

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

1-800-743-3353

www.yorkregion.com

505 careers

505 careers

505 careers

505 careers

505 careers

514 salon & spa help

514 salon & spa help

514 salon & spa help

515 skilled & technical help

CINTAS

THE UNIFORM PEOPLE

NEWMARKET

Cintas is recognized as the leader in a multi-billion dollar uniform/ facility services industry throughout North America. We have expanded to include more than 22,000 associates and have grown to include more than 300 locations. This tremendous growth rate has created opportunities for energetic individuals looking for a career in a fast paced environment.

HUMAN RESOURCES MANAGER

We currently have an opening for a HR Manager with a generalist background. Responsibilities include recruitment and selection; orientation and training; employee relations; employment law; human resources reports (tracking turnover, employment trends, etc.). Qualified candidates must have a HR college/ university degree or a minimum 2-3 years working experience in human resources. compensations: \$38,000.-42,000, full benefits and profit sharing.

RECEPTIONIST

We have an immediate opening for a full-time receptionist. Time management and good organizational skills are key to this position. In addition, the qualified candidate must have excellent verbal and written communication skills, as well as experience on a busy switchboard. Responsibilities include greeting internal and external customers at the front desk or over the phone, filing, opening and distribution of mail, typing correspondence, etc. Compensation - competitive wages, benefits and profit sharing.

SERVICE REPRESENTATIVE

We're looking for more than just a driver. You must possess a valid driver's license with a clean abstract; sales experience; excellent customer service and communication skills; and be physically fit capable of lifting 50 - 70 lbs. on a repetitive basis. Compensation: \$35,000. - 70,000., excellent benefits and profit sharing.

GENERAL MAINTENANCE/ HOUSEKEEPING

We have an immediate opening on our afternoon shift for a general maintenance partner. Responsibilities include assisting maintenance with minor repairs as well as performing general housekeeping duties throughout the plant. Preference will be given to candidates who are physically fit, capable of lifting 25 - 40 lbs. on a repetitive basis, as well as individuals who are mechanically inclined and have experience in housekeeping. A background in industrial laundry setting is an asset. Compensation: competitive wages, benefits and profit sharing.

Please apply to: Human Resources

255 Harry Walker Parkway South
Newmarket, ON L3Y 7B3

Fax: 905-868-8090

Email: jenningsp@cintasmail.com

Previous applicants need not apply. Only qualified candidates will be contacted.

505 careers

505 careers

505 careers

Warehouse

The Pampered Chef

Warehouse Clerk
• \$12/hour •

The Pampered Chef, an international distributor of kitchenware, is seeking a Warehouse Returns Clerk to provide returns support in the Canadian Sales Office in Markham.

You will ship starter kits to new consultants, maintain accurate shipping/receiving records, process/ship incoming audio/video lending library requests, and examine returned packages. The reliable, service oriented individual we seek will have general computer skills, the ability to lift 40 lbs, excellent organizational skills and a high degree of initiative.

For confidential consideration, please forward resume to: The Pampered Chef, Attn: Sandra Fabbri, 3780 14th Avenue, #103, Markham, ON L3R 9Y5 or call Sandra at: 905-475-7658, ext. 207. An Equal Opportunity Employer

Big Sisters of York
DIRECTOR OF VOLUNTEERS
Full time. Responsible for all aspects of volunteer management (recruitment, training & development, volunteer recognition - current volunteer base 700+). The successful candidate will possess a strong background in the volunteer sector, public relations, and must be computer and software literate.
Forward resume to Executive Director
P.O. Box 520, Aurora L4G 3L6
Fax: 905-727-7359 Email: bsis@istar.ca

Experienced RIBO Licensed P/L CSR & CL Marketer required for Markham Insurance Brokerage office. Excellent interpersonal skills a must!
Fax resumes to:
905-471-3180

Big Sisters of York
SUPPORT COORDINATOR
South West
Full time. Responsible for interviewing/assessing clients and volunteers, case management, service delivery of all programs. Facilitate training & education programs, coordinate waiting program. The successful candidate will have strong case management skills, experience with youths and be computer literate. Travel required throughout the region.
Forward resume to Executive Director
P.O. Box 520, Aurora L4G 3L6
Fax: 905-727-7359 Email: bsis@istar.ca

514 salon & spa help

514 salon & spa help

ESTHETICIANS
required for new salon opening in Keswick. Nail exp. an asset, but will train. Hourly wage plus commission. Call Monday to Friday, 9am to 7pm. 905-476-2965 ask for Marlene
Fax 905-476-3869

515 skilled & technical help

515 skilled & technical help

• **LANDSCAPE CONSTRUCTION**
LABOURERS and
• **GROUNDS MAINTENANCE**
LABOURERS
Experience an asset, but will train
MARKHAM
PROPERTY SERVICES MPS
Call (905)472-4842
Winter work also available

Sick of the rest?
Come work for the best.
LICENSED PLUMBERS
Required immediately.
• Residential & Commercial service
• State of the art equipment
• Excellent pay, incentives, benefits
truck & uniforms provided
• Servicing Durham & York Region
Fax # 905-895-7363



525 office help

525 office help

SECRETARY
Required for established consulting engineering office near Woodbine & Hwy.#7. Well organized, professional team player for telephone relief, filing and clerical support. Good knowledge of MS Office.
Fax resume to: Betty Flannery
905-470-0030

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

515 skilled & technical help

515 skilled & technical help

515 skilled & technical help

PALCAM TECHNOLOGIES LTD.
Palcam Technologies Ltd. has become the leading supplier of Design, CAD/CAM & CNC Machining Services to the Die & Mold Making Industries. Due to continued rapid growth, we are seeking people for the following positions:
✓ **Senior CNC Machine Programmer/Operators**
Shift work. 4th/5th Axis Programming/Machining, Tool/Mold Making Experience Required
✓ **Senior and Junior CNC Machine Set Up/Operators**
Shift Work. Tool/Mold Making Experience
✓ **Senior and Junior CAD Engineers**
Tool/Die Experience Required
✓ **Driver**
Proof of Valid Drivers License Required
Forklift Training and Experience an Asset
Along with unlimited opportunity, Palcam offers the best candidates an excellent compensation and rewards package. Only those who demand the best from themselves need apply.
Please fax resume to: 905-853-1584 or e-mail: human_resources@palcam.com

525 office help

525 office help

525 office help

525 office help

FINANCIAL SERVICES
Established firm has 2 positions for versatile outgoing individuals.
Receptionist/Admin. Asst. will greet clients, schedule and confirm appointments and be computer literate.
Client Services Assistant must have financial services experience.
Excellent verbal & interpersonal skills req'd for both positions. Non-smoker preferred. 404/Sheppard.
Reply to: Box 968 Stn. B.
North York M2K 2T6
or fax 416-498-6806

ADMIN. ASSISTANT / RECEPTIONIST
As a fast growing electronic company in Markham, we are seeking dedicated professionals to join our team.
You will be responsible for answering phone calls, greeting visitors, providing administrative support, handling mail and data entry. Previous Exp. Fluent in English & MS office knowledge required.
Submit resume by Fax:
(905) 470-0621 or Email:
emgjobs@emgplace.com

JR. WEB DESIGNER/ADMIN.
Entry level pos. avail. for web design, admin. & reception work. Excellent English (written & spoken) & strong telephone skills a must. 20hrs/wk. Reliable & neat in appearance.
Warden/407. Email resume to:
heather@insitefulweb.com

COMPOUNDING ENGINEER
Plastics plant in Vaughan. Full time. Req'd immediately.
Email resume to:
louism@primus.ca

Local construction company seeking
Labourers, Carpenters, Site Supervisors.
Own transportation, competitive wages.
Fax resume to:
(905)642-0007.

525 office help

Local law office requires
Full Time REAL ESTATE SECRETARY
with experience.
Fax resume to:
905-265-0032

JUNIOR LEGAL SECRETARY
F/T OR P/T FOR MARKHAM OFFICE
Must have 1 yr. min. exp.
R/E, Est/Com. Litn,
Wordperfect 5.1 experience necessary
Must like Dogs.
Fax to (905)940-5528 or
call (905)940-5525 attn: Maureen

CUSTOMER SERVICE REPS
EARN up to \$12.50 PER HOUR
plus
FULL BENEFITS
Full time, permanent positions available for **DAY/ EVENING & MIDNIGHT SHIFTS** in our 24-hr. inbound call centre located in Richmond Hill near Leslie/ Hwy. 7.
• Duties include data entry and customer service
• Paid training/ no sales
• Casual atmosphere
Apply in person at:
ONTARIO ONE CALL
30 EAST BEAVER CREEK RD. #103
RICHMOND HILL
Or call 905-709-5331
for more information

LAW CLERK
With not less than 3 yrs' corporate commercial experience/ securities SEDAR required for the Legal Dept of Magna International Inc., a global, publicly traded auto parts mfrger located in Aurora. Excellent working environment. Competitive salary and benefits.
Reply to Y. Klugmann by
fax (905) 726-2603 or
yvonne_klugmann@magna.on.ca.