

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

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525 office help

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POSTE DISPONIBLE RÉVISEUR/RÉVISEUSE SERVICE FRANÇAIS

En plein essor, Les éditions Scholastic sont à la recherche d'un/d'une réviseur/révisseuse. Si la littérature jeunesse et le travail en équipe vous intéressent, ce poste vous attend.

FONCTIONS

- Révision linguistique et stylistique de textes traduits, de catalogues et d'écrits promotionnels;
- Correction d'épreuves en vue de la publication de livres, de catalogues et de fiches de produits;
- Communication avec les traducteurs/traductrices;
- Rédaction et traduction de textes variés.

COMPÉTENCES :

- Expérience en traduction et en révision
- Attention au détail
- Excellent style de rédaction
- Connaissance du livre jeunesse
- Très bonne connaissance du français et de l'anglais
- Esprit créatif

Toute personne intéressée est invitée à faire parvenir son curriculum vitae et une lettre de présentation à :

Scholastic Canada Ltd.

Service des ressources humaines
175 Hillmount Road
Markham, ON L6C 1Z7
Télécopieur : (905) 887-3639
Scefal@scholastic.ca



SCHOLASTIC

MARKETING

I need someone to learn my business. Must have leadership ability and strong desire for above average income. Team spirit is an asset.
Contact Paul or Trish,
1-888-236-4571

509 drivers

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We are currently seeking SCHOOL BUS DRIVERS

Required immediately in York Region
Markham, Richmond Hill
Newmarket & Aurora
Class B license - clean abstract
or will train qualified drivers
1-800-263-7476

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BOOKKEEPER

Part-time 1 day/wk.
Must know ACCPAC
for Windows.
Fax resume: (905)642-8484

Markham based marketing company requires a Bilingual Program Coordinator

This is a full-time entry level position with a dynamic, growing organization that provides opportunity for advancement. To be successful applicants must exhibit:

- excellent communication skills and a strong command of both oral and written English and French.
- organized work habits and the ability to perform within a fast paced environment.

- computer literacy and strong keyboarding skills.
- Full benefit package provided. Salary commensurate with skills and experience.

The **Program Coordinator** position involves managing of on-going promotional programs working with both clients and customers.

Fax resumé to 905-642-9191 or
email career@pipher.com

LIFE AGENT REQUIRED

Markham, General Insurance office requires an experienced in house life agent to cross sell employee benefits & life sales to existing and new business clients.
Call: (905)415-1015

FULL-TIME OFFICE ASSISTANT

Area home builder requires a responsible individual with excellent organizational skills for this part-time position. Successful candidate will act as a liaison between site supervisor and contractors/suppliers. Computer skills a definite asset. Successful applicants will be notified.
Please fax resume to:
905-475-2435

Pioneer

PART-TIME JUNIOR ADMINISTRATIVE CLERK

PIONEER ELECTRONICS, a major distributor of home/car audio and video products, has an opportunity for an enthusiastic team player to assume the role of Part-time Junior Administrative Clerk.

The successful candidate will possess PC skills, including excel, Word and e-mail applications, along with an aptitude for mathematics. Some duties will include incoming/out-going mail, switchboard (Meridian 1). Must have valid driver's license.

Applicant must possess interpersonal abilities, combined with oral and written communications skills.

Please forward your resume to:

Human Resources
PIONEER ELECTRONICS OF CANADA, INC.
300 Allstate Parkway
Markham, ON L3R 0P2
Or
Fax (905)946-7427
(No telephone calls please)

(Only those candidates selected for an interview will be contacted)

Pioneer

PART TIME TRAFFIC CLERK

A major distributor of electronic equipment in Markham has an opportunity for an enthusiastic team player to assume the role of Part-time Traffic Clerk.

The successful candidate will possess PC skills, including Excel, Word and e-mail applications, along with an aptitude for mathematics. Must be able to organize multi-task applications.

Applicant must possess interpersonal abilities, combined with oral and written communication skills. We offer a competitive salary.

Please forward your resume to:

Human Resources
PIONEER ELECTRONICS OF CANADA, INC.
300 Allstate Parkway
Markham, ON L3R 0P2
Or
fax 905-946-7427
(no telephone calls please)

(Only those candidates selected for an interview will be contacted)

ADMINISTRATIVE SUPPORT

Required for a personal financial planning firm in Markham. Duties include correspondence, filing, photocopying, switchboard relief, etc. Must be proficient in MS Office (Word and Excel) and have excellent communication and organizational skills. Salary commensurate with experience. Benefit plan available.

Please fax resume and salary expectations to: Liz Galloway at
(905)471-3623

We thank all applicants in advance and advise that only those selected for an interview will be contacted.

525 office help

RECEPTIONIST

required for property management firm located in Markham. Must be very computer literate. This job entails a variety of duties. Prior office experience required.

Fax resume:
905-305-7382

CARSON & WEEKS
INSURANCE BROKERS LIMITED
1-800-370-2632

WE'RE GROWING!
Seeking Candidates for Two Positions.

Personal Lines CSR
RIBO licensed Broker, minimum 5 years experience.
CAIB, CIP and Agency Manager considered assets.
And

Technical Production Representative
Recent College or University grad interested in an Insurance career path leading to the Personal Lines Broker Position.
We offer an excellent total rewards program and positive working environment providing employees with opportunity for growth in knowledge and skills.

Apply in confidence to:
59 Main St. N., Markham ON L3P 1X7
greg@carsonandweeks.com
Respected and Successful in York region for 50 years.

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514 salon & spa help

ADMINISTRATIVE ASSISTANT

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.

Go to www.acg.ca/hr for details



GRAPHIC COMMUNICATIONS

ADVANCED HAIRSTYLIST

wanted for deluxe Markham salon.
Full/part-time.
Call Cheryl for Monday interviews.
(905)474-2252

515 skilled & technical help

CABINET MAKERS WANTED

Strong company looking for career people. Apprentices with some experience welcome.
Fax resumes to:
416-740-9971

Do You Need...



A Chef?



Wait Staff?

Place your Help Wanted ad in the Economist & Sun/Stouffville Tribune Classifieds Call 1-800 743-3353

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

onestopwebsites.com

Entry level position available immediately for internet research, admin/reception work. Excellent English and Excel required. Reliable and neat in appearance. Warden/ 407.
Email resume to:
heather@onestopwebsites.com

ACCOUNTS PAYABLE SPECIALIST

required for engineering firm in Markham. Duties include processing A/P invoices, employee expense reports and time sheets, as well as reconciling accounts.
Submit resume and salary requirements to careers@azcar.com or fax to 905-470-2943.