Ontario One Call (905)709-1711

For temporary positions in:  
**PAYROLL SPECIALIST**  
**STAFF ACCOUNTANT**  
**COLLECTIONS SPECIALIST**  
**ACCOUNTS PAYABLE**  
**ACCOUNTS RECEIVABLE**

**accountemps**

Specialized Financial Staffing

Tel: (905) 709-8009

Fax: (905) 709-3664

For more information visit our website at www.accountemps.com

For temporary positions in:  
**CUSTOMER SERVICE**  
**EXECUTIVE ASSISTANT**  
**ADMINISTRATIVE ASSISTANT**  
**RECEPTION/SWITCHBOARD**  
**DATA ENTRY/OFFICE CLERK**

**OFFICE TEAM**

Specialized Administrative Staffing

Tel: (905) 771-8272

Fax: (905) 709-3664

For more information visit our website at www.officeteam.com

**MARKETING SUPPORT REPRESENTATIVE**

Cook (Canada) Inc. is a fast growing established distributor of medical devices located in Stouffville. We emphasize team spirit and employee involvement. We have an immediate opening for an energetic and creative Marketing Support Representative to work in our Marketing Support Services Department.

This position is best suited for an individual with a creative flair and a willingness to apply their creativity to every day tasks as well as special projects.

**REQUIRED SKILLS:**

- Highly motivated and energetic
- Excellent computer skills including Microsoft Word, Power Point, Excel and Access.
- Superior organizational skills and the ability to prioritize
- Attention to detail and accuracy
- Customer service, marketing or office administration experience

Interested individuals please submit resume to:

Cook (Canada) Inc.

Attention: Human Resources

111 Sandiford Drive

Stouffville, ON L4A 7X5

Fax: (905)640-7408

email: kerryrovak@cookcanada.com

No phone calls please.

While we appreciate all applications, only those being considered for an interview will be contacted

**JR. OFFICE ASSISTANT**

Interest in Web Design. Help with general office duties, phones, research on the Internet, invoicing, quotes, etc. Fluent in written & oral English. Hrs. Mon-Fri. 1 - 5 pm.

www.onestopwebsites.com

Email resume to:

tonia@onestopwebsites.com

**ACCOUNTS PAYABLE CLERK**

Immediate opening. Property management office. Minimum 3 years experience. Computer skills required. Also relief for receptionist.

Fax resume to: 905-940-2349

**RIBO LICENSED BROKERS**

Birkett-Hassard Insurance is looking for min. 3 years exp. to work in community minded office. Commercial/farm experience an asset. Please fax resume to: 905-640-4684

530 sales help &amp; agents

530 sales help &amp; agents

**SALES ASSISTANT**

A&M Computer Supplies, an industry leader located in Markham, is looking for a sales assistant/ customer service person. If you have excellent organizational and communication skills, at least 2 years related experience, fax your resume to:

905-475-6375 or e-mail to

irene@aandm.ca

Excellent salary & benefits

525 office help

525 office help

Growing collection agency in Markham looking for Sales People and Junior Collectors.

Fax resume to: Joe

Pruolx

905-944-1810

Email:

germer@netcom.ca

LOOKING for part time ADMINISTRATIVE ASSISTANT

Richmond Hill area. Computer skills an asset. Approx. 10-15 hrs/week.

Call Terry for an interview

416-729-0265

535 hospital, medical, dental

**RN**

Part time hrs. 1 1/2 days/ wk. Family Practice office. Please fax resume to: 905-471-3627