

york region CAREERS

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Monday - Friday 8:00 am - 6:00 pm 1-800-743-3353 www.yorkregion.com

500 career training

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512 summer employment

512 summer employment

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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.

TANDEX TECHNOLOGIES INC.
 Tandex Technologies Inc. is a Canadian Leader in Information Technology solutions to the Educational Marketplace. The Markham office is seeking to fill the following positions immediately.

Customer Service/ Order Entry
 Candidates must have excellent phone skills and a commitment to the highest level of customer service. In addition to assisting customers over the phone, this position includes order entry & administrative support to the Sales Department. The successful candidate will have a working knowledge of the computer industry, be computer literate and possess a winning personality.

Junior Web Site Designer
 The successful candidate will primarily be responsible for the ongoing design and maintenance of the company web site. He or she should possess artistic talent that is translatable through the use of PC based graphics software, including CorelDraw and Photoshop. Experience with Copy writing, Technical writing, HTML and Java Script is essential. Good written and verbal communication skills and the ability to handle a substantial workload are critical. Other duties will include trade show preparation and participation. The successful candidate will be an aggressive team player, ambitious, with superior organizational skills.

Outside Sales Representatives (2)
 Candidates should possess knowledge of the personal computer industry, and must have the enthusiasm, drive, and work ethic to develop business relationships on a face to face basis. Above average communication, presentation and time management skills are required, as well as a commitment to excellence in customer service.

Knowledge, experience, and previous success in education and distribution sales are preferred, but not required to be considered for this position.
 Candidates must be computer literate, possess a valid driver's license, and have their own means of transportation, as this position will require extensive travel, including extended overnight periods. This position requires a person of entrepreneurial spirit who is willing to do what it takes to be successful.

Compensation is primarily in the form of commission, with reimbursement for travel expenses. The successful candidate can expect to generate income in direct relation to effort expended, with no cap on the amount of commissions earned.

Please forward resumes, quoting the reference number below to:
Tandex Technologies Inc.
 480 Hood Road, Unit #1
 Markham, Ontario L3R 9Z3

Attention: File CS224 (Customer Service)
 JWD259 (Junior Web Designer)
 OSR224 (Outside Sales Representative)
 Fax: (905)477-7687
 E-mail: resume@tandex.com

Only those applicants selected for interviews will be contacted. No phone calls please.

Experienced Summer Camp Counselor
 Needed in York Region for large group of boys. ECE/Assistant teachers preferred. Fax one page resume to:
905-946-1116

515 skilled & technical help

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ADMIN. ASSISTANT
 A busy financial planning office in Newmarket requires the following:
 • Professional & very organized
 • Excellent computer/phone skills
 • Excels under pressure and can multi-task
 • Detail oriented and good follow-up skills
 • Great attitude & flexibility
 • College or university degree
 Fax resume with salary expectation to **905-830-6753**

HEAVY EQUIPMENT MECHANIC
 Experienced with licence. Markham area.
Call Fred ext 116 or Angelo ext 115 at (905)294-7480

Manufacturer for the automotive and office products industries has the following opening:

PUNCH PRESS OPERATOR
 Punch Press Operator with at least 3 years experience on presses over 300 tons, progressive dies and coil feeders. Must be able to work a 2 shift rotation.

Please forward resumes to
Jane Maclellan, H.R. Manager
 R. Reiningger & Son Limited
 1240 Twinney Drive
 Newmarket, ON L3Y 5N1
 e-mail: janem@reiningger.com
 Fax: 905-898-6020
No Agencies Please

520 computer & IT

520 computer & IT

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

FULL TIME OFFICE POSITION
 Available immediately. Responsibilities include: telephone & reception duties • good communication & computer skills are essential • accounts payable • data entry • bookkeeping knowledge an asset. Must be able to start at 7:30 a.m.
 Please fax resume to 905-475-9730
 Attn: Pat Gamble or emailed to: storeymachinery@storeymachinery.com

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ConAgra Grocery Products Canada is a leading manufacturer and marketer of packaged goods products, convenience and snack foods produced under the Chef Boyardee, Hunts, Orville Redenbacher, Healthy Choice, VH Sauces, PAM and Puritan labels. We are currently seeking to fill the following key position in our corporate office in Markham:

BUSINESS ANALYST

The main responsibilities of this position include providing financial planning and analysis support, compiling budgets and periodic financial forecasts, analysis of monthly sales results, and financial statements. Responsibilities will further include the analysis and development of key performance indicators in a dynamic and fast paced growth environment.

We offer a competitive salary, comprehensive benefit package and opportunity for growth.

If you are a highly motivated individual who can apply your previous work experience and possess the following qualifications:

- have successfully completed a post-secondary degree
- recent professional accounting graduate
- possesses strong analytical skills
- has excellent communication skills
- is computer literate & possesses advanced MS Office skills

Please forward your resume in "Confidence" to:
Human Resources Specialist
 Fax: 905-356-2383
 strangesm@ihfc.ca

We thank all candidates for applying, however, only those under consideration will be contacted.

Account Specialists Temp to Perm

Our client, located in Richmond Hill, requires Account specialists for its Customer Development Group. You must have extensive knowledge of MS Office (Word, Excel & PowerPoint), strong math skills, and experience tracking budgets. You will also possess excellent communication, time management, and organizational skills.

Contact Jody at
Personnel Opportunities Ltd.
 Phone (416) 515-7727 x304
 Fax (416) 515-8351 or
 email jody@personnelopportunities.com
 For more great positions, visit our website
 www.personnelopportunities.com

GENERAL INSURANCE BROKER
 Competitive Salary, Plus Benefits!
 • P/Lines CSR, RIBO, good comm. skills
 • Data Entry: full or part-time
 • Reception/ Admin. - no exp. nec.
 Please fax resume to: Donna 905-731-4446 or email to dgrabowski@axtoninsurance.ca

Giles CHEVROLET OLDSMOBILE LIMITED

DO YOU LOVE CARS?

We are currently seeking Sales & Leasing Consultant

- We require....
- Self-starter with confidence and ambition.
 - Automotive background an asset.
 - Enthusiastic goal-oriented individual.
 - Excellent communication skills.
 - Computer skills.

Please fax resume to:
(905)640-8481

CAMP OFFICE ADMINISTRATOR
 Excellent English telephone skills, Thornhill office, accurate and enthusiastic, computer exp. Reliable transportation. \$26-\$28,000 plus benefits. Fax (905)889-8983. Email: mlke@canadianadventurecamp.com

"If you have a wish to buy, sell or rent" Classifieds is money well spent.
1-800-743-3353

515 skilled & technical help

TREE CLIMBER GROUND PERSON
 For estab. tree care co. 2-3 yrs. exp. Driver's license & trans. a must. Competitive sal. & bene. Call **(905)640-7599**

525 office help

PRE-FLIGHT OPERATOR

Action Communications Inc., a leading industrial business-to-business magazine publisher, is looking for a detail oriented player to work in its Art Department.

The successful candidate will have at least two years experience using Quark Xpress, Photoshop, Illustrator on both Mac and PC platforms, as well as the Microsoft Office suite of programs. He or she will also have a full understanding of color trapping, pagination and film output. An eye for detail and proof reading skills are essential.

- Specific responsibilities will include:
- Organizing all incoming material from disks, email, etc.
 - Pre-flighting all customer supplied electronic material.
 - Correcting errors in formatting, fonts, text and graphics.
 - Producing customer laser proofs.

We offer a competitive salary with benefits and a pleasant working environment in our own building in Markham.

If you are interested, please forward your resume to:
 Action Communications Inc.,
 135 Spy Court, Markham, ON, L3R 5H6
 Fax: 905-477-4320. No phone calls please.

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ACCOUNTS RECEIVABLE CLERK
 Immediate opening. Property management office. Minimum 3 years experience. Computer skills required. Fax resume to: **905-940-2349**

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**

OFFICE HELP WANTED

Mature person required from April 30 - November 15 for office located in Steeles and Woodbine. Applicant must be willing to work independently. Responsibilities include scheduling appointments for service persons, communicate effectively with customers via the telephone, maintain customer records and have computer knowledge. Please fax resume to: **(905)470-3121**. Only applicants being considered will be contacted.

EXECUTIVE ASSISTANT TO THE MARKETING DEPARTMENT

Require candidate to have over 3 yrs. Administrative experience, able to provide support to three Merchandise Managers in a very fast paced environment. Duties include daily meetings with Managers to update status of all supplier e-mails and faxes that are distributed every morning, preparing and sending responses, meeting a 24 hour deadline. Establish a "bring forward" file system, print inventory, open stock status reports, and control various project logs. Proficiency with MS Office, Excel and must be able to communicate effectively at all levels, be a proactive thinker and team player. Send resume E-mail: mwebber@gentec-intl.com Fax: 905-513-7740, Gentec International, 90 Royal Crest Court, Markham, Ontario L3R 9X6

PAINTER
 needed, experience preferred. Hardworking, clean cut, Remuneration dependent upon experience. Call Rob **(416)608-8711**

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