

york region

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

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AZCAR Technologies Incorporated has immediate opportunities for individuals in our Installation Department for Junior Installers.

We require High School graduates with a technical aptitude, good organizational, communication and teamwork skills, detail oriented and a capability to work within established guidelines with good accuracy. The ability to travel outside of Canada would be an asset.

This is an opportunity to develop a level of knowledge for a career in broadcast integration. You will learn the skills necessary for installation of cable and video equipment including reading mechanical wire drawings and documents, cutting, installation of connectors and proper handling and use of cables and associated tools. Opportunities for progression exist for competent or qualified candidates.

If you are looking for a developmental opportunity, please forward your application or resume to fax (905) 752-1010 or email at carol.collier@azcar.com



defining manufacturing solutions

SMTC Manufacturing Corporation, a global provider of electronic design and manufacturing services, has the following full-time career opportunities available for individuals with excellent communication skills and strong computer skills, including Microsoft Excel:

Accountant: Planning and administering a variety of accounting functions. Prepares profit and loss statements, balance sheets. Computes financial and special reports as requested by management.

Accounting Supervisor: Supervising and co-ordinating the activities of the accounting department. Preparation of accounting records, reports and special analysis.

Accounts Payable/Receivable Co-ordinator: Administers the accounts payable and/or receivable sub-ledgers accounts. Reconciles input and output of accounts payable and/or receivable accounts. Filing of invoices, billings, accounts payable and/or receivable documents.

Credit and Collection Representative: Routine credit checks on new accounts and obtains supplementary information if required. Assist in the updating and maintenance of credit files.

Receptionist/Switchboard Operator: Operating a Meridian Console switchboard and performing some clerical functions.

Receiver/Shipper: Responsible for all receiving and/or shipping activities and control of documentation.

Interested candidates please forward your resume to
SMTC Manufacturing Corporation,
 635 Hood Road, Markham, Ontario L3R 4N6.
 Fax: 905-479-1877
 E-mail Address: torontohr@smtc.com

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

PAYROLL ADMINISTRATOR - 1 year Contract in Markham

To Prepare and process payrolls for 500 employees. Responsibilities include inputting of hours, calculating garnishees, vacation/holiday pay, and preparation of reports.

Completion or enrollment in the Canadian Payroll Association Course is required combined with 3 years computerized payroll experience. The successful candidate must be proficient in Word, Excel and E-mail.

Interested applicants are invited to forward their resume no later than July 24, 2001 to:

Human Resources Coordinator
 Miller Paving Limited
 P.O. Box 4080
 Markham, ON L3R 9R8
 Fax: # (905) 475-3852
 E-mail: paulineg@millergroup.ca

We thank all applicants however, only those selected for an interview will be contacted.

THANK YOU FOR CHECKING

Please look over your ad the first day it appears making sure it reads as you requested as The Economist & Sun/Tribune cannot be responsible for more than one insertion.



Pickering College is a co-educational, independent day/boarding school located in Newmarket, Ontario. Our Mission is to be a leader in education, inspiring individuals to become enlightened citizens who meet high standards for lifelong growth and learning. Our students exemplify Quaker values, gaining the vision, courage and skills to make their community greater, better and more beautiful than they discovered it.

In support of this, Pickering College is embarking on a major capital campaign and seeks qualified candidates for the following position:

Campaign Administrator

Under the direction of the Campaign Director, the incumbent provides administrative support to the Campaign. This includes the management of various campaign systems and processes, and the administrative functions to enhance the fundraising capability of the Campaign and the College. Duties include administrative support in all matters relating to Campaign staff and volunteers.

Qualifications/ Skills Required:

- Undergraduate degree or appropriate combination of training/education and experience.
- Minimum two years experience working in an administrative capacity; previous experience working in a major gifts and/or campaign fundraising environment preferred.
- Superior written and oral communications and proofreading/editing skills.
- Ability to assimilate and interpret significant amounts of information and to meet deadlines concurrent with paying meticulous attention to detail.
- Proficiency in various computer applications including word processing and database management using Microsoft Office (word, Excel, Access, Outlook, PowerPoint), e-mail, scheduling software; knowledge of Raiser's Edge desirable.
- Demonstrated ability to prioritize tasks and responsibilities, meet deadlines, and multi-task in a demanding, fast-paced, professional environment.

This is a high stress, fast-paced environment that requires 100% accuracy and attention to detail. The ability to manage multiple tasks and to do so with minimum supervision in a positive and inviting manner is essential.

Qualified candidates should forward resume and covering letter by mail, e-mail or fax before July 27, 2001

The Selection Committee, Campaign Office
 Pickering College
 16945 Bayview Avenue, Newmarket, L3Y 4X2
 Fax: (905) 895-9076

E-mail: selcom@pickeringcollege.on.ca

Only those candidates selected for interview will be contacted.



Pickering College, one of Canada's leading independent co-educational day and boarding schools (JK to OAC) has the following opportunities available.

- (a) ASSISTANT - ALUMNI & ADVANCEMENT OFFICE (part-time)
 (b) ASSISTANT - ADMISSIONS & MARKETING OFFICE (full-time)

The successful candidates must thrive on providing solid customer service; have a strong work ethic, display discretion, be flexible, and have the ability to work independently and as part of a team. The candidates must be fully computer literate with advanced MS Office skills; have experience in composing correspondence and maintaining extensive databases. Prerequisites include: attention to detail; the ability to prioritize, accommodate multiple ongoing projects and demonstrated superior interpersonal and organizational skills. Experience in a busy school, non-profit or public relations environment would be an asset.

- (c) FACULTY ASSISTANTS (ten month contract)

Here is an opportunity to gain valuable experience prior to Teachers' College! Modest honorarium plus room and board. The successful candidates will hold an under-graduate degree; have positive interpersonal skills with initiative and leadership abilities and a genuine desire to work with children. Duties will include living in the boys' residence; assisting with supervision of residential and day students; class coverage; tutoring and sports coaching. Coaching certification would be an additional asset.

To be considered for an interview for these positions, please mail, fax or e-mail resumes and a covering letter immediately to:

The Selection Committee, Pickering College,
 16945 Bayview Avenue, Newmarket, L3Y 4X2
 Fax: 905-895-9076, or E-mail to selcom@pickeringcollege.on.ca.

No telephone calls please.

Only those considered for interview will be contacted.

ACCOUNTANT/BOOKKEEPER (Part-time)

Required by small accounting firm. Experienced in Quickbooks. Please reply in confidence to: **TSIMIDIS & ASSOCIATES**, 85 FERRIER ST., Unit 6, Markham, ON L3R 2Y9

unionville
 MOTORS

CAREER OPPORTUNITY "Automotive Sales"

We are looking to hire and train 4 career oriented individuals. Consider the opportunity to grow your business under the direction of a leading retailer and backed by General Motors, a global manufacturer offering a great variety of products. Selected candidates will be provided with professional training, management support, a salary and the opportunity for unlimited earning potential. To discuss your opportunity for a career at Unionville Motors:

Contact Paul Mortillaro, 905-477-1666 or fax resume 905-477-0311

511 retail opportunities

511 retail opportunities

Curry's Art Store is Hiring!!

We're looking for pleasant, hardworking and honest people.

Full & Part-time Sales Staff needed. Retail and/or art experience an asset.

MARKET VILLAGE - KENNEDY & STEELES
 Tel.: 905-940-8388 Fax: 905-940-2209

514 salon & spa help

514 salon & spa help

The Sarum Room Salon & Spa

is looking for a
COLOUR TECHNICIAN
 to join our team in an innovative salon. Clientele provided.
 Contact Joseph at
 (905) 415-0377

515 skilled & technical help

515 skilled & technical help

Pronto Automotive

in Markham is now accepting applications for Exhaust Technicians and Licensed Mechanics. Emissions test and repair an asset.

Call 905-294-9476
 or fax resumes to: 905-294-3383

Alpa Roof Trusses Inc.

is currently seeking applications for:

- Labourers
- Assemblers
- Forklift

Full time, team atmosphere, will train. No calls. Apply in person.
 5532 Slaters Road, Vandon

Full time TYPESETTER

required for Markham manufacturer. Must have knowledge of Corel Draw and/or Illustrator & have excellent command of English.

Fax resume to: 905-475-7488