

york region C·A·R·E·E·R·S

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

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

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Here's your chance to become a pro at taxes. It's easier than you might imagine once you've taken the Income Tax Course from H&R Block. You'll learn everything from completing tax returns to complex schedules from the most experienced tax professionals in the business. You'll also learn about recent changes in tax laws and proven tax-saving strategies. Once you've completed the course you may even have the opportunity to interview with H&R Block.

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SUPPORTING OUR COMMUNITIES THROUGH SERVICE EXCELLENCE

The community spirit found in York Region's nine urban and rural communities makes it a truly great place to live and work. At the heart of our success as the fastest-growing part of the Greater Toronto Area are our challenging, diverse career opportunities, ideal location and excellent quality of life.

Certified Dental Assistant

A temporary, full-time position is available for approximately six months. You will provide dental assistance in one or more of the following programs: treatment, preventive clinics, dental screening, education, and geriatrics. Current certification with the Ontario Dental Nurses and Assistants Association, a valid driver's licence, and a vehicle are required. Ideally, you have at least three years' clinical dental assisting experience. Previous public health experience is preferred. Travel throughout York Region will be required.

Please forward your resume, quoting Competition #1639, by September 7, 2001, to the address indicated. We thank all applicants for their interest, however, only those 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

www.region.york.on.ca



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PAICEL BUSINESS SERVICES

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CHARTERED ACCOUNTANT

Unique, multi-faceted financial planning boutique requires a dynamic Chartered Accountant with excellent interpersonal and communication skills.

Fax resume to: 905-471-1384
No phone calls please

The Perfect Job

Personal Assistant to the President/CEO. No pay 1st year, guaranteed six figures in 1st year's time. Make your own hours. Work at home. Must be self-starter, able to delegate chores and dress for success. Prefer candidates with Legal Assistant, Marketing diplomas, Licensed Real Estate agent, some university education, Canadian Securities course an asset. Clothing allowance, km paid, company car. Personal interests encouraged on company time. Applicant must enjoy foreign films. Please leave a message on my machine or contact me at home 5pm to 7am. This position posted internally concurrently.
(905)642-8617



Full-time Bilingual Customer Service Representative

An excellent opportunity for an experienced customer service representative to work at our head office in Vaughan. The successful candidate must be fluently bilingual in French & English, possess excellent communication and computer skills; position is responsible for handling customer calls, order entry, and maintaining customer accounts.

Full-time Inventory Control Processor (Shift 3:00 p.m. - 11:00 p.m.)

Prove your skills in this entry-level second shift position, responsible for inventory processing on a computerized bar-code inventory tracking system. Candidates must have previous inventory experience, good computer and communication skills and the ability to lift up to 50 pounds. Must be willing to learn to operate a forklift.

Sherwin Williams offers both a competitive benefits package & salary. If interested in either position, please send your resume to the attention of Human Resources:

Sherwin-Williams
200 Confederation Parkway
Vaughan, ON L4K 4T8

email: lewart@sherwin.com or fax (905)761-9573
No phone calls please



DIRECTOR OF CARE FULL TIME

The Unionville Home Society is seeking a dynamic leader and communicator to provide skilled clinical and administrative direction of the Care Department at Union Villa, our 162 bed long term care centre. You will lead our resident care teams to develop innovative quality services that respond to the emerging needs of residents and families and achieve Ministry of Health standards for Long Term Care. You have had past successes in operations management, financial management and CQI. You will work collaboratively with others at all levels to restore, maintain and advance the health of seniors.

You have an RN Certificate of Competence from the College of Nurses of Ontario. (A Bachelor's degree in a health-related field an asset.) Expertise and experience in long term care and computer applications are expected.

Please forward your resume to: Sara O'Donnell,
Co-ordinator, Human Resources, Unionville Home Society
4300 Hwy 7, Unionville, Ontario L3R 1L8
Fax (905) 477-5938 E-mail sara@uhs.ca

No phone calls please. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

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UPHOLSTERER

Immediate opening for high end Commercial / Residential seating & casegoods manufacturer. We offer extremely competitive wages & benefits for the right candidate. These are excellent full time position for the experienced upholsterer.
Reply in confidence to:

LEIF JACOBSEN

39 Riviera Dr. Unit 7
Markham Ont. L3R 8N4
By fax to: (905) 479-6847
By email to: larry.laycock@teknion.com

511 retail opportunities

511 retail opportunities

509 drivers

PART-TIME RETAIL SALES ASSOCIATES

Needed A.S.A.P. in paint/decorating store. Evenings/weekends flexible; mature/hardworking. Training provided.
Fax resume to: 905-294-5347

Stouffville PARTS DRIVER

Full/part time. Clean driving record. Call (905)640-3030

MECHANIC

2-3 years experience for busy hydraulic shop in the Woodbine and Steeles area. Own tools, own vehicle required. Excellent wages and benefits.
Fax resumes to: 905-475-2210

Small Custom Kitchen Company looking for CABINET DOOR FINISHER

Previous experience required. Contact John 905-471-5154

DUCT CLEANING TECHNICIAN

HVAC knowledge an asset. Valid G Drivers license, clean abstract, standard vehicles; willing to work evenings and weekends when required. Fax resume @ 416-292-7600

INDUSTRIAL MECHANIC/ MILLWRIGHT/ MACHINE REBUILDER

Must be well experienced, familiar with machine shop, welding and fabricating for busy used machine dealer. Fax resume: 905-738-2098

EXPERIENCED ROLL FORMING OPERATORS PRESS BRAKE OPERATOR

Required for steel stud plant in Concord. Several years experience preferred. Please fax resume to: Bailey Metal Products Ltd. 905-738-5337 or e-mail to: hr@bmp-group.com



MECHANIC Class A APPRENTICE

Aurora Esso Service Centre
14927 Yonge St. Aurora, On.
Call (905)727-1421



AUTO DETAILER SERVICE ADVISOR PARTS REPRESENTATIVE

Established busy Volkswagen dealership requires highly motivated individuals who are customer satisfaction driven and goal oriented. Outstanding location, facilities and work environment. A Great Potential to Earn!

Fax or email resume: TEL: 905-477-2421 FAX: 905-477-7530 EMAIL: info@greenbeltvw.com

Rapidly growing injection moulding company with manufacturing plants in Markham and Aurora has the following position to be filled at both locations:

Machine Operators

• Must have 1 year experience in injection moulding or manufacturing
• Be able to read and write English to complete documentation required
Please forward resume (905)887-1450 or Email to fanny.sun@hunjan.com