

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

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515 skilled & technical help

515 skilled & technical help

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530 sales help & agents

530 sales help & agents

535 hospital, medical, dental

PAYROLL COORDINATOR

Our Store Support Centre located in Concord requires a Payroll Coordinator to manage a team of 3 with all functions of the payroll process. The includes data entry and set up of new hires, verifying weekly payroll to the Ceridian Audit Trail, creating reports on Crystal Report Writer, Posting hours from Kronos system, performing month end functions into Oracle and payroll account reconciliation and assist in year end financial and tax preparation.

The successful candidate must be enrolled in the CPA designation program with 3-5 years experience in a supervisory role. Must possess experience with Ceridian Payflex for Windows and Kronos and be able to work under tight deadlines in a demanding customer service environment. Please e-mail or fax resume, indication "Payroll" on subject line to:

Fax: 905-660-2022
recruiter_canada@toysrus.com

TOYS 'R' US



PLUMBERS REQUIRED

- Immediate openings
- Top wages for right candidate
- New truck supplied
- Advanced Technology Equipment
- Clean & friendly work environment.
- Current Plumbing License required.
- Will train right candidate
- Excellent Benefit Package
- Based in York Region

Call: 905-853-6049

H.V.A.C

Heating and Air Conditioning Tech required. Must have G 2 license and be available for evening and Saturday shifts. Experience is an asset however successful candidate must have excellent communication and social skills. Training is available.

Fax resumes to 905-471-0206
Attn. James

525 office help

RECEPTIONIST/FILE PERSON required for Markham insurance office. Full time position. Experience preferred. Fax resume to: Linda 905-475-0447

525 office help

Office Assistance

Part time office assistance required for a busy home based housewares business. A working knowledge of computer basics including Quick Books is needed for accurate order entry and customer service. Good English is mandatory and French / English bilingualism would be an asset. Occasional light product handling is required. Send a short personal work history to email: domesticcanada@rogers.com or fax to 905-943-9004, c/o Richard Gould

Computer SALES Rep

Wanted Exp. required. Woodbine/14th Ave. Call Jeff (905)944-0907

EXP. SALES HELP

wanted. Car needed. Base plus commission. Please call (416) 817-5866

532 retail sales help

532 retail sales help



REGULAR PART-TIME CASHIERS

Days, Monday - Friday. Please phone (905)640-5800 Ask for Ian Mackenzie or Robin Jelinas

535 hospital, medical, dental

535 hospital, medical, dental

LABORATORY SUPPORT PERSONS

(2 Part-time Positions) Innopharm Inc. located in Markham, is receiving applications for the above positions. Main responsibilities include handling of laboratory glassware and providing support for the operation of the pharmaceutical laboratory. Apply: Fax: (905)470-9241 Email: info@innopharm.net

540 hotel restaurant

540 hotel restaurant

The Howard Johnson Hotel Toronto-Markham

(located at Hwys 404 & 7) is seeking applicants for the following positions:
• Full Time Night Auditor/Guest Service Agent
• Part Time Room Attendant
To submit a resume please fax 905-479-1186 or apply in person to: 555 Cochrane Drive Markham, ON

Massage Therapists

Registered: F/T or P/T. Fax to: Markham Physiotherapy Clinic attn: Jennifer Zavitz Hicke (905)471-3751

540 hotel restaurant

Al Dente Restaurant NOW HIRING!

• Full time Experienced Wait Staff
• Part time Day Dishwasher
• Full time Cook
Drop off resume in person to: 39 Main St. N. Markham

Cocoberry Cafe FULL/PART TIME

• Experienced Sandwich Maker
• Dishwasher
• Cashier
Fax resume after 3pm 905-940-8507 or apply in person at 675 Cochrane Dr., Markham (Ceridian Tower)

Parkview's Gardenview Restaurant requires

PART-TIME WAIT STAFF with/without cooking experience. Flexible hours Monday through Sunday. Noon Shift plus 5:00-7:30 p.m. shift. Please contact Cheryl Dummitt at 905-640-1940 x26

545 teaching opportunities

QUALIFIED TEACHERS, B.Ed.

needed for tutoring in Science, Math, English & French. Gr.1-OAC Luv 2 Tutor (905) 883-5301

510 general help

WORK FROM HOME

ON YOUR PC \$500 to \$3,000 P/T \$3,000+ F/T www.map2betterliving.com

Construction Worker Needed

Inground pool experience an asset. Based out of Stouffville. Start immediately. Call Paul 905-852-4836 evenings

Don Mills International Company is accepting resumes for the following position:

Inventory Analyst

Minimum 5 years experience with Post Secondary Education. This is a manufacturing environment where you will be reporting to the Controller. Your experience with financial reporting, cost accounting, audits, physical inventory counts and much more are required in this busy department. Must have thorough understanding of inventory systems in JDE.

Interested applicants email resume to: fba@ils.net

525 office help

ACCOUNTS RECEIVABLE/ COLLECTIONS & OFFICE HELP

Markham based importer of cellular products needs an A/R collections-Full-time, \$12/hr with benefits and salary. ACCPAC experience and a positive attitude with superior communication skills as well as MS Office a must.

Fax resume: 905-948-1692
www.talktyme.com

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

Admin Assistant/ Accounting Clerk

Beginning September 2002. Responsibilities include A/P, A/R and payroll, answering telephone and general typing. Candidate should possess experience in the construction industry. Computerized accounting and proficiency in Microsoft Office mandatory. Must be fluent in English. Position is part and may lead to full time. (25 to 30 hours). Office is located at Steeles and Middlefield. Please fax your resume to 905-472-5109

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

515 skilled & technical help

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NOW HIRING!!!

Alpa Roof Trusses Inc.

Due to rapid growth in this industry, we have immediate openings for:

- Assemblers
- Labourers
- Forklift
- Sawyers

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



ADMINISTRATIVE ASSISTANT

Should have a post-secondary education in addition to excellent computer skills. Duties - assisting the VP of Sales and Marketing with customer issues, leads, vacant territories, promotional activities and other coordination as needed. Plus administrating credits and invoice adjustments, phone, sales reports, etc. Excellent communications and interpersonal skills are a must. Fax C. Hickey at 905-707-5751 Holophane Canada Ltd.

As a fast growing electronic company in Markham, we have 2 immediate openings:

ADMIN. ASSISTANT / RECEPTIONIST

Duties: incoming phone calls, visitors greeting, administrative support, mail and data entry. Previous Exp. Fluent in English & MS office knowledge required.

ACCOUNTS PAYABLE CLERK

Duties: vendor enquiry, invoice posting, reconciliation, payment schedule and A/P & G/L report. 2+ years exp, CGA level 2 & MS Office knowledge required.

Fax resume to : (905) 470-0621 or Email: emgjobs@emgplace.com

St. Andrew's College

Situated on a beautiful 110 acre campus, in Aurora, S.A.C. is one of Canada's leading Independent Residential/Day Schools for 540 boys grade 6 to OAC

The school is seeking applications for the position of:

ACCOUNTS PAYABLE CLERK

Position requires an accounting professional with a minimum of 2 years accounts payable experience and a solid knowledge of accounting procedures. Computer skills are essential. Competitive salary and benefit package.

Please forward resume by Sept. 27/02 to: Mrs. Beth McKay, Director of Finance & Operations, 15800 Yonge St., Aurora, ON L4G 3H7. Only those selected for an interview will be contacted.

530 sales help & agents

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SALES CONSULTANTS

A leading heating & air conditioning company has opportunities for professional sales people in the Markham and York area. If you are a self-starter and have sales experience we want to talk to you. Willing to train the right candidate.

We offer: On going training, health & stock purchase benefits, career advancement opportunities, performance based compensation package (after 3 month probation/training period).

Please submit your resume in confidence to (905) 471-0206 Attention: Roberto N. Valle

BAILEY

ROLL FORMING OPERATORS

Required for steel stud plant in Concord. Several years experience preferred.

Please fax resume to:

Bailey Metal Products Ltd.
905-738-5337 or e-mail to: hr@bmp-group.com