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

505 careers | 505 careers | 505 careers | 509 drivers | 509 drivers | 525 office help | 525 office help | 525 office help | 525 office help

CAREER FAIR

Allied International Credit Corp. is a progressive international company that specializes in assisting our clients with their accounts receivable assets. We are currently seeking Collection Officers and Trace Officers for our call centre in Markham, Ontario.

We will be holding a CAREER FAIR at the Radisson Hotel in Markham, Ontario on Wednesday, July 10, 2002.

There will be two separate information sessions. One is at 1:00 PM and the other one is at 5:30 PM. Each session will last approximately one hour. The sessions will outline who we are and what we do, available positions, working hours, and company benefits.

There will be interviews on site for any interested candidates after each information session. If you are interested in beginning a new and exciting career and would like to sign up for the information session call 905-513-3507. Please call as soon as possible as space is limited.

The following is a list of the requirements for the positions:

- Strong written and verbal communication skills
- Good typing skills
- Ability to work independently as well as a team environment
- Professional phone manner
- Ability to multi-task in a fast paced environment
- Working flexible hours. Hours of operation are Monday to Saturday.

Previous experience is not required.

Please visit our website at www.aiccorp.com

DRIVER CLASS DZ

Richmond Hill manufacturer has immediate, full-time opening for class DZ driver. Previous experience preferred. Salary commensurate with experience. Please fax replies to: (905)731-7086

514 salon & spa help | 514 salon & spa help

ESTHETICIAN

required full time for Svengali Spa in Markham. Experience essential, clientelle a benefit. Drop resume off to 39 Main Street, Markham. **call: 905-471-6268 or fax: 905-471-5460**

The SPA at Markville
We are in need of additional staff to join our already dynamic team.
We are seeking
FULL & PART TIME ESTHETICIANS
We offer paid salary, plus commissions.
We are located in The Markville Shopping Centre. Hwy. #7 & McCowan Rd. in Markham
For an interview, please call Yvonne at: 905-513-0045

JOIN THE TEAM

Available temporary assignments:
EXECUTIVE ASSISTANT
DATA ENTRY PROFESSIONAL
CUSTOMER SERVICE
ADMINISTRATIVE ASSISTANT
RECEPTION / SWITCHBOARD

OFFICETEAM

Must be available to work past September.
Tel: 905-771-8272 • Fax: 905-709-3664
Email: markham@officeteam.com
For more information visit our website at officeteam.com

JOIN THE INDUSTRY LEADER

Available temporary assignments:
STAFF ACCOUNTANT
COLLECTIONS SPECIALIST
ACCOUNTS PAYABLE/RECEIVABLE
BOOKKEEPER
NIGHT SHIFT/COLLECTIONS

accountemps

Tel: (905) 709-8009 Fax: (905) 709-3664
Email: markham@accountemps.com
For more information visit our website at accountemps.com

RECEPTIONIST

Required for busy insurance adjusting office. Must be able to multi-task & able to type 50 wpm. Insurance experience preferred. Please facsimile your resume in confidence to:
Vanler Insurance Adjusters Ltd.
905-946-0171

Looking for Full/Part Time Customer Service/Telemarketer

Excellent telephone and customer service skills. Computer knowledge an asset.
Please Fax Resume To: (905) 471-0206
Attention: Trish Northey

LICENCING CLERK

Permanent full time position in busy smoke free office. Experienced only. Deliver resume to Licence Office, 5694 Hwy #7, Unit 2A, Markham, ON L3P 1B4, or call 905-294-2827

General Administrative Clerk

required for busy Richmond Hill new home builder. Duties are wide ranging and challenging. Positive attitude and ability to work as part of a team is required. General office, computer and accounting knowledge are essential.
Please fax resume with salary expectations to: A. Holder @ 905-773-4293

DICTA- TYPIST

required for busy independent adjusting firm in Markham. Must have 70 wpm and experience with MS Office. Insurance experience is preferred.
Please facsimile your resume to: Vanler Insurance Adjusters Ltd., (905)946-0171

LexisNexis™ Butterworths

LexisNexis Butterworths is a leading publisher of professional materials and provider of online information through LEXIS®-NEXIS® Canada.

EDITOR

Successful candidate will ensure the ongoing legal publications are produced to budget and on schedule. Will work closely with other editors and authors. Strict adherence to deadlines, strong commitment to integrity of text and a flair for detailed work are essential. Qualified candidate will have a university degree or other relevant post-secondary education or experience.

Please reply in writing stating experience and salary expectations. LexisNexis Butterworths is located at Hwy. #7 and Warden Avenue.

Human Resources, LexisNexis Butterworths
75 Clegg Rd., Markham, ON, L6G 1A1
Fax: (905)479-2826 Email: info@lexisnexis.ca

We thank all applicants for their interest; however, only those granted an interview will be contacted. No telephone calls please.

A member of the Reed Elsevier plc group

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
MARKHAM 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

SCHOLASTIC CANADA LTD.

A leading publisher of children's books is seeking:

CUSTOMER SERVICE REPRESENTATIVES

English & Bilingual (English and French)

Several positions are available in our incoming Call Centre (Major MacKenzie & Hwy. 404 area) for experienced Customer Service Representatives. These positions will promptly handle all customer inquiries to ensure appropriate action is taken to maintain a high degree of customer satisfaction and loyalty. The ideal candidate must have excellent communication skills in English (bilingual positions must be fluent in English and French), excellent telephone manner, and exceptional listening and organizational skills. Keyboarding, order entry skills as well as previous customer service experience are an asset. Also required is the flexibility to change shifts based on customer calling patterns.

Rate of pay is $10.50/hour. A rate premium will apply for bilingual positions. A variety of shifts are available including:

- 3:30 p.m. to 8:00 p.m. plus Saturday (9:00 a.m. - 1:30 p.m.) Minimum of 4 evenings per week.
- 12:00 p.m. to 8:00 p.m. Monday to Friday (4 weekdays) plus Saturday (9:00 a.m. - 1:30 p.m.)

If you are interested in the above positions, please forward a copy of your resume to:

Human Resources Department
Scholastic Canada Ltd.
175 Hillmount Road
Markham, Ontario L6C 1Z7
Fax: 905-887-3639 E-mail: scefala@scholastic.ca

All resumes must be received by July 15th, 2002.

Please indicate on your cover letter, your shift availability and if you are applying for a bilingual position.

We wish to thank all candidates for their applications in advance and advise that only those selected for an interview will be contacted.

No telephone calls or agencies please.

Bringing the joy of learning to Canadian children

SCHOLASTIC

525 office help

CUSTOMER SERVICE REP

Excellent telephone and customer service skills. Computer knowledge an asset. Send resume stating expectations.
Fax to 905-474-2158 or email to tams2@ipoline.com

Receptionist/ Secretary

Required by a computer distributor. Must have good command of the English language. Indoor sales positions available.
Fax resume to: 905-415-9177

530 sales help & agents

SALES MANAGER

Required by a computer retail chain shop. Must have experience.
Fax resume to: 905-415-9177

Undercover Lingerie

Requires a **Sales Associate** for 3 full days a week. Must have sales experience, preferably in lingerie.
Call Lori: (905)475-9316

505 careers | 505 careers

A Division of Intier Automotive, located in the Newmarket area is currently seeking motivated Team Players to fill the following positions:
Assembly Operator
Manufacturing Engineer
Product Engineer
Please mail resume to:
P.O. Box 71058
570 Mulock Drive
Newmarket, ON
L3X 1Y8

Photo accessory supplier requires **Inventory Control Manager** w/ 3-5 years experience in overseas procurement (PMAC/PPAC/ Cantonese - assets). Strong attention to numbers & detail.
E-mail resume to: Hrdept@gentec-intl.com

BON L CANADA
Aurora Plant

Bon L is a leading aluminum profiles extrusion company in Aurora. We have an immediate opening for an experienced:

MILLWRIGHT

Millwright applicant must hold an Ontario Millwright certificate, have extensive hydraulic experience and PLC experience desirable. The successful candidate will be required to maintain all equipment from extrusion presses, handling equipment, minor electrical repairs (including PLC's), pipefitting work and any other mechanical repair which he/she can perform safely.

This position is a 12 hour shift 2-2-3 schedule and include full benefits. Millwright rate $23.23-26.32/ hr. To apply, please fax resumes to: **(905)841-9444** or drop off at 95 Dunning Ave., Aurora, ON L4G 1A5 or email arenshaw@bonlcanada.com. Attn: Andrea Renshaw, Human Resources Department.

We thank all who apply, however, only those candidates chosen for an interview will be contacted.