

york region C · A · R · E · E · R · S

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 505 careers 505 careers 505 careers 505 careers 514 salon & spa help 515 skilled & technical help 515 skilled & technical help 525 office help

Tired of the commute?
 The CG&B Group Inc. has a position available for a **Senior Commercial Insurance Broker.**
 Working with minimal supervision, the account manager will be responsible for all aspects of managing a group of larger corporate clients. Our goal is to provide superior service to these clients and calls for an excellent communicator and negotiator who can "get the job done" in a timely efficient manner. While this position is primarily based "in house", the successful applicant will be expected to make client visits when necessary. The successful individual will welcome this direct contact and be confident in their ability to convey their knowledge clearly and succinctly. The position requires a minimum of five to ten years commercial brokerage experience, handling complex corporate accounts. The CG&B Group Inc. employs over 130 insurance brokers. If this position isn't for you but you would like us to have your resume for future opportunities please submit it to:
 Susan L. Guthrie
The CG&B Group Inc.
 120 South Town Centre Blvd., Markham L6G 1C3
 F: 905-948-2068 E: susang@cgbgroup.com

O'HARA TECHNOLOGIES
CONTROLS & AUTOMATION MANAGER
 Candidate should have a Bachelors in Control Engineering combined with 10+ years experience in HMI, PLC's, SCADA and Electrical Panel Building, be capable of managing Electrical Design (Power, Drive and Motors) and PLC software design, Field Service, be proficient in Technical Writing (Operator Manuals, Technical Reference Manuals and commissioning Procedures), have good organizational and time management skills and able to control the department's budget and scheduling. **Qualified candidates are invited to fax their resume to 905-707-3304.**
Only applicants under strong consideration will be contacted.
 Visit website: www.oharatech.com

Ashgrove Spa has openings for:
MASSAGE THERAPIST ESTHETICIAN F/T RECEPTIONIST
 Call: 905-201-0343 Marika


METAL WORKERS
Imperial Smelting & Refining Co. of Canada Ltd.
We are growing quickly as a specialty metal manufacturer located in the Steeles/404 area in Markham.
 Specific opportunities exist NOW for operators in the following areas:
 • Sweeps Processor - Must be organized & work independently.
 • Metal Worker /Machine Operator- wire drawing, slitting or rolling
 • Melter -induction or gas melting experience preferred
 If you are organized, reliable, punctual, bondable and fluent in English, we may have the job for you. We will train candidates who have the right skills & experience.
Please fax your resume to:
 905-475-0703
 or phone 905-475-6197

BOOKKEEPER
 required for real estate office. Experience in Lone Wolf an asset.
Fax resume 905-513-1055 or 905-477-6978

INSURANCE BROKER
 RIBO license + experience required. Markham brokerage.
 Fax resumes to: 905-472-0183

LEGAL R.E. ASSISTANT
 Experience required. Markham.
 Fax resume 905-477-3978

Victim Crisis Assistance and Referral Service
 VICARS- York Region
ADMINISTRATIVE ASSISTANT
 VICARS - York Region is seeking a full-time Administrative Assistant. The suitable candidate must be flexible to assist with the daily operations of a 24-hour, 7 days a week volunteer based crisis intervention service.
POSITION REQUIREMENTS:
 • Secondary school diploma or equivalent work experience
 • Demonstrated skills in office management with experience in Microsoft Windows 98' operating systems including, Word, Excel, Access and Power Point
 • Experience with automated bookkeeping systems
 • Excellent communication skills
 • Excellent organizational skills
 • Ability to work in a multi-task environment
 • Knowledge of crisis intervention techniques
 Please send resume and covering letter in a sealed envelope to:
VICARS - York Region
 4981 Hwy 7 East, Unit 12 A, Suite 243
 Markham, ON L3R 1N1
 Applications will be accepted until March 1st, 2002

ADMINISTRATIVE ASSISTANT/ PRODUCTION COORDINATOR
 The ideal candidate will be self-motivated, have printing/Graphics knowledge, MS Office savvy and a pleasant, well spoken phone manner. Goldmine, Paper Tiger, Quickbooks & solid technical computer skills a plus.
BOOKKEEPER PT/ FT ADMINISTRATOR
 The ideal candidate will be self motivated, MS Office savvy, and have a pleasant, well spoken telephone manner. Quickbooks, Goldmine, Paper Tiger and solid technical computer skills a plus.

Fax resume after 6 p.m. with a cover letter (905) 642-2606 or go to www.acg.ca/hr for full details

ESTHETICIAN
 part time with experience in all areas of esthetics for spa in Markham. **Drop off resume to:**
 Svengali, 39 Main St., (905)471-6268

ESTHETICIAN
 wanted, part-time, evenings and Saturdays. Experience with microdermabrasion and facial peels an asset.
 Call (905)472-6209

Wanted
EXPERIENCED SEWING MACHINE OPERATORS.
 Call: Mark @ 905-695-3320


HAIR STYLIST & ESTHETICIAN
 for progressive Markham salon. Salary, commission & bonus.
 Call (905)475-3559

525 office help
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Technical Writer
 The Technical Writer is required to create bid proposals, internal training documentation, and marketing materials for international and internal audiences. The position also requires editing other people's work.
 You possess excellent written and spoken English. Fluency in French is an asset, but is not required. Strong organization skills, an eye for detail, and a flair for page layout complement your coherent and precise writing style.
 Your strong interpersonal skills help you thrive in a performance-based environment with demanding individuals and tight deadlines. You understand the need for confidentiality. You are able to follow instructions and work with minimum supervision.
 You have completed a post-secondary program, possibly in Marketing or the Humanities. You possess outstanding Word skills and are proficient in Power Point presentations.
 We are a well-established, rapidly growing firm in the financial services sector. We offer a competitive compensation package, including profit sharing and share options.
 Interested parties may e-mail their resumes to Mary Waugh at: hr_email@canada.com

One of North America's largest financial services companies is expanding.
 If you desire a dynamic career with excellent income potential, **Call Mauro at 1-888-248-9717**

525 office help
Person required to run small office.
 Must have excellent computer, telephone and people skills with fluent English. Reliable & outgoing. **Woodbine/Steeles.**
Fax resume: 905-946-9422

HAVE YOU RECEIVED EMPLOYMENT INSURANCE IN THE LAST THREE YEARS and need help finding the right job?
 Then we are the service you've been looking for!!
 Visit or call Carol at **EMPLOYMENT RESOURCE CENTRE**
 4961 Highway 7, Markham 905.947.0172
Our extended hours of operation are:
 Monday to Friday: 9:00 am - 9:00 pm
 Saturday: 10:00 am - 4:00 pm
 For our Vaughan location please call Sarah @ 905.856.7728
ALL RESOURCES AND SERVICES ARE AVAILABLE AT NO COST
 Operated by:

 Funded by/Financé par:  Human Resources Development Canada / Développement des ressources humaines Canada. 

514 salon & spa help **514 salon & spa help**
ESTHETICIAN, NAIL TECHNICIAN & REG. MASSAGE THERAPIST.
 Experienced, full time with clientele for spa and salon, Main St. Unionville.
Call: (905)940-2230

515 skilled & technical help **515 skilled & technical help**

MACHINE SETTER/ OPERATOR
 Markham area manufacturer has an immediate opening for a detail oriented, mechanically inclined machine setter/ operator. Duties to include set-up, operation and quality control of computer controlled induction brazing machinery. Previous CNC machine experience would be an advantage. This is a full time, permanent position on a rotating day/ afternoon shift offering a full benefits package.
Fax resume to: Ms. Eremita FS Tool Corporation (905)475-0347

FAST TRACK YOUR CAREER
 Great opportunity for a cheerful, high energy, very outgoing person, with outstanding communication skills to assist Doctor in providing superior health care. Great hours. Excellent training provided. If you are a recent university grad or other ambitious individual, this is for you!
Apply in person West Chiropractic Clinic 4747 Hwy. #7 East, Unionville

OFFICE CLERK
 Medium sized office located at Woodbine and 14th Ave. Looking for an individual with strong communication skills for general office duties. Computer knowledge an asset.
Fax resume to: Judith 905-475-4163

BOOKKEEPER
 Markham Chartered Accounting Firm 15-20 hours, 4-5 days per week. Knowledge of Quickbooks and Word required. Duties include answering phones, etc.
Email resume to: breilly@on.aibn.com or fax to: 905-947-0165

Due to rapid growth, GANZ currently requires....
BILINGUAL CSR (French/ English)
 A minimum of 2 years' experience, preferably in a high volume customer service environment is required. Experience assisting sales reps., completing credits, and resolving customer issues round out your functions. Strong prioritization and follow-up skills are essential.
ORDER ENTRY CLERK
 Responsibilities include entering & editing orders received electronically by mail or fax and updating the customer master list as required. Our ideal candidate will have fast and accurate data entry skills.
Please forward your resume to: Human Resources Department Fax: 905-856-4647 Email: hrcanada@ganz.com Website: www.ganz.com

SAFETY MANAGER
 required full time for a growing, progressive school bus company. Must have signing authority and DDC certification. Competitive salary & benefits.
Fax resume to: 416-962-4622

509 drivers
DZ DRIVERS
 required for courier company. Must be able to go to the U.S.A. **Bring current abstract to: 50 Bullock Dr. Unit 1 Markham**