

# york region C·A·R·E·E·R·S

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Monday - Friday 8:00 am - 6:00 pm 416-798-7284 or 1-800-743-3353 www.yorkregion.com

505 careers

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514 salon &amp; spa help

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525 office help

525 office help

The Region of York's Community Services & Housing Department has an opening for a:

## BUILDING SUPERINTENDENT II

Responsibilities include operating and maintaining the designated building(s). A Secondary School Diploma is required with additional courses in building maintenance or equivalent and five years' experience in a multi-unit residential/commercial environment performing maintenance tasks such as cleaning, electrical, plumbing and carpentry repairs. Daily activities include repetitive bending, lifting up to 50 pounds, climbing ladders and working indoors and outdoors. **Must live on site at Heritage East, 349/351 Crowder Boulevard, Newmarket.**

Quoting competition #1960, submit resume by February 20, 2002. We thank all applicants for their interest, but wish to advise that only those candidates 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



## ACCOUNTANT

A small power transmission distributor based in Markham requires a full time Accountant.

Responsibilities include:

- All accounting functions up to & including monthly financial statements and sales reports
- Supporting accounting assistant with daily functions of A/R & A/P
- Management of a comprehensive business software package.
- Management of ISO 9002 Quality Assurance Program.

The successful candidate must have, or be working towards, a professional qualification and have advance skills in accounting software programs and Microsoft Office.

Please email your resume to:  
ajay@rotatorproducts.com

Premier Salons, the largest operator of beauty salons in major department and high-end specialty stores throughout Canada and the United States is now hiring for the following full-time position:

## OPERATIONS COORDINATOR

This role requires a highly motivated team player with superior analytical, organizational and communication skills. In this capacity you will report directly to the Vice President of Salon Operations, you will take an active role in directing and coordinating the activities of our field operations and day to day circumstances. Knowledge of Excel and Word is required.

Qualified candidates should send a resume to Premier Salons, Inc., 3780 Fourteenth Avenue, Suite 106, Markham, ON L3R 9Y5 to Robert Sanders, Sr. Vice President Human Resources or via email to: bsanders@premiersalons.com

## Personal Lines Insurance

Direct-Link Insurance Services has full and part time opportunities for the following positions:

### Agency Manager (F/T)

Bring your 5 -10 years of brokerage and management experience in progressively more responsible positions. You will be responsible for day to day management.

### Customer Service Reps

(F/T and P/T) Drawing on your previous customer service experience, you will be responsible for all aspects of service to our existing customers.

Our Agency Center, located in Stouffville, is a fast-paced, goal driven environment. If you have a successful track record of telephone customer interaction, are computer literate and have excellent communication skills, you must investigate this opportunity. We provide training, licensing and ongoing education.

Please fax or e-mail your resume to:  
Aneika Boucaud  
Team Leader, Training  
Fax: 905-642-2093  
Email: boucauda@dlins.com

505 careers

## Come grow with us!



In preparation for a major business expansion, we are looking to add to our team in the following positions:

### New Car & Pre-Owned Specialists

Applicants must have three to five years luxury/automotive sales experience with a proven track record in sales as well as CSI.

Please contact Arthur Madjarian at:  
arthur@tcbmw.com

Only the best need apply!  
Confidentiality is assured.

## Town+Country

8111 Kennedy Road  
Markham, Ontario

## PRODUCTION CO-ORDINATOR

PLM 1:1 inc. is a supplier to the direct mail industry. Located in Markham we have an immediate opening for a Production Co-ordinator. You understand the data management process and have good knowledge of postal and lettershop requirements. Your project management and communication skills are strong and you are accustomed to a fast paced environment.

This is an excellent opportunity in a growing and exciting organization.

Interested parties fax your resume to 416-848-8495

No phone calls please. Only selected candidates will be contacted.

Our company has been manufacturing/distributing fine watches for over 125 years. Due to expansion and recent relocation to North East Scarborough the following positions are available.

### BILINGUAL CRD ASSOCIATE

Applicants must possess excellent communication and organizational skills and have experience in an order/customer service environment. computer literacy is essential.

### BILINGUAL ADMINISTRATIVE ASSISTANT

Computer literate with excellent skills in Word, Excel and Internet. Able to work efficiently in a multi task environment.

### BOOKKEEPER/ACCOUNTANT

Experience in all aspects of accounting with emphasis on AP/AR and financial statements. Demonstrated skills in office management with high degree of computer literacy.

Please fax your resume to 416-751-4763 stating salary expectations.



Wine Rack is now hiring for our new location within the Stouffville A&P Wine Rack, Ontario's largest independent wine retailer with over 160 locations, has an opportunity for a wine enthusiast to join our team of professional full time Store Managers (We are also seeking part time personnel wishing to become Wine Merchants)

Management Qualifications Required Include:

- A love and appreciation of wine
- Retail management experience
- Proven team building skills
- Proven Customer Satisfaction skills

Please fax your resume to:  
705-435-1279  
Attention: M. Ireland

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

514 salon &amp; spa help

## HAIR STYLIST & ESTHETICIAN

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

## NAIL TECHNICIAN & REG. MASSAGE THERAPIST.

Experienced, full time with clientele for spa and salon, Main St. Unionville.

Call: (905)940-2230

515 skilled &amp; technical help

515 skilled &amp; technical help

## HEAVY EQUIPMENT MECHANIC

Experienced with own tools.

Markham area.

Call Fred ext 116  
or Angelo ext 115  
at (905)294-7480

## BINDERY

seeks top MBO Folder/Guillotine Operator. Must run spine paste & gatefold for busy plant in Markham.  
Days. Phone 416-820-4722

## EXPERIENCED CERAMIC TILE SETTERS

needed. Must have truck and tools. Call (905)470-8108

525 office help

525 office help

## RECEPTIONIST

Receptionist Concord Mgr. Excellent English, phone and PC Skills. F/T, salary, benefits. email resume to hrd@sertator.com or call 905.695.3317.

Established Vaughan Law Firm requires a  
**LEGAL ASSISTANT**  
Corporate/ Commercial Assistant  
3-5 years experience  
**LEGAL SECRETARY**  
Real Estate Dept. Recent Graduate  
Fax resume in confidence to:  
Dorothy Jones 905-760-2900

The UAB Group™, Canadian leaders in insurance services, currently has the following opportunity based out of our Markham office:

## EXECUTIVE ASSISTANT

Reporting to the Vice-President, Marketing, the successful candidate will be responsible for the preparation of proposals and presentations. Other duties will include assisting with promotional material development and producing analytical reports. Applicants must have a minimum of five years experience in a fast paced marketing environment and be proficient with MS Word, Excel, PowerPoint and several graphics applications.

Please forward your resume, in confidence, to:

Brian Maltman  
V.P., Human Resources  
Fax: (905) 474-0719  
E-Mail: bmalman@uab.ca

## BILINGUAL FR/ENG. CUSTOMER SERVICE REP

Required for Markham distributor.

Positive phone manner

- accuracy a must.

Fax resume to 905-470-7787

## ACCOUNTS RECEIVABLE CLERK

for a Markham-based company.

We require a motivated, self-starter to manage all aspects of the Accounts Receivable functions, including collections. The successful candidate will have a minimum of two years experience in addition to a post secondary education in accounting. Proficiency in MS Word and Excel is required.

Send resume by fax: 905-940-0204 or e-mail to: lfung@pgetools.com along with salary expectations. Be sure to visit our Web site at: pgetools.com

## OFFICE ASSISTANT

req'd F/T for small office. Proficient typing, Windows, MS Word, Excel & letter composition skills req'd. Min. 5 yrs customer service/ telephone exp., organized & motivated. Salary 27K-32K to commensurate with exp. Fax resume (905)415-8550

For temporary positions in:

**PAYROLL SPECIALIST**  
**FINANCIAL ANALYST**  
**COLLECTIONS SPECIALIST**  
**ACCOUNTS PAYABLE**  
**ACCOUNTS RECEIVABLE**  
**BOOKKEEPER**

## accountemps

Tel: (905) 709-8009 Fax: (905) 709-3664  
Email: markham@accountemps.com  
For more information visit our website at www.accountemps.com

## Required experienced A/R PERSON

with full MS Office proficiency. Salary commensurate with experience. Temp. to possible permanent position. Mail or E-mail resume as

Word attachment to:

**Complete A/R Solutions -**  
14845-6 Yonge St., Suite 311,  
Aurora, Ontario L4G 6H8  
E-mail:

hr@completearsolutions.com

No phone calls or agencies please. Selected candidates will be contacted. We thank all others for applying.

## Full-time ADMIN ASSISTANT

required for Markham office. Excellent communication skills required. Computer experience an asset. Please fax resume to (905) 477-2516.

An International Insurance Company located in Markham (Warden/ Denison) is recruiting for:

## Bilingual Customer Service Reps

If you are fluently bilingual in both French and English (written and spoken) and have two years of customer service experience, please email your resume to:

sbelik@aon.com  
Or, by fax to: (905)305-4361