

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

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525 office help

525 office help

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**LEAD GENERATION SPECIALISTS**

Exciting & challenging opportunity to work for a well-established organization in a telemarketing capacity. We are looking for result oriented people who will excel in contacting prospective clients for the purpose of lead generation for the high tech and telecommunications industries. The ideal candidate will possess outstanding telephone manner, excellent communication and listening skills. You are experienced in addressing customer objections and concerns, and have the ability to meet and exceed pre-determined quotas and be highly motivated. Previous outbound sales experience is a definite asset. Mon-Fri - 9 to 5. Evenings also available. Please forward your resume quoting file CC1001 to:

Fax: 905-709-8847 or e-mail:

jschum@thealeagroup.com

No phone calls please. Only qualified candidates considered for an interview will be notified.

WAREHOUSE SUPERVISOR/ ASSISTANT MANAGER

Responsibilities include the supervision of the pick/pack, replenishment and receiving functions in a computerized warehouse environment. Our ideal candidate will have a minimum of five years' experience, preferably in the gift industry and/or experience with seasonal product lines, as well as excellent communication and negotiation skills at all levels.

Interested candidates are invited to respond in writing, to:

Human Resources,

Fax: (905)856-4647

e-mail: hrcanada@ganz.com

GANZ

We are looking for a qualified candidate to fill a position as a **SERVICE ADVISOR**.

Fax Mark Giles
Service Manager
(905)640-8481

515 skilled & technical help

515 skilled & technical help

PTW

Specializing in the manufacturer of Precision Stamping and Assemblies required the following:

ENGINEERING

Capable of developing engineering drawings for dye construction and assembly equipment via Autocad, Cad-key or Solidworks. Engineering support for ISO9000 procedures, cost development and tool room support. 5 years experience in metal stamping field.

TOOL ROOM SUPERVISOR

Capable of managing 9 tool workers, overseeing all facet of manufacturing, including; tool debug and new build. 10 years experience.

Wages based on experience.

Fax resume to: (905)953-9526 or email
daleharris@pinnacletoolworks.com

RESIDENTIAL RE-ROOFING CREW

required with exp. Sub contract work. Union rates. Own equipment & vehicle required. GTA.

Please fax name & number to:
905-640-7352 Attn: Michael

514 salon & spa help

Head To Toe requires an EXPERIENCED STYLIST

Full/ Part-time position available for busy salon in Newmarket. Salary+ commission. Call Shelly (905)868-9600

514 salon & spa help

514 salon & spa help

PORT OF BEAUTY

Growing Markham full service salon requires skilled

STYLIST & NAIL TECHNICIAN

Please call Joanne (905)471-4545

515 skilled & technical help

515 skilled & technical help

•CARPENTERS

Rough, forming and finish.
•CONSTRUCTION LABOURERS
•BACKHOE (2 stick deere controls) OPERATOR,
Full time. Minimum 5 years experience. Must have own tools and transportation.

Fax resume to: 905-713-0952
or call: (905)713-0999

LAYOUT & FITTERS

required by miscellaneous metals fabricator. 5 years experience in metal fabrication.

Apply MRM Ltd. 4556 Steeles Ave. East, Markham (905)477-4411

525 office help

525 office help

BILINGUAL RECEPTIONIST/ ADMIN. ASSISTANT

required for small Markham office. Min. 2 years recent related experience. Bilingual in French/English, written and oral are absolute musts. Excellent telephone etiquette & computer skills. Professional, strong communication, organizational and interpersonal skills. Car a must. Full time. \$14/hr.

Fax resume to 905-415-0421
or email: jobs@cenikdesigns.com

ORDER DESK AGENT

Cummins OER specializes in production remanufacturing of combustion engines and their components. We are seeking an Order Desk Agent for our facility in Markham, Ontario.

Responsibilities will include: monitoring delivery performance, ensuring customer satisfaction is maintained, communicating with Master Scheduler, Production Planner and Finance Dept. regarding customer related issues, updating customer releases and work orders in MRPII systems and disputing delivery violations in a timely manner.

Requirements include

- Post-secondary education or 3 years relevant working experience
- Excellent written and verbal communication skills
- Excellent computer skills (MS Office)
- Strong customer relation skills
- Knowledge of automotive engines would be an asset.

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

LEGAL ASSISTANT NEEDED

Busy law firm seeking real estate assistant. Must have e-reg experience and ability to assist with general office duties. Please contact
COUNTER & MITCHELL
at (905)773-4301
or fax resume to (905)773-7439.

Career-Minded Accountants COME AND JOIN THE INDUSTRY LEADER**accountemps**

We are looking for:
COLLECTORS

PAYROLL SPECIALISTS

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

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

DATA PROCESSORS

- Needed: Your aptitude for numbers and casual availability
- Wanted: Your speed and accuracy on a numeric keypad
- Required: Your positive attitude in one of Symcor's fast-paced 24/7 environments
- Valued: Your application - fax: (416) 591-9514 e-mail: flexwork@symcor.com

Traffic Administration Employee

for Purchasing Department

An International importer and distributor of stationery products has an immediate opening for a Traffic and Customs clerical employee. The right candidate must possess excellent organizational, communication, and computer skills, while also being a self-starter who works well in a fast-paced team environment. Experience in Traffic and Customs would be very beneficial, but not absolutely required.

You will be providing support to the Purchasing Manager and will be responsible to follow up on all product activity from date of order through to when the product is received.

Qualified applicants please fax or e-mail resume to 905-946-0448
ngostick@merangue.com.

SECRETARY/ RECEPTION

Markham. 9-5.

Nice office, phones, computer. General office duties.

Fax resume:
905-477-6146

535 hospital, medical, dental

Registered Massage Therapist

required for well established clinic.

Call
905-294-4454

THE PROACTIVE APPROACH TO EMPLOYMENT!**OFFICETEAM**

OfficeTeam offers temporary assignments with excellent pay & benefits. We are currently in need of:

FRENCH & ENGLISH BILINGUAL CUSTOMER SERVICE REPRESENTATIVES

Minimum one year experience with In/outbound calls

JUNIOR ADMINISTRATOR RECEPTIONISTS

Please forward your resume to:
markham@officeteam.com
or call 905-771-8272 for more information

Town Centre Montessori Private Schools

requires

FULL TIME RECEPTIONIST

Fax resume to: 905-470-0184

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COLLECTORS

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JUNIOR CUSTOMER SERVICE REP.

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

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

ACCOUNTING CLERK/ CUSTOMER SERVICE

Applicant must be experienced in a Computer Accounting System preferably MYOB and Microsoft Office. Must be a customer-oriented individual with pleasant telephone manner. Other responsibilities include order processing, customer inquiries and office duties. As this is a six-day operation, flexibility is imperative. Fax your resume in confidence to 905-642-4952

THE RIGHT OPPORTUNITY, RIGHT NOW!**OFFICETEAM**

We offer temporary assignments with excellent pay & benefits. We are currently in need of:

FRENCH & ENGLISH BILINGUAL CUSTOMER SERVICE REPRESENTATIVES

Minimum one year experience with In/outbound calls

RECEPTIONISTS**GENERAL OFFICE CLERKS**

Please forward your resume to:
markham@officeteam.com
or call 905-771-8272 for more information

Part-time & Full-time Receptionist

Required for Angus Glen New Homes. Sales office. Please fax resume to Kylemore Homes at: (905)887-5197

530 sales help & agents

530 sales help & agents

HERBAL MAGIC

Opening soon in Stouffville

Full time Health Counsellor positions available. Provide weight management counselling and sell herbal products in a clinic setting. Sales experience essential and excellent opportunity for advancement.

Call 416-449-4888

535 hospital, medical, dental

535 hospital, medical, dental

DENTAL ASSISTANT

Longest standing Markham family dental practice is seeking a Dental Assistant, full time. Progressive team oriented practice. Long term employment potential. PDA qualifications required. Position avail. immediately. Fax resume to: 905-294-2567