

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

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

1-800-743-3353

www.yorkregion.com

500 career training

500 career training

505 careers

505 careers

505 careers

515 skilled & technical help

515 skilled & technical help

525 office help

525 office help

MICROSOFT CERTIFIED SYSTEM ENGINEER
Network Technician.

Top MCSE training at top rated Durham College, Whitby Campus. Full time, top instructor led program with EI funding to qualified. Excellent student/instructor ratio. Top computer labs. Top graduate success rate. Call Colin McCarthy 905-721-3336 for information, appointment or personal tour.

505 careers

505 careers

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

STAFFING COORDINATOR

Responsible for scheduling in the Nursing Department. Computer skills and payroll experience necessary. Human Resources Certificate would be an asset.

Submit resume to:
Aurora Resthaven
32 Mill St.
Aurora, On, L4G 2R9
or fax to: 905-727-6299



Xebec, Canada's premier provider of Electronic Imaging, Data-to-Mail and Film-Based Imaging solutions is seeking dynamic individuals to fill the following entry level positions:

Operations

Xebec is looking for people eager to develop a career in a fast paced, rewarding environment. Complete training will be offered to all inexperienced operators. Excellent communication skills and the ability to work shifts is essential.

Xebec offers a comprehensive benefits package, competitive remuneration, state-of-the-art technology and provides a stimulating environment for all employees by providing necessary motivation, empowerment and recognition of achievement.

We thank all applicants in advance, but only those under consideration will be contacted.

Xebec Imaging Services Inc.
2637 14th Ave. • Markham, ON L3R 0H9
ATTN: Corporate Recruiter
e-mail entry@xebec.ca
fax 905-470-9233
NO AGENCIES, NO PHONE CALLS

509 drivers

509 drivers

Industrial laundry in Markham needs reliable

Class "G" Driver

With clean abstract for health care industry deliveries. A standard transmission, 5 ton truck, Monday - Friday shift, 2am-11am.

Apply in person from 9am-2pm
Mon. - Fri. at: 860 Denison Street
Unit #7, Markham

525 office help

525 office help

PART TIME OFFICE ASSISTANT

Must have knowledge of Simply Acc. Good interpersonal skills, organized, car an asset. Please fax resume to:
905-947-1866

FOOD BROKER

Representing World-renowned Branded Products is looking for growth oriented individuals for the following full-time career positions in an expanding fast-paced company.

MARKETING ASSISTANTS
ONE RETAIL and TWO FOODSERVICE MARKETING ASSISTANTS

Highly motivated individuals who have two years of Brand Marketing & Sales experience. Successful candidates must be energetic self-starters possessing above average verbal and written communication skills and the ability to multi-task. Your excellent computer, organizational, and creative abilities will insure you provide the best possible marketing support to a portfolio of world class brands.

SALES ASSISTANT

Entry level sales opportunity for an aggressive individual who is looking for a chance to grow into a senior sales role. In support of our current Territory Sales Managers, you will be servicing the foodservice trade throughout Southern Ontario. Successful candidate must be an energetic self-starter, possessing above average verbal and written communication skills, professional appearance, and the ability to multi-task. In addition, eligible candidates must have a valid driver's license, and the ability to travel.

ACCOUNTS PAYABLE/ CUSTOMER SERVICE

The successful candidate must possess above average verbal and written communication skills and the ability to multi-task. Your excellent computer and organizational skills along with a minimum of two years accounting experience will assist you in executing all payables, bill back invoices, and completion of the company's month end reporting. In addition to providing back-up support to Accounts Receivables when required, this individual will also assist in ongoing customer service, answering incoming calls, matching invoices to orders, and maintaining current filing systems.

Qualified applicants please state the positions of interest on your resume and fax to:

ATTENTION: HUMAN RESOURCES: 905-471-4848

511 retail opportunities

511 retail opportunities

515 skilled & technical help

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

ALARM INSTALLERS

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

515 skilled & technical help

515 skilled & technical help

515 skilled & technical help

BON Materials Coordinator

Reporting to the Consumer Products Manager, the incumbent analyzes material requirements for consumer products and orders raw materials, purchased parts, finished goods and services to meet demand. The primary objective of this job is to maintain inventory levels and records to meet plant requirements in a timely, accurate fashion.

Qualifications:

- University/ College Education.
- Progressing toward a CPIM Designation.
- Two to three years experience in production planning.
- Exposure to or understanding of a MRP or ERP system.
- Computer literate with knowledge of Microsoft Office
- Good communications skills (written & oral) in English.

Mainly office work with frequent interaction and checks in the plant. Competitive salary in accordance with experience and qualifications.

Interested candidates may submit their in English to:
Michael Cowley, Bon L Canada Inc.
500 Edward Avenue, Richmond Hill, ON L4C 4Y9.
mcowley@bonlalum.com FAX: 905-427-2239

PEOPLE DO READ SMALL ADS.

TO PLACE YOUR AD CALL

at

1-800-743-3353

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.

- Melter - Experience preferred in gas or induction metal melting, heat treatment or other high temperature operations.

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

525 office help

525 office help

Young residential land development company located at Hwys. 404 and 7 in Markham requires 2 energetic, motivated people to provide support to our growing company.

Secretarial/Office Support

The successful applicant will have strong organizational, communication and computer skills.

Bookkeeper/Project Accountant

The successful applicant will have a minimum of 2 years experience in computerized accounting, including full responsibility for all G/L, A/P, A/R, and payroll functions, with a strong grasp of accounting principles.

Fluency in MS Office (Excel/Word) required for both positions, with experience in the real estate/land development industry preferred.

If you are looking for a job that offers a friendly, fast-paced working environment, please fax resume to:

(905)479-3859

Insurance Broker, North Richmond Hill, due to continued growth, require RIBO LICENSED PROFESSIONALS

for positions in both Inbound Personal Lines New Business Sales and Personal Lines Customer Service. Windows experience is required.

Email rbuckley@bucklevins.com or fax to confidential 905-773-3944.

BOOKKEEPER

Part-time 1-1 1/2 days per week. Trained bookkeeper with computer "Simply Accounting" including year end, payroll. Stouffville. Fax resume to: 905-642-2660

OFFICE MANAGER

Small international consulting firm based in Old Unionville requires a self-starter for full-time office administration, reception, bookkeeping and telephone answering. Excellent English, experience with MS Office Professional & Simply Accounting (or equivalent) and a working knowledge of computer graphics packages is essential. A second language and a knowledge of computer network maintenance would be helpful. Email only your c/v with your expected starting salary to:

unionville@talbotconsultants.com

LEGAL ASSISTANT

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

Fax resume to: (905)415-0785

QC - COPY CO-ORDINATOR

Temporary position to cover during medical leave - min. 6 months. Must have excellent computer skills and attention to details. Will deal directly with graphics arts and printer facilities. Some related experience an asset.

Fax resume to: Attention QC Dept.
905-886-5434

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

Fitness club seeking individual for ACCOUNTS PAYABLE AND GENERAL BOOKKEEPING

to trial balance. Aptitude for figures, mature personality, good work ethics, fluent communicating skills. Interested individuals should fax resumes to: (905)475-6841

JOB #110731**General Office Duties**

We are looking for a PT/FT Office Assistant. Must have knowledge of Word, Excel, MS Office. Must be able to type 50+ and must have proper filing knowledge.

Please fax resume to:
905-888-0071 Attn: Dave

530 sales help & agents

530 sales help & 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:

905-475-6376 or e-mail to irene@aandm.ca

Excellent salary & benefits