

york region

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Your community career choice • Serving York Region through The Era-Banner, The Liberal, The Economist & Sun & The Advocate

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

1-800-743-3353

www.yorkregion.com

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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 proven professionals to join the Community Services & Housing Department.

Project Supervisor, Program Communications (Temporary Full Time)

In this challenging position you will lead communications projects and implement new program initiatives for the Community Services & Housing Department, including management of department wide implementation of program publication design, document format standards, writing guides and communications strategies. Drawing on your superior skills in managing and communicating program change, writing skills and project management, you will conduct research, identify operational needs and develop communication and marketing strategies for the department. Staff supervisory and human resource management experience is required. (Quote Competition #1343)

Senior Document Specialist - Social Assistance Division (Full Time)

The successful candidate in this position undertakes responsibilities for developing, producing and distributing division manuals, newsletters, marketing and other material through hardcopy, publication, and electronic media. You possess experience in developing, designing and publishing manuals, marketing publications, intra/internet communications and web site content, as well as excellent writing skills. (Quote Competition #1465)

Both positions require post-secondary education in the field of Mass Communications/Journalism with a professional designation in Technical Writing/Communications, or related program and significant experience in designing and publishing manuals, marketing publications, intra/internet communications and web site content. Strong computer skills using MS Office, graphics, publishing, HTML and communication software products as well as solid analytical, research, planning and investigative skills are integral to success in these challenging roles.

Key attributes include interpersonal, organizational, time management and presentation skills as well as ability to work in a fast paced environment where you can apply creative problem solving strategies in a constantly changing environment.

Quoting the appropriate competition number, submit resume by July 20, 2001. We thank all applicants for their interest, but wish to advise that only those candidates 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



Full Time PERSON

Required for bookkeeping duties. Knowledge of Accounting software would be an asset. Previous bookkeeping/accounting experience required. Salary commensurate with exp. Fax resume to: 905-472-4355 or mail to: 96 Main Street North Markham, ON L3P 1X8 No phone calls please.

COLLISION REPAIR PERSON

Experienced/ own tools/ clean. All positions. Duke Collision Centre, Pefferlaw 705-437-4978

ROOFERS

Sub-contractor, with pride of workmanship for shingles and flats re-roofing. Call: 416-781-6466

525 office help

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RECEPTIONIST/CUSTOMER SERVICE

Rosco Canada, a distributor of Products for the Entertainment Industry, is looking for a full-time Receptionist/Customer Service Person. We need a team player with initiative and the desire to work hard in a friendly environment. The candidate should be fluent in English with a quick learning ability and a problem-solving attitude. Duties will include answering the telephone, taking orders via phone and fax, entering orders into the computer system, interacting with customers and general office duties. Previous experience is an asset but not a necessity. Training will be provided. Please fax resume to Angela Cumbers: 905-475-3351

CONCRETE PLANT TECHNICIAN

Immediate opening. No experience necessary. In/outdoor work. Training provided. \$12.00/hr. Fax resumes to Art: 905-640-5154

VINYL GRAPHIC APPLICATOR

High level of experience required for sign shop north of Markham. Own transportation required. Call Judi Tubbs 905-887-8585 ext. 221 or fax work experience to: 905-887-3156

ACCOUNTANT

CA firm requires Accountants who are working towards or have obtained an accounting designation. Successful candidates will have experience with owner managed business, and possess superior communication and interpersonal skills. Computer knowledge and skills must include Excel, Taxprep, Access, Caseware and Caseview. Competitive salary with benefits. Fax resume to: (905) 669-7416

MARKVILLE FORD LINCOLN, Markham requires a Service Appointment Co-ordinator

Monday to Thursday 10am-7pm, Saturday 9am-5pm. Automotive & ADP experience an asset. Excellent communication skills. Fax resume 905-474-0952 or phone Cathy/Olav 905-474-1350

525 office help

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VILLAGE NISSAN

has the following positions available

FULL TIME RECEPTIONIST

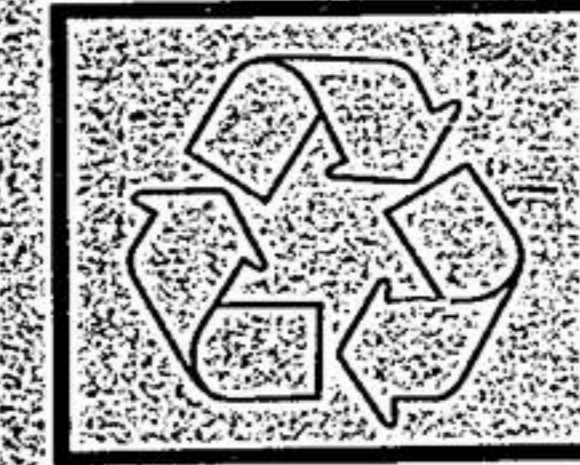
Monday - Friday

PART TIME RECEPTIONIST

2 evenings per week & alternate Saturdays.

Please fax resume to 905-940-6636

Village Nissan, 4600 Hwy # 7, Markham



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ADMINISTRATIVE ASSISTANT

Mintz & Partners, a premier accounting firm in the Don Mills/York Mills area, is seeking an energetic, detail-oriented individual with a minimum of 3 years experience.

The successful candidate will have completed a college diploma in Business Administration, or a related field, and have advanced skills in Word, Excel, PowerPoint and dicta. Experience in a professional services environment is a definite asset.

Exceptional interpersonal, communication and organization skills are a must, as well as the ability to work in a fast-paced, professional environment!

If you are ready to get the job done with one of Canada's Top 100 Employers, please forward your resume and covering letter to:

E-mail: hr@mintzca.com
Fax: (416) 644-4341

We thank all applicants for their interest, however, only those granted an interview will be contacted.

CLAIM A CAREER WITH THE CO-OPERATORS

The Co-operators is a major Canadian insurance/financial services organization with roots in the co-operative movement. Join us, the recognized industry leader in quality claims handling, as an:

ACCIDENT BENEFITS CLAIMS REPRESENTATIVE

Investigate, assess, negotiate and settle automobile accident benefit claims. We focus on early intervention and rehabilitation to help individuals return to their pre-accident lifestyle. Our commitment to service means that local travel to visit clients at their location and at their convenience is all part of the job; a valid driver's license and access to a vehicle is required.

Preference will be given to applicants with post-secondary education or experience in a related field.

We offer a competitive compensation and benefit package. As an employee you can expect a supportive work environment, exceptional training, a manageable file load and opportunities for professional development.

Please forward your resume and covering letter to:
Judy Gouvé and Debra Graham
Claim Supervisors

110-7300 Warden Avenue
Markham, ON L3R 9Z6

We thank all respondents for their interest; however, only those candidates to be interviewed will be contacted. No phone calls please. Previous applicants need not reapply.



the co-operators
A Better Place For You™

Placing a Classified Ad?

1-800-743-3353

Mon-Fri 8 am-6 pm

509 drivers

509 drivers

AZ DRIVER NEEDED

40 hour week. Good benefits. No touch freight.

Apply in person
ATL INDUSTRIES
5149 Durham Road 30
Uxbridge, ON

515 skilled & technical help

515 skilled & technical help

EXPERIENCED CARPENTER, DRYWALLER & PAINTER

- Part-time/Full-time
- Competitive pay to qualified candidates.
- Job variety

Must have own vehicle, tools & insurance
Contact Sue at (905) 830-6822

Packaging machinery supplier

WAREHOUSE/ SERVICE TECHNICIAN

Experience with shrink packaging and filling equipment a definite asset. Mechanical and electrical background for in-house and out services. Must have clean driving record and own transportation. Fax resume to: 905-475-0944

Due to rapid growth, GANZ requires

Accounts Payable Clerk

• Freight •

Responsibilities include processing freight invoices for multiple carriers, ensuring adherence to freight contracts, and verifying/auditing freight charges. You will also work with senior accounting management on variance analysis and follow up duties. The successful candidate will have 3-5 years experience in high volume accounts payable activities, ideally in a freight environment. Attention to detail and excellent computer and communication skills round out your qualifications.

General Office Clerk

Our successful candidate will have excellent communication and organizational skills along with the ability to maintain and process high volumes of paperwork.

If you are interested in these or other opportunities at Ganz, please forward your resume to: Human Resources Department, Ganz, 1 Pearce Road, Woodbridge, Ontario L4L 3T2. Fax: (905) 856-4647. E-mail: hrcanada@ganz.com. No phone calls, please. Check out our website: www.ganz.com

GANZ
1950-2001

Jr. Administrative Assistant: Duties: order entry, filing, product pricing, and other clerical tasks. Proficiency in all MS Office applications, strong interpersonal and communication skills. Previous clerical exp. a must. Sales Coordinator: One Year Contract. Supporting a team of sales professionals, you have proficiency in MS Office applications, a positive attitude, and strong interpersonal and communication skills. Exp. in Meridian phone system an asset. Fax resume (905) 470-9213. E-mail: tderohanian@minolta.ca

MINOLTA No phone calls or agencies please