

york region

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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

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515 skilled & technical help

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The Corporation of the Town of Newmarket, a growing tradition in the heart of York Region, requires a full-time

Council/Committee Co-ordinator

Responsible for providing a full range of legal services to the corporation and its boards and agencies, you will coordinate and prepare documentation for meetings of Council and Committees; coordinate public deputations; attend meetings, compose resolutions, bylaws, reports and minutes as well as maintain files and indexes of Council decisions and bylaws. As the Co-ordinator, you will liaise with other departments; coordinate Freedom of Information requests; advise the public and staff of Council decisions and provide information and guidance on council procedures and decisions. Your knowledge of municipal functions and responsibilities as well as municipal legislation and regulations and procedures will assist you in insurance claims handling management and risk management; and coordinate the clerk's function in accordance with the *Municipal Act*, *Planning Act*, *Ontario Heritage Act* and other relevant legislation. You will possess formal academic training at a post secondary level in public administration or a related discipline, highly developed communication and problem solving skills, good organization, interpersonal, report writing, minute taking and filing skills and proven secretarial and office skills including proficiency in word processing programs.

Salary: \$39,037 - \$48,797 plus a comprehensive benefits package.

We thank all applicants; however only those selected for an interview will be contacted.

Please apply by 4:30 p.m., July 19, 2002, quoting File#C02-034 to:

Human Resources Division, The Corporation of the Town of Newmarket, P.O. Box 328, STN MAIN, 395 Mulock Drive, Newmarket, Ontario L3Y 4X7 Fax number 905-953-5337, e-mail: hr@town.newmarket.on.ca

This personal information is collected under the authority of the Municipal Act and will be used to determine eligibility for potential employment. Questions about this collection of personal information should be directed to Human Resources.

Hydra-Lift Industries Ltd.

As a fast pace environment in the manufacturing of automotive Service Products, the following jobs are required:

- **Bilingual Customer Service Person**
- **Assembler**
- **Plant Labour**
- **Outside Service Technician for the service and installation of products**
- **Bookkeeper**
- **Mechanical Engineer with PEO certificate**

As a qualified candidate with experience you should fax, mail or delivery your resume to:

227 Idema Road
Markham, ON L3R 1B1
Fax: 905-470-2396

Only the candidate's chosen will be called for interview

INDUSTRIAL ELECTRICIAN

Cummins is a U.S. based company with a high growth potential worldwide. We specialize in production remanufacturing of combustion engines and their components. We are seeking an Industrial Electrician for our facility in Markham, Ontario.

Key Responsibilities will include:

- Diagnosing and maintaining electrical issues in plant
- Performing preventative maintenance and making recommendations on changes to equipment
- Troubleshooting faulty systems
- Performing various duties such as replacing defective wiring and making connections to new electrical installations as needed
- Following up of contractors work
- Working closely with Maintenance department to keep equipment in good repair

Candidates must be Licensed Industrial Electricians with PLC experience and Computerized Maintenance Management Software knowledge. Working experience in a manufacturing and machining environment, and thorough knowledge of safety procedures and Ontario electrical code are a must.

Please submit resume via fax to:
(905)472-2312, or email to:
co339@cummins.com

509 drivers

BROKERS WANTED

with small cars or mini vans.
70% comm. paid.
Call Ron
(905)201-9293 or
apply in person
50 Bullock Dr.
Unit 1 & 2

DZ DRIVER
required immediately. Stouffville based company. \$14.50/hr. Night shift, starting time 6pm. Local work.
Fax resume, driver's abstract & CVOR to:
905-888-1879

**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

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

509 drivers

509 drivers

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

DRIVER /WHE PERSON PERMANENT F/T

For 1/2 ton - 1 ton vehicles.
Mon. to Fri., 8:30am-5:00pm
in GTA. Benefits available.
Clean Driving Record.

Fax resume and Driver's abstract to:
905-470-7221

512 summer employment

AGGRESSIVE SALES PEOPLE
to sell raffle tickets for a non-profit organization.
July - August
SALARY + BONUSES
416-447-6060

514 salon & spa help

Full time **HAIR STYLIST**. Must like children. Markham. Please call (905) 471-1084

514 salon & spa help

514 salon & spa help

F/T/ EXPERIENCED HAIRDRESSER

required with or without clientele for busy salon, located: Main St., Unionville also P/T ASSISTANT
Call (905)940-2230

525 office help

525 office help

Are you RIBO Licensed? Have Personal Lines Experience? Excel in People Skills? Like to be a Team Player with the desire to succeed? We would like to talk to you.

We offer a competitive salary and benefit package.

Please reply in confidence to:
cmurray@greypower.com or
Box # 118, c/o The Era-Banner,
P.O. Box 236, 580B Steven Court,
Newmarket, ON L3Y 4X1

FORKLIFT TECHNICIANS

Due to expansion in Ontario we have a requirement for the following positions.

Service Operations Manager
Fully Qualified Technicians
Trainee Technicians

The successful candidates will be self motivated, punctual & have excellent communication skills. Candidates will be proficient in the repair and maintenance of electric powered lift trucks & be prepared to extend their knowledge with ongoing training. We offer excellent remuneration package & benefits. Please reply by fax or letter only to Carol Tanner. (All applications will be treated in the strictest confidence)

Quicklift Forklifts Ltd.

#290 19358 96th Ave.
Surrey, BC V4N 4G1
Fax: 604-882-8769

**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 arenschaw@bonlcanada.com. Attn: Andrea Renshaw, Human Resources Department.

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

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RECEPTIONIST/BOOKEEPER

req'd for a busy firm in Beaver Creek. Good communication skills and some accounting. Knowledge of Word, Corel Draw and New Views an asset. Please fax resume to 905-882-0510 or e-mail to: kevin@recognitionplus.ca

LEGAL SECRETARY

Real estate secretary, full time, with strong computer, organizational & people skills & commitment to excellence. Knowledge of Word, conveyance software & e-reg. essential. Min. 3 years exp.

Fax resume to: (905)707-7690 or email cac@dandreaacrupi.com

ENTRY LEVEL/ JUNIOR OFFICE POSITION

Full-time. For busy after sales service team of home and condominium builder. Experience in construction customer service an asset, but not a requirement. Duties include answering telephone inquiries and booking of appointments with home owners; coordinating appointments with trades, as well as filing, faxing, preparation of mail. Must have excellent memory, organizational skills, telephone manner and must work well with others.

Please fax your resume including salary expectations to Sandy at:
(905)477-4692

FULL TIME ADMIN/ RECEPTIONIST

Huge growth potential for person with high attention to detail, extraordinary people skills, and strong organization/admin. Email resume to sue@robbcorp.com.

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

530 sales help & agents

530 sales help & agents

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

Child Development company requires RESPONSIBLE INDIVIDUALS

with good communication skills to assist with

"PROJECT HEADSTART"
Evening shifts. Room for growth.
Call Adam (905)709-0919

Promote your company's **INTERNET PRESENCE** in the Classifieds. Be sure to include your **WEB ADDRESS**

525 office help

PART-TIME PERSON FRIDAY

Knowledge of MS Word/Excel. Pleasant telephone manner and Fluency in English are a must. Call 905-887-0090 ext. 302