

york region C·A·R·E·E·R·S

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

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

For Your Convenience!

CLASSIFIED AD PLACEMENT DEADLINES

TUESDAY EDITION

Word Ads - Monday 2pm
Help Wanted - Monday 12 Noon

THURSDAY EDITION

Word Ads - Wednesday 2pm
Help Wanted - Wednesday 12 Noon

SATURDAY EDITION

Word Ads - Friday 2pm
Help Wanted - Friday 12 Noon

Place Your Ad By Phone Monday to Friday 8 a.m. to 6 p.m.

Toll Free Classified Line

1-800-743-3353



505 careers

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FREE! Real Estate Seminar

Learn how you can
• Get started in the lucrative field of Real Estate
• Obtain a real estate license
• Get free training to start your new career
• Avoid common mistakes most agents make
Wednesday August 15th, 2001 - 7:30 p.m.
THE TORONTO REAL ESTATE BOARD
1400 Don Mills Road, Don Mills, ON
CALL TODAY FOR GUARANTEED SEATING
416-752-3111
www.royalcareer.com
An Equal Opportunity Employer

Private School in Unionville is looking to fill the following positions for September:
• F/T CLASSROOM ASSISTANT ECE Preferred
• PART TIME LIBRARIAN
• PIANO TEACHER
Interested candidates, please call between 11am and 5pm (905) 474-9888 or Fax resume to: (905) 474-5767

LET YOUR HOLD-LINE DO THE TALKING ON-HOLD Bell Business Partner
COPYWRITER/RECEPTIONIST
Excellent English creative writing & organizational skills. Post-secondary education. F/T Mon-Fri: \$11.00/hr.
INSIDE SALES POSITIONS
Up-beat, energetic personality. Excellent English speaking skills. F/T Mon-Fri \$10.00/hr + bonus
Please leave a voice message @ 905-479-1159 x 230 or 223 after 6pm
Located at Hwy. #7 & #404, Markham

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We're one of the nation's largest financial products marketing organizations. If you desire a dynamic career with excellent income potential
Call: Terry (416) 331-9920

ANDERSON HAULAGE
A Stouffville based transportation company is currently seeking full-time positions for:
• CGA
• SENIOR ACCOUNTING CLERK
• FLOAT DRIVERS
Please fax resume to Michael Anderson at (905) 640-3190 or email michaelanderson@andersonhaulage.com. No telephone calls please.

511 retail opportunities

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BOOTA BLANCA
We are an exciting ladies' retail fashion chain with a unique Spanish-Mediterranean ambience. Due to expansion in September 2001 at Markville Shopping Centre we require retail professionals for the following positions:
Store Manager
Assistant Manager
3rd Keyholder
Instore Merchandiser
Full Time and Part Time Sales Associates
We offer above average earning potential, excellent benefits, an exciting professional work environment and internet career development. Please fax cover letter outlining position applied for, with resume to:
Human Resources Department, 416-782-0031

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525 office help

525 office help

VAN-ROB STAMPINGS INC.
Licensed Industrial Maintenance Millwright - Scarborough, Aurora
Your 5+ years of industrial maintenance experience in the automotive industry, coupled with a strong background in pneumatics, hydraulics and machine tool operation will ensure your success in this role. Basic electrical and PLC knowledge enable you to troubleshoot and repair press shop automation, welding, and robotics equipment. Midnight and afternoon shifts available.
Tool & Die Maker - Aurora
Challenge your years of experience in building, maintaining, and troubleshooting progressive and transfer dies. You must have transfer die experience in heavy automotive stampings, and have the ability to work independently. Good communication skills and teamwork are essential. All shifts available.
Also seeking a Buyer and an Accounts Payable Clerk - see our website for details: www.van-rob.com
All positions require knowledge of the Ontario Health and Safety Act, automotive environment, 5-S and QS9000 regulations, good communication skills, and proven decision-making and problem solving capabilities. Van-Rob offers challenging opportunities for growth and a competitive compensation and benefits package. If you are a team player who is committed to quality, please submit your resume by August 31, 2001 to:
Human Resources, Van-Rob Stampings Inc., 200 Vandorf Sideroad, Aurora, ON L4G 3G8. Fax: (905) 727-2689. E-mail: hr@van-rob.com.
An equal opportunity employer. No agencies or phone calls please.
We thank all candidates for their interest, however only those under consideration will be contacted.

GENERAL OFFICE HELP
required. Entry level, basic computer knowledge. Good command of English. \$12/hr. 32 1/2 hr. week 1/2 day Fridays. Markham area.
(905) 477-0372

DISPATCHER
Local aggregate company requires full time dispatcher. 45+ hours per week. Seasonal. Wages based on experience. Min. qualifications: Grade 12 diploma, basic computer skills, Excel, Word, Internet. Dispatch exp. an asset, but not required. Training provided. Strong communication skills.
Please fax resume to: 905-640-1196

ADMINISTRATION ASSISTANT
P.A.M.'s Coffee & Tea Co. Inc. requires an Administration Assistant for their head office in the Woodbine/John Street area.
This is a permanent position 4 or 5 days per week (to be negotiated) from 9:00 a.m. to 4:00 p.m.
Responsible for preparation/typing of correspondence, spreadsheets, accounts payable, accounts receivable, bank deposits, filing, mailings and answering phones.
Must be proficient in MS Word, Works, Spreadsheets with a working knowledge of QuickBooks and have a pleasant telephone manner.
Fax resume stating expected salary to the attention of Greg MacCormack at 905-305-9597

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URBAN BEHAVIOR
We are a dynamic retail chain on the leading edge of men's and ladies' fashion. Due to expansion in September 2001 at Markville Shopping Centre we require retail professionals for the following positions:
Store Manager
Assistant Manager
3rd Keyholder
Instore Merchandiser
Full Time and Part Time Sales Associates
We offer above average earning potential, excellent benefits, an exciting professional work environment and internet career development. Please fax cover letter outlining position applied for, with resume to:
Human Resources Department 416-782-0031

RECEPTIONIST
Require fully bilingual receptionist with excellent phone manners and prior reception experience.
Please fax resume to Attn: Alan Budish: 905-475-5843

514 salon & spa help

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514 salon & spa help

RECEPTIONIST
Fulltime receptionist needed for busy salon. Must be friendly, outgoing and fashion conscious.
Call John or Marc at 905-642-0336

HAIRSTYLISTS
New salon, Main St. Markham. Must enjoy kids. Esthetics space available.
Please call (905) 471-1084

Due to rapid growth, GANZ currently requires...

Deposit Clerk
Our successful candidate will have a minimum of two years experience performing cash applications along with the ability to maintain large volumes of deposits with accuracy. Responsibilities will include A/R adjustments, customer account reconciliation, processing payments on credits, cards, and general office duties.

Data Entry Clerk
Your responsibilities will include entering, editing and maintaining orders received by Telxon, mail, and fax from representatives. Our ideal candidate will have fast and accurate data entry skills, the ability to work independently, and excellent communication skills.
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

525 office help

DATA OPERATORS
Req'd with 8,000+ key strokes. Knowledge of Canada Postal Code Standards. Must be able to work at a fast pace.
Please fax to: 905-470-1471

RECEPTIONIST/ ADMIN. ASSISTANT
Req'd for a hardworking group in a busy office in Concord. Must have excellent oral and written communication skills, be well organized, flexible and have experience using both MS Word and Excel.
Please fax resume with salary expectations to: 416-245-6419
We thank all candidates, however, only those selected for an interview will be contacted.