

york region

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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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505 careers

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514 salon & spa help

515 skilled & technical help

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



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.

HAIR STYLIST & ESTHETICIAN

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

EXPERIENCED CERAMIC TILE SETTERS

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

RECEPTIONIST

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

532 retail sales help

532 retail sales help

Full-time experienced SALES PERSON

for jewellery store in Markham. Must be flexible for evenings & weekends. Fax resume to: 905-477-4362

535 hospital, medical, dental

535 hospital, medical, dental

Permanent & Temporary RN & RPN positions

• Full-time RN Evening Supervisor
• HCAs/PSWs Part-time weekends.
If you enjoy a proactive setting, autonomous practice join our team at **Aurora Resthaven**. Submit resume to: **Aurora Resthaven**, 32 Mill St. Aurora, ON, L4G 2R9 or fax to: 905-727-6299

P.D.A.

Friendly, responsible, HARP certified P.D.A. for a fast paced Stouffville Orthodontic office. 3-4 days. Recent grads welcome. Fax resume to: 905-642-9692 or call: 905-642-3642

540 hotel restaurant

540 hotel restaurant



25 Cochrane Dr. (Woodbine/ Hwy 7)
Two Established Markham area Restaurants has openings for outgoing:
• Servers
• Bartenders
• Cooks
Please apply in person between 2pm-6pm Fax: (905)940-3229

Please Recycle



KITCHEN & COUNTER HELP WANTED
Woodbine & Hwy 7 area. Please call Jack 416-725-5442 905-940-8507

545 teaching opportunities

545 teaching opportunities

ECE Teacher with JK/SK exp. (mat. leave)
ECE FT/ECE Supply Exp. Supervisor for mat. leave. for Markham/Thornhill/Unionville/Stouffville Childcare Centres Fax resume to 905-946-1116

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

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

LICENCED ELECTRICIANS and 3rd, 4th, 5th year APPRENTICES

required immediately for established contractor. Own hand tools and reliable transportation required. Call 905-713-3711 or fax 905-713-0736

Busy HVAC company looking for EXPERIENCED TECHNICIANS

Excellent wages, good benefit package, friendly working environment. Please call (905)853-7155 or (905)887-7359.

HEAVY EQUIPMENT MECHANIC

Experienced with own tools. Markham area. Call Fred ext 116 or Angelo ext 115 at (905)294-7480

525 office help

525 office help

Bilingual Clerk - Markham

Our client, one of Canada's most successful automotive publishers has an excellent opportunity for an administrative support clerk to handle clerical duties and customer service. Responsibilities would include handling incoming calls, orders and inquiries, sorting incoming mail, input of new orders and establishing new accounts on computer system, publishing maintenance reports, and various other administrative activities as required. The successful candidate is a friendly, outgoing, self-motivated individual with the following skills:

- Fluently bilingual in English and French (written and verbal)
 - Proficient in the use of MS Word(Office), Windows 95/98, e-mail, internet
 - Strong communication and customer service skills
 - Ability to work within deadlines & multi-task
 - Willingness to work in a fast-paced, dynamic, and progressive environment
- Cromark International**
Reply in confidence to Clive Crowe (905) 816-9090 ext 301 (905) 816-9077 Fax (416) 410-4424, Toronto E-mail: ccrowe@cromark.com



ANGUS GLEN GOLF CLUB requires **SENIOR/ INTERMEDIATE ACCOUNTANT** from April to November. Word & Excel required. Minimum 3 years experience. Must have excellent English and own transportation. Please forward resume to: Fax: (905)887-1741 Email: dyestal@angusglen.com

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.

GENERAL INSURANCE BROKER

Competitive Salary, Plus Benefits!
• P/Lines CSR, RIBO, good comm. skills
• Reception/ Admin. - pref. exp.
Please fax resume to: Donna 905-731-4446 or email to dgrabowski@axioninsurance.ca 16th/404 area

Promote your company's INTERNET PRESENCE in the Classifieds. Be sure to include your WEB ADDRESS

Laidlaw Driver Development & Safety Officer

- Valid Class B License, positive driving record
 - Interpersonal skills- written and verbal
 - Presentation and coaching skills
 - Set and achieve goals
- The successful candidate will be responsible for training new drivers and completing accompanying paperwork. That includes maintenance of driver files and related monthly reports. You will schedule road testing and assist in driver evaluations, training workshops and accident investigations. Secondary school graduate or other college education along with basic computer literacy is required. MTO signing authority is an asset.

Deadline for application is: **Friday, March 1, 2002**
Please submit your resume to: Barb Toms - Operations Manager, Laidlaw Education Services, 120 Doncaster Avenue, Thornhill, ON, L3T 1L3 Fax: (905)764-7159

509 drivers

509 drivers

DRIVER

Required full-time to drive box van. Heavy lifting involved. Please call (905)475-1248 or fax resume to: (905)475-7542

INVENTORY CLERK

• Maintaining/ receiving and P.O.s.
• Month end reconciliation. Requires excellent attention to detail, accuracy and must be a self-starter. Woodbine/ Steeles area Please fax resume to: 905-475-8361