

# 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

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## don't get penalized or pay too much

**Learn about taxes.**  
 Make sure you pay as little as necessary while complying with the new tax changes. An income tax course from H&R Block covers everything from completing a basic tax return to handling complex schedules.

For more information visit [www.hrblock.ca](http://www.hrblock.ca) or contact us at:  
 Tel: 1-877-229-6112

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**H&R BLOCK**




[www.myron.com](http://www.myron.com)

Myron Smarter Business Gifts enjoys an enviable reputation as a thriving, world-class organization, and has done so since 1949. As specialists in imprinted business gifts, we provide unique opportunities to skilled and dedicated individuals. Join us in one of these rewarding roles:

### Inside Sales Consultant

Building on our existing corporate client base, you will develop relationships and business throughout North America. Your proven outbound or retail sales experience and familiarity with the U.S. business environment are enhanced by top-notch verbal and written communication skills. In addition to a corporate fitness centre and paid training, we offer a competitive compensation and benefits package and there is no cap on earnings.

### 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.

Candidates must be flexible to work shifts varying between 8am - 9:30pm.

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; Tel: (416) 291-1834 ext 599; Fax: (416) 291-8786; E-mail: [hrcda@myron.com](mailto:hrcda@myron.com)

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



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### CREDIT/COLLECTIONS

A minimum of 2 years' experience in performing credit investigations, setting credit limits and collecting accounts in a computerized credit environment is required. Persuasive collection skills are essential with exposure to U.S. commercial accounts preferred.

### WAREHOUSE POSITIONS

(temp and perm) are also available

Please forward your resume to:  
 Human Resources Department  
 Fax: 905-856-4647  
 Email: [hrcanadaganz.com](mailto:hrcanadaganz.com)

**GANZ**

### YORK SUPPORT SERVICES NETWORK

Requires:  
**Human Resources Administrative Support**  
 Permanent position, 35 hours per week  
 October 1st, 2002

Responsibilities include provision of administrative and clerical support within the Human Resources department based in Newmarket.

Business college or equivalent education. Minimum two years HR experience required including processing ADP payroll using Images software. Proficiency with Microsoft Word and Excel is essential.

Experience working in a social services setting is an asset. A valid drivers license, insurance and reliable vehicle are required.

YSSN provides competitive benefits and a progressive work environment.

Please forward resume to:  
 Kathy Christie, Human Resources Department  
 York Support Services Network  
 102 Main Street South, Unit 3  
 Newmarket, Ontario L3Y 3Y7  
 Fax: 905 898-1171  
 by 4:30 p.m. Tuesday, September 10, 2002  
 For information about us: [www.yssn.ca](http://www.yssn.ca)

### TRANSPORTATION SUPERVISOR

We are a national company in the vehicle auction business currently recruiting for a Transportation Supervisor. If you possess supervisory experience, excellent communications skills and the ability to work with minimum supervision, please forward your resume to the address below:

We offer a competitive salary, excellent benefit package and the opportunity to work in a fast pace environment.

Box 129 C/o THE ERA BANNER  
 580 Steven Court, Newmarket  
 ON. L3Y 4X1

515 skilled & technical help 515 skilled & technical help

### LANDSCAPE CONSTRUCTION CREWPERSON

Full-time position available with well established landscape company. Industry experience required. Strong work ethic. D/Z licence an asset. Knowledge of grading, Pisa, stone-saw. Call (905)472-4842

### Rail TRAN SERVICES INC.

#### Customer Service Representative

Self Motivated - Team Oriented  
 -Multi Tasker

Required - organized individual to deal with customers; must have strong computer, keyboarding and record keeping skills. Concord location.

Resume by fax to  
 Ken Sadler at 905-640-3190  
 or by e-mail at  
[kensadler@andersonhaulage.com](mailto:kensadler@andersonhaulage.com)  
 No telephone calls please.

### Here We Grow Again!

#### Alpa Roof Trusses Inc.

is currently seeking applications for

- Labourers
- Assemblers
- Forklift
- Sawyers

Full time, team atmosphere, will train. No calls. Apply in person:  
 5532 Slaters Road, Vandonr

## CG&B

The CG&B Group Inc. has the following positions open in the Markham office:

**Commercial Insurance CSR** for the Film & Entertainment (Media) department. Requires RIBO license, excellent communication and customer service skills.

**Commercial Insurance CSR** for the Transport department. Requires RIBO license, Commercial Auto experience, and strong organizational skills.

**Professional Liability Insurance Broker**  
 Requires RIBO license, E&O or Casualty experience.

**Personal Lines CSR**  
 Requires RIBO license, 3-5 years experience in personal insurance customer service.

We offer a professional work environment, competitive compensation and benefit package.

Resumes may be submitted by fax to 905-948-2078.

Victim Crisis Assistance and Referral Service  
 York Region

### EXECUTIVE DIRECTOR

Reporting directly to the Board of Directors, the Executive director assists the Board in meeting its goal of providing victim crisis assistance services to the citizens of York Region. The Executive Director has considerable experience and knowledge in the areas of leadership, communication skills, human resources and volunteer management, victim service delivery, community resources, financial management and program development. The Executive Director provides day to day leadership for a dynamic program in a challenging environment.

If you believe you can meet this challenge, please mail your application by Friday, August 30, 2002 to:

ViCARS - York Region  
 4981 Hwy 7 East, Unit 12 A, Suite 243  
 Markham, ON  
 L3R 1N1

### PAYROLL & ACCOUNTING ADMINISTRATOR

(Warden & Eglinton area)

Oak Leaf Confections, a world leader in the "kids" confectionary market has an opening for a Senior Payroll & Accounting Administrator. In this position you would be responsible for the preparations and accounting for a unionized and salaried payroll. This includes all payroll inputs, preparation of journal entries and accruals, account reconciliations, government reporting, etc. In addition, you would be responsible for all benefit and pension administration and backup for the Credit functions.

Applicants should have a minimum of 4 years of computerized payroll experience (ideally with ADP) and basic accounting skills at the 2nd or 3rd year CGA/CMA level. Excellent "customer service" skills are required.

Qualified applicants should fax their resume to:  
 416-751-4263 or email to:  
[bmclean@oakleafconfections.com](mailto:bmclean@oakleafconfections.com)

Growing Concord & Richmond Hill QS9000 certified automotive stamping plants have positions available for:

### PRESS OPERATORS

- Minimum 2 years experience
- Able to perform set up
- Exp. on progressive & transfer dies.
- Quality checking

### Material Handlers

- Must have current license

Excellent wage and benefits available.  
 Interested applicants should fax resume to: (905)780-5703  
 Attn: Human Resources

**Experienced RIBO Licensed P/L CSR & CL Marketer** required for Markham Insurance Brokerage office. Excellent interpersonal skills a must!

Resumes to:  
 Fax resumes to:  
 905-471-3180



525 office help 525 office help

Career-Minded Accountants  
 COME AND JOIN  
 THE INDUSTRY LEADER

## accountemps

We are looking for:

### COLLECTORS

### ACCOUNTING CLERKS

Minimum one year of experience in reconciliation, A/P or A/R is required. Intermediate Excel skills are a must. Please forward your resume to: [markham@accountemps.com](mailto:markham@accountemps.com) or call 905-709-8009 for more information.