

# york region CAREERS

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505 careers	505 careers	505 careers	514 salon & spa help	514 salon & spa help	525 office help	525 office help	530 sales help & agents	510 general help
<p><b>EXECUTIVE ADMINISTRATIVE ASSISTANT</b> 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.</p> <p>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.</p> <p>Compensation is competitive and includes a comprehensive benefits package. Please send your resume by e-mail to <a href="mailto:jobs@pointforce.com">jobs@pointforce.com</a> or fax it to 905-752-6400.</p>	<p><b>EXECUTIVE ADMINISTRATIVE ASSISTANT</b> 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. 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Please send your resume by e-mail to <a href="mailto:jobs@pointforce.com">jobs@pointforce.com</a> or fax it to 905-752-6400.</p>	<p><b>HOT SPA at Hilton Suites</b></p> <p>Our exclusive Spa at the Hilton is seeking service-oriented professionals to exceed the expectations of our guests. Selected candidates will receive competitive salary, benefits and ongoing industry training.</p> <p><b>Spa Concierge Aestheticians Registered Massage Therapists</b></p> <p>Please apply to: Hilton Suites, Toronto - Markham 8500 Warden Ave., Markham, ON L6G 1A5 Fax: 905-415-7633 Email: <a href="mailto:cleung@Leisureworld.ca">cleung@Leisureworld.ca</a> (For other positions, call our job hotline at 905-470-8500 ext. 2632)</p>	<p><b>LEGAL SECRETARY</b> Must have 2-3 years experience in personal injury and insurance litigation, non-smoking, Hwy #7 &amp; Leslie. Malach &amp; Fidler, fax resume to: (905)889-1139</p> <p><b>LEGAL RECEPTIONIST-SECRETARY</b> Insurance and personal injury practice, 1-2 years experience required, non-smoking, Hwy #7 &amp; Leslie. Malach &amp; Fidler, Fax resume to: 905-889-1139</p>	<p><b>RECEPTIONIST</b> for market research company located in Hillcrest Mall. Intermediate level MS WORD and EXCEL required. Please fax resume to: 905-770-1692</p>	<p><b>Join a Winning Team Accounts Payable/ Receivable Clerk</b> Full time position opportunity. Dealership experience preferred. (Reynolds System) Send resume by fax to: 905-477-0311 <a href="mailto:unionvillemotors@gmcananda.com">unionvillemotors@gmcananda.com</a> Attn: Mr. Hext</p> <p><b>unionville MOTORS</b> PONTIAC-BUICK-GMC</p> <p>Call: (905)477-1666</p>	<p><b>SALES SUPERSTARS!</b> TheBay, Markham In-store photo promo. Great \$\$\$ 905-513-2730</p> <p><b>540 hotel restaurant</b></p> <p><b>BUSHWOOD GOLF CLUB</b> now accepting applications for the following positions: <b>Cooks &amp; Greens Dept.</b> Send your resume to: 10905 Reesor Rd Markham, ON L6B 1A8 Attn: Catherine Williams</p>	<p><b>ABSOLUTELY FREE INFO ONLINE.</b> Work from home on your PC. \$1500+ PT/\$3-5,000 FT. <a href="http://www.commit2yourself.com">www.commit2yourself.com</a></p> <p><b>AVON</b> Sales dealers needed. Work from home. \$50. bonus gift. Call Nicole 1-877-430-5736</p> <p><b>DISHWASHER</b> Full time, in Unionville. Call Cathy (905)940-9086 Village Grocer</p> <p><b>LANDSCAPER</b> 5 years landscaping experience. Flagstone experience necessary. Full time. Start immediately. Excellent wages based on experience. 416-347-4449</p>
<p><b>KAS</b></p> <p><b>KAS PERSONNEL IS HOLDING A JOB FAIR!!</b> If you live in the Markham/Unionville area and are looking for work we have all types of work available on all shifts. We will be taking applications on <b>Thursday, June 6, 2002</b> between 10am and 2pm at the Milliken Mills Community Centre, 7600 Kennedy Road, at Kennedy and Denison, in Meeting Room A. Please bring a piece of photo ID and your Social Insurance card. If you require more information, please call us at (416)269-0033, otherwise we hope to see you there!</p>	<p><b>509 drivers</b></p> <p><b>DZ DRIVER</b> for long haul to US. Local Drivers Needed for Vans Apply in person 50 Bullock Dr. Unit 1 Markham or fax resume to: (905)201-9502</p> <p><b>STOUFFVILLE NAPA AUTO PARTS STORE</b> requires reliable <b>PART TIME DRIVER</b> (905)640-3030</p>	<p><b>509 drivers</b></p> <p><b>DZ DRIVER</b> for long haul to US. Local Drivers Needed for Vans Apply in person 50 Bullock Dr. Unit 1 Markham or fax resume to: (905)201-9502</p> <p><b>STOUFFVILLE NAPA AUTO PARTS STORE</b> requires reliable <b>PART TIME DRIVER</b> (905)640-3030</p>	<p><b>515 skilled &amp; technical help</b></p> <p><b>Plant Maintenance Electrician</b> Growing food company in 400/#7 area requires a full-time electrician. Electrical, maintenance and PLC skills required with a proven mechanical aptitude. Please respond with salary expectations to: <a href="mailto:peter@renees.com">peter@renees.com</a></p>	<p><b>515 skilled &amp; technical help</b></p> <p><b>SERVICE ADVISOR</b> Required immediately Ideal candidate will have Ford Dealership experience, up to date product &amp; warranty knowledge. Individual must be able to communicate with customers, keeping customer satisfaction &amp; loyalty as the priority. For confidential interview call or fax resume to: M. Oglesby, Service Manager, <b>SHANAHAN - Ford</b> 567 Davis Drive, Newmarket 905-853-5000, 416-798-4858 Fax: 905-853-6513</p>	<p><b>535 hospital, medical, dental</b></p> <p><b>BETHANY LODGE</b> A Christian long term care facility requires <b>Part Time RN or RPN</b> Interested applicants fax resume to Bethany Lodge (905)477-2888 or phone (905)477-3838 ext. 225 and ask for Dian Cairns, Director of Care or email to: <a href="mailto:dc@bethanylodge.org">dc@bethanylodge.org</a></p>	<p><b>535 hospital, medical, dental</b></p> <p><b>BETHANY LODGE</b> A Christian long term care facility requires <b>Part Time RN or RPN</b> Interested applicants fax resume to Bethany Lodge (905)477-2888 or phone (905)477-3838 ext. 225 and ask for Dian Cairns, Director of Care or email to: <a href="mailto:dc@bethanylodge.org">dc@bethanylodge.org</a></p>	<p><b>Red Hot Bistro &amp; Bar Markham</b> Now Hiring for <b>COOKS</b> Full &amp; Part time Apply in person with resume to 144 Main St. N. Markham</p>	<p><b>General Construction Labourer</b> required. Good wages. Must have own transportation. Call Dave: (416) 688-2245</p>
<p><b>Education Centre Coordinator</b> 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 <a href="mailto:markham@oxfordlearning.com">markham@oxfordlearning.com</a> <a href="http://www.oxfordlearning.com">www.oxfordlearning.com</a></p>	<p><b>525 office help</b></p> <p><b>BOOKKEEPER</b> required for Markham motivational seminar company. Quickbooks experience required Fax resume 905-477-3684</p>	<p><b>525 office help</b></p> <p><b>BOOKKEEPER</b> required for Markham motivational seminar company. Quickbooks experience required Fax resume 905-477-3684</p>	<p><b>525 office help</b></p> <p><b>ADVERTISING COORDINATOR (1 year contract)</b> As a strategic player who exhibits creativity and self-motivation, you'll be in the forefront ensuring the ongoing success of this major Canadian franchisor located in Richmond Hill, ON. You are challenged to develop/ implement advertising campaigns, and prepare a detailed budget and support schedules. You have experience in retail marketing or advertising and you are computer proficient. Please fax resumes to: (905)884-4727 We thank all who apply however only those selected for an interview will be contacted.</p>	<p><b>525 office help</b></p> <p><b>ADVERTISING COORDINATOR (1 year contract)</b> As a strategic player who exhibits creativity and self-motivation, you'll be in the forefront ensuring the ongoing success of this major Canadian franchisor located in Richmond Hill, ON. You are challenged to develop/ implement advertising campaigns, and prepare a detailed budget and support schedules. You have experience in retail marketing or advertising and you are computer proficient. Please fax resumes to: (905)884-4727 We thank all who apply however only those selected for an interview will be contacted.</p>	<p><b>540 hotel restaurant</b></p> <p><b>CAFETERIA COOK/SUPERVISOR</b> Mon-Fri, days only Above average salary. Clean environment. Good communication and customer skills are a must. Warden &amp; Hwy #7 area. Fax resume to: 905-853-7135 or email: <a href="mailto:dailybreakvending@rogers.com">dailybreakvending@rogers.com</a></p>	<p><b>540 hotel restaurant</b></p> <p><b>CAFETERIA COOK/SUPERVISOR</b> Mon-Fri, days only Above average salary. Clean environment. Good communication and customer skills are a must. Warden &amp; Hwy #7 area. Fax resume to: 905-853-7135 or email: <a href="mailto:dailybreakvending@rogers.com">dailybreakvending@rogers.com</a></p>	<p><b>510 general help</b></p> <p><b>General Construction Labourer</b> required. Good wages. Must have own transportation. Call Dave: (416) 688-2245</p>	<p><b>510 general help</b></p> <p><b>General Construction Labourer</b> required. Good wages. Must have own transportation. Call Dave: (416) 688-2245</p>
<p><b>OAKTOWN COLLISION</b> Oaktown Collision requires the following individuals to join our team at our new state-of-the-art facility in Richmond Hill. We are currently seeking: •COLLISION REPAIR TECHNICIANS •AUTOMOTIVE PAINTERS •APPRAISERS We offer an exceptional working environment, as well as, excellent compensation and benefit packages. For an appointment please call: 905-508-8696</p>	<p><b>509 drivers</b></p> <p><b>DRIVER</b> 5 days/week. GTA area. Long hours, commission based. Approx. \$500/wk. Cash paid daily. Must be responsible, and speak English. <b>DISPATCHER</b> 4-5 days week, mornings, evenings. Knowledge of GTA. Call 905-472-2142</p>	<p><b>509 drivers</b></p> <p><b>DRIVER</b> 5 days/week. GTA area. Long hours, commission based. Approx. \$500/wk. Cash paid daily. Must be responsible, and speak English. <b>DISPATCHER</b> 4-5 days week, mornings, evenings. Knowledge of GTA. Call 905-472-2142</p>	<p><b>525 office help</b></p> <p><b>TRAVEL AGENT</b> Full Time Apollo an asset Min. 2 yrs exp. Italian speaking an asset. Fax resume (905)472-7800</p>	<p><b>525 office help</b></p> <p><b>TRAVEL AGENT</b> Full Time Apollo an asset Min. 2 yrs exp. Italian speaking an asset. Fax resume (905)472-7800</p>	<p><b>525 office help</b></p> <p><b>STATE FARM INSURANCE</b> Markham 407 &amp; Kennedy HR seeks career driven, friendly ADMINISTRATIVE ASSISTANT to help run this rapidly expanding community office. Great wages and benefits offered. Fax resume to: 905-479-4600</p>	<p><b>525 office help</b></p> <p><b>STATE FARM INSURANCE</b> Markham 407 &amp; Kennedy HR seeks career driven, friendly ADMINISTRATIVE ASSISTANT to help run this rapidly expanding community office. Great wages and benefits offered. Fax resume to: 905-479-4600</p>	<p><b>530 sales help &amp; agents</b></p> <p><b>SALES PERSON</b> commissioned for roofing &amp; eavestrough company in York Region. Experience preferred. Fax resume to: 905-294-4016</p>	<p><b>510 general help</b></p> <p><b>General Construction Labourer</b> required. Good wages. Must have own transportation. Call Dave: (416) 688-2245</p>
<p><b>DATA PROGRAMMER</b> PLM 1:1, located in Markham, requires a Data Programmer. Successful completion of 2 year post-secondary diploma in programming and at least 1 year of experience in Direct Mail in the data service bureau. Working experience in modular functions in MS Access, experience in list manipulation and knowledge in USPS and Canadian Postal Sort a must. Interested parties fax a detailed resume to 416-848-8495 attention Manager, Data Services</p>	<p><b>509 drivers</b></p> <p><b>DRIVER</b> 5 days/week. GTA area. Long hours, commission based. Approx. \$500/wk. Cash paid daily. Must be responsible, and speak English. <b>DISPATCHER</b> 4-5 days week, mornings, evenings. Knowledge of GTA. Call 905-472-2142</p>	<p><b>509 drivers</b></p> <p><b>DRIVER</b> 5 days/week. GTA area. Long hours, commission based. Approx. \$500/wk. Cash paid daily. Must be responsible, and speak English. <b>DISPATCHER</b> 4-5 days week, mornings, evenings. Knowledge of GTA. Call 905-472-2142</p>	<p><b>525 office help</b></p> <p><b>TRAVEL AGENT</b> Full Time Apollo an asset Min. 2 yrs exp. Italian speaking an asset. Fax resume (905)472-7800</p>	<p><b>525 office help</b></p> <p><b>TRAVEL AGENT</b> Full Time Apollo an asset Min. 2 yrs exp. Italian speaking an asset. Fax resume (905)472-7800</p>	<p><b>525 office help</b></p> <p><b>STATE FARM INSURANCE</b> Markham 407 &amp; Kennedy HR seeks career driven, friendly ADMINISTRATIVE ASSISTANT to help run this rapidly expanding community office. Great wages and benefits offered. Fax resume to: 905-479-4600</p>	<p><b>525 office help</b></p> <p><b>STATE FARM INSURANCE</b> Markham 407 &amp; Kennedy HR seeks career driven, friendly ADMINISTRATIVE ASSISTANT to help run this rapidly expanding community office. Great wages and benefits offered. Fax resume to: 905-479-4600</p>	<p><b>530 sales help &amp; agents</b></p> <p><b>SALES PERSON</b> commissioned for roofing &amp; eavestrough company in York Region. Experience preferred. Fax resume to: 905-294-4016</p>	<p><b>510 general help</b></p> <p><b>General Construction Labourer</b> required. Good wages. Must have own transportation. Call Dave: (416) 688-2245</p>
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**jiffylube**

Seeking Full and Part Time Managers, Assistant Managers and Service Technicians across the GTA - including Unionville and Markham! Join the Winning Team.

Jiffy Lube offers competitive wages and bonuses. Certification programs and TRAINING.

Respond with resume: Mike Shim, Training & Development  
Fax: 416-362-8062  
Email: [jobs@jiffylube.ca](mailto:jobs@jiffylube.ca)

Or drop application at our Unionville (Kennedy, south of Hwy. 7) or Markham locations (Hwy. 7 & Galsworthy)

**PART-TIME MAINTENANCE WORKER**  
Saturdays & Sundays, 8:00 am - 4:30 pm.  
Must be reliable and familiar with general building maintenance.  
Please forward your resume by fax to: (905)201-6059