

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

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www.yorkregion.com

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SHOWA
SHOWA CANADA INC.

REQUIRED

PURCHASING COORDINATOR

Showa Canada Inc. located in Schomberg requires a person to develop and refine its purchasing function.

The ideal candidate must have a technical background preferably at the college or university level in either the mechanical or electrical areas, with purchasing or negotiation experience.

Additionally this person may have some operational experience in a manufacturing environment. A certificate with the PMAC is an added plus. This individual should also have had a supervisory experience as well as some project leadership experience.

Showa Canada Inc. is a small but growing automotive parts plant with plants around the world. We are striving to increase our parts localization process within North America.

Please submit your resume by the end of June to the following address:

Purchasing Position
Showa Canada Inc.
1 Showa Court
Schomberg, Ontario
L0G 1T0



TOWN OF GEORGINA

**TOWN OF GEORGINA
EMPLOYMENT OPPORTUNITY****AQUATICS INSTRUCTOR/GUARD**

The Town of Georgina is seeking an energetic and qualified individual to instruct various aquatic lessons and to provide lifeguarding duties on a full-time basis at the Georgina Leisure Pool.

Reporting to the Aquatics Manager the successful candidate will be responsible for instructing a variety of aquatic programs including Aquafit, Sr. Aquafit, AquaRehab, Learn to Swim and an Advanced Leadership Course based on the candidate's additional certification. Additional responsibilities include: preparation of core and daily lesson plans along with all administrative work together with up to date worksheets, timely progress reports and evaluations; inventory of instructional material including badges, manuals, test sheets, etc; provide on deck lifeguarding; assist the Pool Operator with general pool maintenance; enforce pool rules and safety requirements to the general public and provide emergency first aid as necessary.

To apply for this position you must possess a current certificate in the following: National Lifeguard Service, Red Cross/Life Saving Instructor Award, Aquatic Emergency Care or Standard First Aid/CPR and an Aquafit Certification issued by SPEEDO Or C.A.L.A. Additionally you must also possess one of the following: Advanced Instructor Certification of N.L.S. Instructor or Red Cross Instructor Trainer or Red Cross Standard First Aid/CPR Instructor Trainer. Two years previous related aquatic experience; excellent public relations/communication skills and the ability to work evenings and/or weekends are prerequisites.

The Town offers a wage rate of \$17.01 - \$18.90 per hour, a comprehensive benefit package and a professional and supportive work environment.

Qualified applicants are invited to submit a detailed resume, clearly marked "Confidential - File: 2002-35" no later than Tuesday, July 2, 2002 to: Human Resources Manager, Town of Georgina, 26557 Civic Centre Road, Keswick, ON L4P 3G1 Fax: (905)476-1957 E-mail: cmarsden@town.georgina.on.ca

We thank all applicants and advise only those selected for an interview will be contacted. Personal information is collected under the authority of The Municipal Act and is used to determine eligibility for employment.

**FINANCIAL SERVICES
CAREER OPPORTUNITY**

One of north America's largest financial services companies is rapidly expanding in this area. Excellent training provided. For interview call Bill Stephenson at 1-888-238-9430

**Douglas K. Clarke Insurance
Brokers Limited.****INSURANCE BROKER**

Our Markham office is seeking an individual to add to our growing team of personal lines CSR's. This person likes working with people, has an excellent telephone manner and thrives in a fast paced environment. If you are currently a licensed broker and are looking to change to a friendly, dynamic environment, this career is right for you.

OFFICE ADMINISTRATOR

An individual is needed at our Markham office to assist our team of Insurance Brokers. Computer skills are a must as well as excellent communication skills. Some of the jobs you will be required to perform are client satisfaction and claims follow up calls, data entry, and account management. If you are looking for a career in the insurance industry, there is the opportunity to become licensed and move to personal or commercial lines, sales or service.

Send your resume in strictest confidence to:
Box #22
c/o Markham Economist & Sun
9 Heritage Road, Markham L3P 1M3

**YORK CATHOLIC DISTRICT SCHOOL BOARD**

320 Bloomington Road West, Aurora, Ontario, L4G 3G8. Tel: 416-221-5050 or 905-713-2711. Fax: 905-713-1809.

York Catholic District School Board is a dynamic growth-oriented organization currently operating 75 elementary and 12 secondary schools.

SUPPLY EDUCATIONAL ASSISTANTS

Apply your experience working with children who have exceptionalities, on an as needed basis, to assist in the delivery of special education programs at all grade levels. You must have a certificate or diploma in a child/youth-related program, sound knowledge of behavioural intervention strategies; and familiarity with alternative communication systems. Applications should be sent to: Christina Wielonda, Co-ordinator of Human Resources. E-mail: wielonc@ycdsb.edu.on.ca

Both positions require the ability and flexibility to work on an on-call basis throughout York Region. Written applications, outlining qualifications and experience, will be accepted until **Monday, July 8, 2002.**

Elizabeth Crowe, Chair of the Board

SUPPLY SCHOOL SECRETARIES

Working in elementary and secondary schools, this temporary role will see you provide secretarial assistance, including typing memos, letters and reports. Along with secretarial/administration experience, you must possess proficiency in MS Office (Word, Excel), a minimum typing speed of 50 w.p.m., and excellent organization and interpersonal skills. Knowledge of secondary and/or elementary school operations would be an asset. Applications should be sent to: Allison McAndrew, Co-ordinator of Human Resources. E-mail: mcandra@ycdsb.edu.on.ca

Susan F. LaRosa, Director of Education and Secretary of the Board

Do you know where you're headed?

For over 70 years, the Pilot Insurance Company has provided policy holders and brokers with the personalized, professional service that has become our hallmark. We are currently seeking a qualified professional to join our team in our Markham branch office.



Pilot Insurance Company
Over 70 Years of Protection Through Local Brokers

TELEPHONE ADJUSTER

In this salaried position, you will be responsible for adjusting all lines to included Accident Benefits for Bill 59. A motivated team player who takes initiative, you have a minimum of three years' experience in the industry, a strong background in general insurance, and practical computer knowledge. Insurance Institute courses are an asset.

Interested applicants should forward their resume, in confidence to: Branch Manager, Ashgrove Medical Centre, 6633 Hwy. #7 East, Ste. 209, Markham, Ontario L3P 7P2 Fax: 905-294-7751

We thank all applicants for their interest, however, only those selected to be interviewed will be contacted.

514 salon & spa help

514 salon & spa help



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: hrdda@myron.com

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

www.myron.com

509 drivers

509 drivers

**Alzheimer Society of York Region
Day Respite Program requires
Part-time Van Driver**

Markham/Thornhill
4hrs. (approx.) daily (split am/pm)
Mon.-Fri. &/or on-call Mon.-Sat.
\$13/hr. Vehicle supplied.
Class G or F licence.
Fax resume: (905)895-1736

509 drivers

**AZ
DRIVER**

for small car carrier. Full time. Must be physically fit. Willing to train right person.
Fax resume to: 905-660-6651

**Please
Recycle****First Choice Hair Cutters**

We are Canada's finest, most successful, price valued hair care chain. We are seeking Stylists for full and part time positions in our

NEWMARKET LOCATION**As an employer we offer:**

- Hourly wage & commission
- Clientele not required
- Competitive benefit package
- Flexible hours
- Growth & advancement opportunity
- Great working environment where business is enjoyable

905-471-4888

515 skilled & technical help

515 skilled & technical help

**INDUSTRIAL MECHANIC/
MACHINE REBUILDER**

Must be well experienced. Familiar with machine shop, welding and fabricating for busy used machine dealer. No Maintenance Mechanics considered.
Fax resume: 905-738-2098