

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

500 career training

500 career training

500 career training

505 careers

505 careers

505 careers

505 careers

505 careers

509 drivers

Laid Off?
Downsized?
Need Work?

Call Job Skills, we're here to help!
Services are available at no cost.
905-948-9622
4855 14th Ave (at Brimley), Markham • www.jobskills.org

If you are eligible to collect Employment Insurance (EI) or have collected EI in the last 3 years, or maternity/parental benefits in the last 5 years and can't find a job, call today!

Employment Services at Job Skills are funded by:
Human Resources Development Canada / Développement des ressources humaines Canada

Canada



Myron has been in the business of helping our clients grow their business for over 53 years. Myron Canada is a three-time winner of the *Consumers' Choice Gold Award* and the *Scarborough Business Excellence Award*. Our Parent Company, which is located in New Jersey, has received the *Employer of Choice* recognition.

Customer Service Reps

Working in this front-line customer contact role, you will receive inbound calls from customers and prospects. Along with expediting orders, and upselling and cross selling, you will handle outbound calls for order verification, respond to faxes and e-mails, and manage artwork submissions. The ability to multi-task in a busy call centre environment while providing outstanding customer service will ensure your success. These are contract positions expected to run to late November or mid-December. Several of these positions will lead to permanent positions.

Order Entry/Verification Clerks

Your key responsibility will be to conduct order verification through outbound calls and faxes. Other duties include responding to e-mails and managing artwork submissions.

Candidates must be flexible to work shifts varying between 8am - 8pm.

In addition to a corporate fitness centre and paid training, we offer a competitive compensation and benefits package. Located in Northeast Scarborough, we are easily accessible by TTC and minutes from four major highways.

Apply your skills with a world-class leader and send your resume, indicating position of interest and quoting reference # 624, to: **Human Resources, Myron Smarter Business Gifts, 5610 Finch Avenue East, Toronto, Ontario M1B 6A6; Fax: (416) 291-8786; E-mail: hrcda@myron.com**

Myron thanks all applicants for their interest; however, only those candidates being considered for an interview will be contacted.

Myron
SMARTER BUSINESS GIFTS

EXECUTIVE ADMINISTRATIVE ASSISTANT

We are looking for an energetic and articulate individual to fill the newly created position of executive administrative assistant to our President and Vice-President. You would handle correspondence, manage appointment and travel schedules, prepare expense reports, assist in the planning of corporate events, assist with the billing process and perform other duties as needed and directed by the President and Vice-President. You will report directly to the Vice-President. There are no supervisory responsibilities involved. Some weekend work may occasionally be required.

You will have a college diploma or equivalent and a minimum of four years experience in all aspects of office services. You must be proficient in Microsoft Office, Outlook, Word, Excel and PowerPoint. You are flexible in dealing with shifting priorities, can juggle multiple projects and are assertive.

Compensation is competitive and includes a comprehensive benefits package. Please send your resume by e-mail to jobs@pointforce.com or fax it to 905-752-6400.

DENON

...continuing to grow

SALES & MARKETING ASSISTANT

A major distributor of consumer electronics located in Markham has an opportunity for an enthusiastic team player within their sales and marketing department.

A working knowledge of MS Office including Word, Excel and Outlook is essential.

Above average organizational skills and multi-tasking ability will be put to good use performing various tasks in this sales support role.

The successful candidate will possess competent communication skills.

Written and spoken French will be a definite asset.

We offer a competitive salary and benefits package in a comfortable working environment. Please mail or email your resume and salary expectations to:

Human Resources
Denon Canada Inc.
5 - 505 Apple Creek Blvd.
Markham, ON L3R 5B1

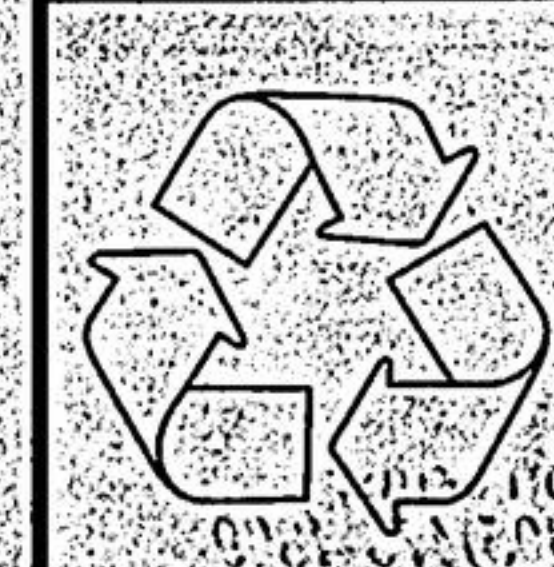
or
Email: h.resources@denon.ca
(no phone calls please)

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

Education Centre Coordinator

If you are achievement oriented, can problem solve in a dynamic multitasking environment, and love working with children and their families, Degree a must.

Email us at
markham@oxfordlearning.com
www.oxfordlearning.com



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.

NISSAN VILLAGE
requires the following

- EXPERIENCED SALES PROFESSIONAL
- ASSISTANT SALES MANAGER

WE OFFER:

- a monthly guarantee
- outstanding commission plan
- monthly & yearly bonus
- comprehensive benefit pkg.
- company demo plan
- Nissan Club Excellence Program

Fax resume to:
Ted Kelly: 905-940-6636

LOCAL AZ DRIVER
wanted in Markham/Stouffville area. Must be reliable, have 2 yrs. verifiable exp. and clean abstract.
Call Phil or Jesse
1-800-667-2172

514 salon & spa help

Experienced Hairstylist
required to manage an upscale salon in a luxury retirement residence.
3 days/week.
Must enjoy working with seniors.
Call Sherry
(416)459-3695

525 office help

Great career opportunity
DISPATCH POSITION
in a growing national company. To start a.s.a.p.
Fax resume to:
905-660-6651

530 sales help & agents

SALES SUPERSTARS!
TheBay, Markham
In-store photo promo.
Great \$\$\$
905-513-2730

535 hospital, medical, dental

DENTAL RECEPTIONIST
Full time position in Markham. Must know ABEL.
Send resume to:
P.O. Box 103
Markham, ON L3P 3J5

Medical Transcription
MedQuest Inc. Technology driven. People powered!
MedQuest Inc., North America's leading innovator in the medical transcription field, is powered by 10,000 quality dictators/transcribers employed across North America, currently, MedQuest is seeking highly motivated individuals in Canada to join their professional team. MedQuest is committed to being the most technologically advanced and employee friendly company in their industry and offers outstanding benefits such as:
• FT or PT positions • Work at Home Option • Productivity Enhancing Software • 24 hour Technical Support • Flexible Scheduling • Quarterly Bonuses
To Qualify you must possess 2+ years of recent acute care and/or hospital medical transcription experience.
For immediate consideration, fax your resume (tol free) to 1-877-252-8202 or e-mail to pchpman@medquest.com. Visit our website at www.medquest.com

505 careers

505 careers

505 careers

EST 1989
Home Relief Health Services
Home Care & Nursing Services
A dynamic community health care company is seeking a F/T

OFFICE COORDINATOR

This position requires the candidate to:

- Enjoy dealing with people
- Excel on the telephone
- Multi-task in a fast-paced, high energy environment
- Have excellent organizational & communication skills
- Thrive in an independent work environment
- MS Office a must

Come join a fun & positive high-performance team
Please send resume: Fax: 905-472-0862
Email: home@homerelief.on.ca
We thank all who apply, however, only candidates under consideration will be contacted

Warehousing/Material Handling Positions (days and afternoons)
Shipping Planner Group Leader (days)
Warehouse Group Leader (afternoons)
EMERSON ELECTRIC CANADA LIMITED
9999 Highway 48
Markham, Ontario
(corner of Hwy. 48 & Major MacKenzie)

We are currently accepting applications for the above positions, which will be available starting in June.

Material Handling positions involve assisting with assembly line set ups, supplying the assembly line with parts, removing finished product and loading trailers with product. Warehousing positions involve working in our finished goods warehouse loading and unloading trailers and pulling product to fulfill orders.

Both the Shipping Planner Group Leader and Warehouse Group Leader positions involve assisting the supervisor with the day-to-day functions of training personnel and ensuring the shipping flow is maintained. Both require an understanding of Windows based software; proficiency with word processing/spreadsheet software is required of the Shipping Planner.

The Material Handling and Warehousing positions require the ability to lift heavy weights. Previous material handling/warehousing experience, and the ability to drive a lift truck (preferably certified counterbalance) are preferred. Relevant warehousing experience is required of both Group Leader positions. The Material Handling and Warehousing positions' start rate is \$12.79 per hour; the Group Leader positions' start rate is \$16.96/hr. - plus a shift premium for afternoons and benefits.

Please come in to fill out an application form or fax your resume stating the position you are applying for and your shift preference to (905) 201-4630
Attention: Sherri Foote (no phone calls please)