

york region CAREERS

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

510 general help

510 general help

bulk barn*

Positions available with a progressive franchisor of 62 (and rapidly growing!) retail specialty stores. Offices located in the Beaver Creek Business Park in Richmond Hill.

CORPORATE OFFICE ACCOUNTANT

Responsibilities include monthly account reconciliation & variance analyses. Assistance with preparation of budgets & forecasts. Direct responsibility for all aspects of the weekly payroll for approx. 50 employees. Involvement with the weekly cash collection for Bulk Barn Franchisee accounts.

Previous experience in a payroll position is a requisite for this position. A detail-oriented approach and excellent organizational abilities are a must. Intermediate knowledge of Windows and Excel, as well as a basic working knowledge of Microsoft Word, are required. Salary plus benefits commensurate with experience.

ACCOUNTING CLERK

Responsibilities include matching, coding and entering of Accounts Payable invoices. Weekly collection of receivables from Franchise stores. A detail oriented approach and excellent organizational abilities are a must.

Salary in the \$35,000 per annum range (plus benefits) dependent upon experience and qualifications.

These positions require exceptional interpersonal skills and a team approach to dealing with business issues. Please fax your resume to: Laura Boland, Bulk Barn Foods Limited. Fax (905)886-2722. No telephone calls please.

Canada's largest bulk food retailer and more.

CAREER?

We are heading into a recession. Protect yourself 100% Genuine Home-Based Business. Can be worked part-time or full-time. The choice is yours. Are you looking for a way to pay off your student debt? Looking to replace a lost income? Sick of working for someone else? For whatever reason, you need to be looking at starting your own business. Call 1-877-880-1091.



Xebec, Canada's premier provider of Electronic Imaging, Data-to-Mail and Film-Based Imaging solutions is seeking dynamic individuals to fill the following entry level positions:

Clerks, Data Entry, Operators

Xebec is looking for people eager to develop a career in a fast-paced, rewarding environment. Complete training will be offered to all inexperienced operators. Excellent communication skills and the ability to work shifts is essential.

Xebec offers a comprehensive benefits package, competitive remuneration, state-of-the-art technology and provides a stimulating environment for all employees by providing the necessary motivation, empowerment and recognition of achievement.

We thank all applicants in advance, but only those under consideration will be contacted.

Xebec Imaging Services Inc.
2637 14th Ave. • Markham, ON L3R 0H9
ATTN: Corporate Recruiter
e-mail op201519@xebec.ca
fax 905-470-9233
NO PHONE CALLS! NO AGENCIES

PERMANENT PART-TIME ADMINISTRATIVE CLERK

For sales office. Responsible for all office and accounting duties. Experience with outside Sales' Reps and MYOB an asset 20-30 hours/week. Please fax resume to 905-940-4724

530 sales help & agents

530 sales help & agents

FANTASTIC INSIDE SALES OPPORTUNITY!

Experienced Salesperson to offer a variety of popular fundraising products to schools and groups. M-F, 9-3, summers off! Fax resume: 1-800-665-9982

535 hospital, medical, dental

535 hospital, medical, dental

PART-TIME RN/RPN

Required for busy Markham doctor's office. Venipuncture an asset Thurs. & Friday evenings & weekends. Fax resume to: (905)475-3581

Markham Physiotherapy Clinic has the following positions available:
• REG'D PHYSIOTHERAPIST
• KINESIOLOGIST
• RECEPTIONIST - 3 evenings/wk
Fax resume to Jennifer Zavitz-Hicke: 905-471-3751

535 hospital, medical, dental

540 hotel restaurant

REGISTERED MASSAGE THERAPIST required at Main Street Massage Therapy. Please call Cathy 905-294-4454

Experienced **Pizza Maker** required part-time for a busy Italian restaurant. Apply within: 227 Main Street North, Markham or call: (905)294-7334

540 hotel restaurant

540 hotel restaurant

The Lion of Stouffville 5917 Main St., Stouffville is now accepting applications for:
• **Experienced Waitstaff** full-time/part-time
Health & Dental plan available
Call 905-642-1344 or fax resume to 905-642-1343

510 general help

510 general help

A busy Electronic Warehouse in the Woodbine/404 area requires **FULL-TIME HELP**. Some heavy lifting required. No experience necessary. Please call (905)475-8000

Drycleaner in Markham requires: **DRYCLEANER PRESSER SHIRT PRESSER**. Please forward resume by fax to: 905-946-7968

CURVES FOR WOMEN®

World's largest fitness organization, is accepting applications for a P/T employee. Apply in person at: 2 Corby Road, Unit #2 Unionville (at Apple Creek Rd)

Markham Landscape firm requires SNOW PLOW DRIVERS & HAND SHOVELLERS

\$20 per hour. (905)887-9900 ext 21

MAC/PC OPERATOR

Busy service bureau in Richmond Hill requires a reliable person. Film output/production experience preferred. Must have transportation. Fax: 905-731-3343, Attn: Pam

EARN EXTRA \$\$ DURING HOLIDAY SEASON!

\$8.50 - \$10.50/hr.

Light Assembly / Heavy Lifting. Various positions located in Markham, Scarborough and Richmond Hill immediately available for experienced General Labourers. Safety Boots, glasses and own transport essential. Day, Afternoon and Evening Shifts available. Good communication skills and work references required.

PLEASE CALL LISA TODAY! (905) 477 4450

FULL TIME/ PART TIME STUDENTS/ OTHERS \$18.05 to START

• 25 openings/must fill by Nov 15
• flex hrs./ training provided
• no door to door or telemarketing
Call: (905) 415-9299
www.workforstudents.com/on

NISSAN VILLAGE

Due to unprecedented growth, we are looking to fill the following positions:

PARTS DRIVER F/T
Must possess clean driver's abstract, knowledge of local area. Willing to train energetic, ambitious, M/F as eventual parts specifier.

LUBE TECHNICIAN P/T

Must possess clean driver's abstract. Experience preferred. Must have own basic tools.

Please contact: **Chris Campbell**
Tel: 905-477-3337
Fax: 905-940-6636

ATTENTION SALES REPS & TELEMARETERS

High paced marketing call centre looking for part time sales/customer service associates who are energetic & articulate to fill available positions.

TELESALES CALL: (905)709-0919
TELEMARETING CALL: (905)709-0853

Silliker Canada:

Staff Accountant:

We require a CGA/CMA with three years of experience in a service company. The successful applicant will be required to answer inquiries from staff and clients and will be responsible for the preparation of financial statements and reports. A sound knowledge of ACCPAC will be required.

Competitive compensation and a comprehensive benefit package will be offered for this position.

No phone calls or agencies please. Interested applicants should send their resume to:

Human Resources, Silliker Canada, Unit 4, 90 Gough Road, Markham, ON, L3R 5V5. Fax: (905) 479-4645

Silliker Canada is part of the Silliker Laboratories worldwide network of 30 accredited labs serving the food industry in Europe and the Americas and Australia.

SALES SUPPORT COORDINATOR

A dynamic sales agency in the office supply industry is seeking a highly motivated and organized person to support our outside sales force and our customers.

The successful candidate must be detail oriented, be able to multi-task and have a good working knowledge of Microsoft Word and Excel.

This position could lead to an outside sales position in future. Good salary and benefits package. Fax resume to: 905-478-8366

525 office help

Busy insurance office has **FULL TIME ENTRY LEVEL** position available. Must have computer experience & pleasant phone manner. Please fax resume to: B.S.T. 416-291-6188

INSURANCE BROKERAGE Requires Data Entry Clerk, possibly leading to a CSR position. Fax resume to: 905-479-5551 Attn: Darren

LEGAL P/T Legal Assistant Mon-Thurs. 9am-1pm. \$15/hr. Strong communication & computer skills. Woodbine/Steeles. Fax 905-731-0970

OFFICE HELP & SALES REP wanted. Experience required. Woodbine/14th Ave. Call Jeff (905)944-0907

525 office help

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Busy and long est. vehicle leasing company located at Woodbine & 16th Ave. in Markham requires the following:

SECRETARY/ RECEPTIONIST

Previous experience preferred

Insurance & Licensing Clerk

Please fax resume & salary expectations to: **Landmark Vehicle Leasing** 905-477-5902

BOOKKEEPER P/T

Bookkeeper required 3 days a week for busy Richmond Hill office. Duties include: payroll, A/R, A/P, deposits. Fax resume to: Swiss Herbal Remedies - Personnel 905-886-5434

BILINGUE RECHERCHÉ

Notre bureau de Markham est présentement à la recherche de candidats pouvant maîtriser le Français écrit et oral. Plusieurs postes à combler dans les secteurs financiers, assurance et service à la clientèle. Si vous possédez cette qualité appliquer dès maintenant au 905-477-4450 demander Nathalie