

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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505 careers

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Still growing.
And hiring.

Your drive
x our growth
= an exceptional career

As an Edward Jones investment representative, you'll have your own office, a full-time branch assistant and a host of resources to help you succeed. Come grow with Edward Jones, the financial-services firm ranked first in *Investment Executive's* "2002 Brokerage Report Card."

We seek sales-oriented individuals to become investment representatives in the surrounding areas and throughout Ontario. It's one opportunity you don't want to miss.

Attend our Career Seminar - One Night Only.
Mon., Sept. 30 at 6 p.m.
4591 Highway #7 East, Unit 110
Unionville, ON
Host: Larry Stadnyk
RSVP: 905-305-8507
www.jonesopportunity.com

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Fax resumes to: Andrew Veale
Collision Centre Manager
(905)852-5332
or email:
andrew@williamsonuxbridge.com

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CUSTOMER SERVICE REPRESENTATIVE

Our ideal candidate will have a minimum of 2 years' experience, complemented by a post-secondary education. Responsibilities will include extensive telephone contact with sales reps and customers, resolving customer issues and completing appropriate documentation.

MARKETING ASSISTANT

Our ideal candidate will have 1-2 years' of marketing experience complemented by a post-secondary education in Marketing.

Interested candidates are invited to respond in writing to:
Human Resources,
Fax: (905)856-4647
e-mail: hrcanada@ganz.com

GANZ

Canada's leading Truckload Carrier
is seeking a:

Rate Clerk

Responsible for assisting with costing and analysis for Canada & U.S. markets.

Qualifications should include:

- Analytical thinker
- Computer literate, including good knowledge of Excel
- Fluent in English, French would be an asset

If you have the above skills, and the ability to work without direct supervision, then don't turn down this opportunity to be part of our team.

Compensation includes salary and extensive benefit package.

Please fax or email your resume to:
M. Beales, Pricing Manager
2815 14th Avenue, Markham, ON
L3R 0H9
mbeales@highlandtransport.com
Fax: 905-513-2196

No phone calls please
We appreciate your response, but only those applicants being considered will be contacted.

Highland Transport**COLLECTIONS CLERK**

for busy Richmond Hill office.
Must have previous experience.
Must be computer literate with an excellent command of the English language.
References required.

Fax resume to: (905)770-1901

MAKE A DIFFERENCE

Great opportunity for a high energy, very outgoing, bubbly person, with outstanding phone and communication skills to assist Doctor in providing superior health care. Great hours. Excellent training provided. If you are an ambitious individual, who enjoys multi-tasking, this is for you!

Apply with your smile at
West Chiropractic Clinic
4747 Hwy. #7 East, Unionville

SATURDAY RECEPTIONIST

Experienced, friendly individual with good organizational skills required for Markham Sales Centre, Saturday 11am-5pm. Knowledge of Microsoft Word an asset. \$12/hr. Fax or drop off resume to Swan Lake Village, 16th Ave. (east of Hwy. 48) 905-294-4005. No phone call please.

RECEPTIONIST

required for Markham distributor. Excellent phone manner and knowledge of Microsoft Word & Excel. Some French an asset.
Fax resume to
905-470-7787

LEGAL SECRETARY

required for corporate commercial lawyer in freshly renovated law office, located next to Buttonville Airport in Markham. Experience with Word required. Salary commensurate with experience. Please forward resume by email to: borlaw@sympatico.ca or fax to: (905)477-9753

CUSTOMER SERVICE REPRESENTATIVE

Magnum is a full service digital print shop located in Stouffville. Our growth has created the need for a

Customer Service Representative. This position is ideal for a motivated individual with strong interpersonal communication skills, high energy, the ability to prioritize, multi-task and work independently. Experience in the industry is not mandatory but would be considered as asset.

Submit resume by fax to:
(905) 642-8166 or email
magnum11@magnumprint.com

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

INSIDE TECHNICAL SALES SUPPORT REP

Must be fluent in English with good communication skills. Must have good math and technical understanding. Experience in Word, Excel and Outlook is a requirement.

Send resume to:
info@silentgliss.ca
or fax: 905-470-6906

Local law office
requires

Full Time REAL ESTATE SECRETARY
with experience.

Fax resume to:
905-265-0032

Part Time Bookkeeper Wanted

Publisher/Distributor of religious books requires a part time bookkeeper. Extensive experience with MOYB11 required.
Fax resume to:
416-609-9600

Pioneer**SALES & MARKETING ADMINISTRATIVE ASSISTANT**

A major distributor of electronic equipment in Markham has an opportunity for an enthusiastic team player to assume the role of Sales & Marketing Administrative Assistant.

The successful candidate will possess strong PC skills, including advanced Excel, Word and e-mail applications, along with an aptitude for mathematics. Must be able to organize multi-task applications.

Applicant must possess excellent interpersonal abilities, combined with strong oral and written communication skills. We offer a competitive salary.

Please forward your resume (including salary expectations), to:

Human Resources
PIONEER ELECTRONICS OF CANADA, INC.
300 Allstate Parkway
Markham, ON L3R 0P2
Or
Fax: (905)946-7427
(No telephone calls please)

(Only those candidates selected for an interview will be contacted)

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535 hospital, medical, dental

535 hospital, medical, dental

RNs and RPNs

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PalliativeCare™

Calea Palliative Care is a private nursing and homemaking agency created to provide comprehensive end-of-life care for palliative patients and their families. Join us as:

Palliative Care (RNs and RPNs)

In one of these challenging roles, you will focus exclusively on providing palliative care for patients and their families. In turn, we offer extensive training in palliative care to prepare you in meeting the complex needs of this special group, as well as the clinical support necessary to grow your competency over time.

Make a difference and care for the whole person. If you feel that palliative shift nursing may be a great opportunity to move from the hectic hospital environment, please send your resume to: Human Resources, Calea Ltd., 2785 Skymark Ave., Unit 2, Mississauga, Ontario, L4W 4Y3. Fax: 905-238-4898. E-mail: humanresources@calea.ca

www.calea.ca

509 drivers

509 drivers

DRIVER DZ

Licensed, clean abstract, familiar with GTA. Fluent in English.

Fax resume & driver's abstract to:
(905)888-1243

511 retail opportunities

511 retail opportunities

GOING BACK TO SCHOOL?

Part time day shifts available.
Must be able to start immediately.

PERKIN HOME HARDWARE
8650 Woodbine Ave., Markham
Call Jamie (905)477-8810
or fax resume to: 905-940-5539

509 drivers

520 computer & IT

COURIERS WANTED

with own small cars or mini vans.
70% comm. paid.
Apply in person:
50 Bullock Dr. Unit 1

GRAPHIC DESIGNER

required full time for printing company in Markham. Must be neat, organized and fluent in English. Post Secondary Diploma. Fax resume to: (905)474-2183.

530 sales help & agents

535 hospital, medical, dental

CSR

full or part time
R.I.B.O.
licensed CSR
required for busy north Markham office. **Pls. fax resume to:**
P. Perkins
905-471-2515

EXPERIENCED HYGIENIST

Please call or fax resume to:
Dr. Kozovski
(905)471-9100

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RN's / RPN's

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Fax resume to: 416-593-6362
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