

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 505 careers 505 careers 505 careers 505 careers 525 office help 525 office help 525 office help 525 office help

ADMINISTRATIVE ASSISTANT
 Position available immediately for a high-energy team player and self-starter who possesses strong organizational, communication and interpersonal skills. The ideal candidate with proficiency in MS-Office will be responsible for maintaining corporate databases, data entry, internet searches, purchasing office supplies, reception/switchboard relief, processing mail and couriers, facilitating on-site meeting requirements and general clerical tasks. Qualified applicants should apply in confidence by May 24, 2002 to: Gartner Lee Limited, 140 Renfrew Drive, Suite 102, Markham, Ontario L3R 6B3. Fax: 905-477-1456. Email: humanresources@gartnerlee.com

Dentist
 The Regional Municipality of York, one of Canada's fastest growing regions, seeks a proven professional to join our team. Working 2 days per week, you will provide treatment to adults receiving social assistance. Please forward your resume to the address below. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

Clean Mark *Where you'll Shine!*
 Cut through the clutter with Clean-Mark! This is a great opportunity for a dependable multi-tasker to excel as a **Customer Service Rep**. Take charge and give your best in this fast-paced, front-desk role. Your ideas are fresh, your personality sparkling, equally impressive is your ability to manage a highway of people, phone calls and documents. Autonomous by nature, you have excellent English language and MS Office skills. Related education and experience will play in your favour. Interested? Send your resume to: **Clean-Mark, 2800 14th Ave., Ste. 507, Markham, ON L3R 0E4. Fax: (905) 477-9268. E-mail: careers@cleanmark.com.** Clean-Mark is a champion of employee equality and diversity.

505 careers 505 careers

OMNI HEALTH CARE
 Our passion is people
 Join a team of Care Providers and experience the opportunities for growth and professional advancement while dedicated to providing residents and staff with HOPE, PURPOSE and BELONGING to residents and staff. Applications are being accepted for a dynamic, enthusiastic person who enjoys a challenge for the **FULL TIME** position of **DIRECTOR OF CARE** at our 84 bed long term care home in Aurora. The successful applicant will be a Registered Nurse and have a current Certificate of Competence with the College of Nurses of Ontario, have previous management experience, and working knowledge of computer programs. Resumes from qualified applicants may be submitted in confidence to: Willows Estate 13837 Yonge Street Aurora, ON L4G 3G8 Attn: Mrs. Sue Jackson, Administrator Fax: -905-841-0454 Email: suej@omni-way.com Applications will be accepted until May 31, 2002. We thank all applicants for their interest. Only those selected for an interview will be contacted.

Please Recycle

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

525 office help 525 office help 525 office help 525 office help

JUNIOR LEGAL SECRETARY
 F/T OR P/T FOR MARKHAM OFFICE Experience preferred R/E, Est/Com. Litn, Wordperfect 5.1 experience necessary *Must like Dogs.* Fax to (905)940-5528 or call (905)940-5525 attn: Maureen

LEGAL SECRETARY
 Must have 2-3 years experience in personal injury and insurance litigation, non-smoking, Hwy #7 & Leslie. Malach & Fidler, fax resume to: (905)889-1139

509 drivers 509 drivers

EVERGREEN TRANSPORTATION INC.
 "Furniture Transportation Specialists"
OWNER OPERATORS required for US LTL runs. Tractors & straight trucks. Straight trucks must be min. 28' box x 102" wide. Excellent remuneration package. Please fax resume to: (905)853-3108

525 office help

Looking for full/part time **Customer Service/Telemarketer.** Excellent telephone and customer service skills. Computer knowledge an asset. Flexible hours. Please fax resume to: (905) 471-0206 -Attention: Trish Northey

525 office help 525 office help 525 office help

LEGAL SECRETARY SENIOR POSITION
 Progressive Thornhill Intellectual Property Law Firm requires Legal Secretary (Litigation) with 7 to 10 years experience at the senior level who is highly responsible, self-motivated and self-assured with a great deal of common sense. Must have strong organizational and communication skills and be able to work under pressure to meet constant deadlines while reporting to two lawyers. Experience in preparing application records, motion materials and affidavits is essential. Familiarity with Federal Court practice and experience in dealing with the Patent and Trade Marks Office and in Intellectual Property are assets. Must have computer experience using the most current version of MS Word. Send resume including references and salary expectations to este@ivormhughes.com or fax to 905-882-9872, Attention: Controller.

514 salon & spa help 514 salon & spa help

Are You a Talented Hairstylist who has a great attitude and wants to work in a fun environment with learning opportunities and great income potential? Aveda training Preferred Call 416-704-3695 ask for Johana **New Wave** The Bridle Post Plaza, Unionville

Receptionist / Administrator (F/T) Excellent oral communication and telephone skills required. Working knowledge of PC's, Word, Excel. \$26K-30K. Fax resume to Forsys Corp. at 905-305-1810.

LEGAL RECEPTIONIST-SECRETARY
 Insurance and personal injury practice, 1-2 years experience required, non-smoking, Hwy #7 & Leslie. Malach & Fidler, Fax resume to: 905-889-1139

515 skilled & technical help 525 office help

CABINET MAKERS WANTED
 Strong company looking for career people. Apprentices with some experience welcome. Fax resumes to: 905-715-7356

Office Administrator
 Steeles & McCowan area Book Distributor requires a versatile individual with office management and bookkeeping experience. Fax resume to: 416-406-4345 Attn: Mr. Brown

JR. RECEPTIONIST
 Fluent in English with multi-line phone experience. Able to multi-task and take the initiative. Computer literate with proficiency in MS Office and Email. Email resume to: info@silentgliss.ca

TELEMARKETER
 A dynamic high performer with superior communication skills is required full-time to make appointments with business executives for outside sales representatives. After six months in our Steeles/Woodbine office you have the option to work from home. Leave a voice message at 905-305-8900 ext. 555 and ALSO email your resume to: mgrossma@taxsave or fax to: 905-305-8905 Check us out at www.taxsave.ca We regret that we can only contact candidates selected for an interview.

535 hospital, medical, dental

ECG/Holter/ Stress Tech. req. for busy Scarb. practice. Holter analysis and typing an asset. Full/ Part time. Fax resume to 416-284-0141.

Colonial
Chevrolet Oldsmobile Ltd.
 "A company is known by the people it keeps"
 Colonial Chev. Olds Ltd. is looking for an aspiring **Service Advisor** and **Cash Office Staff** to service our diversely growing customer base. Successful candidates are required to possess:
 • Strong communication skills
 • Reynolds and Reynolds experience
 • A team oriented spirit
 • Good telecommunications skills
 • Sound automotive knowledge
 • A winning and enthusiastic attitude
 • General Motors experience
 • Colonial offers its employees:
 • Competitive salary
 • Exceptional team bonus plan
 • Full benefits package
 • Opportunities for advancement
 • Excellent work environment
 Interested candidates please fax your resume attention Brad Curtis to: (905)895-6960

525 office help 525 office help

WOODBINE CHRYSLER
 in Markham requires:
2 Part-time Receptionists
 • Evenings - Mon., Tues., Thurs., 4pm-9pm and Wednesday 6pm-9pm.
 • Saturday, 9am-5pm Thursday 4pm-9pm. Please fax resume to attn: Sandy Longman: (905)415-2001

ADMINISTRATOR/ RECEPTIONIST
 Richmond Hill: Fast-paced career management consulting firm looking for administrative support. Full time 6 month contract with long term potential. Must have excellent communication skills, works well both as team player and independently. Requires excellent knowledge of Word and Excel. Fax resume to (905) 731-9033

Property Management Co. requires: **LEASING/REAL ESTATE ASSISTANT**
 Preparation of legal documents. Strong organizational/computer skills a must. Fax resumes to: CentreCorp, Attention: Legal Dept:(905)477-1961

530 sales help & agents

SALES PERSON commissioned for roofing & eavestrough company in York Region. Experience preferred. Fax resume to: 905-294-4016

532 retail sales help

Ladies clothing store requires **FULL & PART TIME** Sales help. (No Frill's Plaza Hwy 7 E.) Call (905)294-4568 or fax resume to: 905-841-8578

540 hotel restaurant

Cocoberry Cafe FULL/PART TIME HELP
 •Dishwasher
 •Sandwich Maker
 •Cashier
 •Prep Cook
 Fax resume after 3pm 905-940-8507 or apply in person at 675 Cochrane Dr., Markham (Ceridian Tower)