

york region CAREERS

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 1-800-743-3353 www.yorkregion.com

505 careers

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525 office help

525 office help

525 office help

525 office help

525 office help

530 sales help & agents

INSIDE COORDINATOR/ EXPEDITOR

- Minimum 3-5 years experience.
- Key inside contact to outside construction managers.
- Responsible for coordination of all project data, accumulation of all costs for invoicing, expediting of sub-trades and suppliers.
- The successful applicant will possess excellent communication, organizational skills and multi-tasking abilities.
- Strong mathematical/ analytical skills and excellent computer knowledge including Windows 98/ 2000, Microsoft Word, Excel, Autocad, QuickBooks Pro, etc.
- Ability to read construction drawings and specifications a definite asset.
- We are in a north east Scarborough location.

Reply to P.O. Box #8,
c/o The Markham Economist & Sun
9 Heritage Road, ON L3P 1M3

CUSTOMER SERVICE REP

- good communication skills • able to multi task, prioritize & meet deadlines
- good mathematical aptitude to process quotes • computer literate with experience in Word, Excel and e-mail

Email resume to:
psiret60@hotmail.com

Receptionist/Office Clerk

required for Markham manufacturer. Must have Excel and Word experience. A/R and A/P background is beneficial.

Fax resume to (905)294-5097

520 computer & IT

520 computer & IT

The Liberal & Vaughan Citizen Distribution Department requires a

Verification Team Coordinator

Part-Time Evenings Monday-Friday, at our Offices in Richmond Hill

Duties include organizing and performing telephone surveys regarding delivery of our newspapers and flyers

This position requires an organized individual with an attention to detail and is suitable for a college student or other mature individual looking for a consistent weekly schedule.

A professional telephone manner and a good command of English are essential

The Liberal Fax resume in confidence to:
Lynn Pashko, Distribution Manager
(905)881-9924 or mail to:
The Liberal,
Attention: Lynn Pashko,
Box 390, Richmond Hill
Ontario L4C 4Y6

VAUGHAN CITIZEN

INSIDE SALES for Video's and DVD's. Knowledge of computers & the video business req'd. Fax resume to: 905-472-1061 or e-mail: perry@musicwarehouse.com

LOOKING FOR A NEW CAREER?

Join a fast growing marketing company. Do you have leadership abilities and are willing to work hard? No degree necessary. We will train. Call Sera at 416-497-7077

540 hotel restaurant

CoffeeTime COUNTER HELP

ALL SHIFTS Full/Part-time

Apply in person 15228 Woodbine (at Aurora Side road). Or call (905)726-1661

CoffeeTime Now Hiring Mature Person for morning, evening & midnight shift. Apply in person 15228 Woodbine (at Aurora Side road). Or call (905)726-1661

545 teaching opportunities

PART TIME ECE

required for centre in Unionville. Please fax resumes to: (905)640-4373

510 general help

HORTON SPICE MILLS

Req. people for Heavy packaging of spices. Call Gloria (905)475-6130

Please Recycle

514 salon & spa help

514 salon & spa help

First Choice Haircutters

We are Canada's finest, most successful, price valued hair care chain. We are seeking Stylists for full and part time positions in our:

Our Markham Locations

As an employer we offer:

- Hourly wage & commission
- Clientele not required
- Competitive benefit package
- Flexible hours
- Growth & advancement opportunity
- Great working environment where business is enjoyable

Ask for Teresa:
905-471-4888

A software development company in Markham requires a Documentation and Help Desk Specialist. Responsibilities will include developing and maintaining on-line help, user manuals, marketing and training materials, as well as responding to customer requests for user support.

The successful candidate will have excellent English communication skills, prior software documentation experience, a working knowledge of database concepts together with excellent computer skills including Word Perfect, HTML and MS Office. Experience in non-profit fund-raising would be an asset.

Send your resume to:
janm@helixdp.com
or fax to: (905)479-1047

525 office help

525 office help

525 office help

515 skilled & technical help

MECHANIC

Class A, steady work. 5 day week.

Street Brothers Auto Electric.
905-884-5368

525 office help

RECEPTION/BOOKKEEPER wanted. Busy Markham office needs full-time Bookkeeper. Experience necessary. Please fax resume to: (905)305-9466

OFFICE HELP required immediately for fast paced Markham contracting company. Fluency in English a must. Please fax 905-474-1611

PART-TIME OFFICE HELP

Must be able to do quotes, invoicing, data entry, phone reception & be fluent in English.

Approx. 20 hrs/wk. 9am-3pm \$14/hr. Flexible hours. Unionville area. Call (416)676-5227 between 9am-5pm

PART TIME RECEPTIONIST

Required evenings/weekends for busy Real Estate office to handle our multi phone & paging system. Good typing skills and a knowledge of Word are required. Real Estate experience preferred but not essential.

Please fax resume to:
905-477-6839

SUPERVISOR

We are looking for an experienced customer service representative with leadership quality and strong organizational skills to supervise a staff of 25. Must be able to work in a fast paced, challenging office environment. Located in the Pharmacy/Steeles area. Salary based on experience.

Please send resume to:
VP Operations
FAX: 905-948-9464

OFFICE ADMINISTRATOR

Experienced professional for home builder required. Reception and office management. Bookkeeping an asset. Small office. Able to work independently.

Call: (905)294-0992
Or fax: 905-294-1457

RETURNING TO THE WORK FORCE?

This is an entry level opportunity for someone with potential to learn and be trained in the various functions of an established insurance broker. Computer skills an asset. Fax resume to Phil Colley at: 905-477-0424
Colley, Borland & Vale Insurance

ACCOUNTANT/ ASSISTANT

Busy "little" Markham accounting office requires personnel for an entrepreneurial client base. Must have excellent working knowledge of Caseware, Quickbooks, Taxbyte, and Lotus or comparable programs. Salary will be commensurate with experience. Flexibility with respect to full or part time.

Please fax detailed resume with salary expectations to: 905-294-8861. Thank you for your interest, but only those selected for interview, will be contacted.

515 skilled & technical help

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LAND SURVEYING OPPORTUNITIES

RADY-PENTEK & EDWARD SURVEYING LTD is a Toronto based Land Surveying firm with immediate openings for experienced individuals in the following positions:

PARTY CHIEFS
INSTRUMENT PERSONS
COMPUTATIONS/ACAD STAFF

Forward your resume by fax to (416)635-5001

The Liberal & Vaughan Citizen Distribution Department requires a

Verifier

Part-Time Evenings Monday-Friday, at our Offices in Richmond Hill.

Duties include calling households in our distribution area to check delivery of The Liberal and other products as well as the handling of customer requests and complaints.

This position is suitable for a college student or other mature individual who is looking for a consistent weekly schedule.

A professional telephone manner and a good command of English are essential.

The Liberal Fax resume in confidence to:
Lynn Pashko, Distribution Manager
(905)881-9924 or mail to:
The Liberal,
Attention: Lynn Pashko,
Box 390, Richmond Hill
Ontario L4C 4Y6

VAUGHAN CITIZEN
A growing newspaper for a growing community

BILINGUAL ROADSIDE SERVICE REPRESENTATIVES

Club Auto Roadside Services Ltd., a subsidiary of CAA, is Seeking Bilingual (French/English) individuals for Part-Time and Full-Time Positions at its call centre in Markham.

Representatives take calls from stranded motorists across Canada and dispatch service as required. Successful candidates will have good oral and written French & English communications skills, computer skills and flexible availability.

Please send resumes to:
Club Auto Roadside Services Ltd.
Fax: 905-771-3022
Email: jwalker@clubautold.com
Or visit our Web Page at: www.clubautold.com

Only those applicants selected for an interview will be contacted.

LAIDLAW

Stockroom Clerk

- Valid Ontario Driver's License
- High School Diploma
- Previous parts handling experience
- Competitive hourly rate with benefits
- Day shift only
- Large school bus fleet

Deadline for application is: Friday, Oct. 5, 2001. Please submit your resume to:
Norma Matus - Parts Manager
Laidlaw Education Services
30 Heritage Road
Markham, ON L3P 1M4
Fax: (905) 294-5600

CARPENTER

Required immediately for new home construction. Must be motivated and able to run crew.

Phone 905-852-4369
Fax resume (905)852-3450