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520 computer & IT

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Black Photo Corporation, Canada's premier retailer of photographic equipment and photofinishing, has a dynamic position with part-time hours available for a highly creative, retail-savvy self-starter. Join us in our Markham Head Office as:

**ASSOCIATE CATEGORY MANAGER, GIFTWARE**

Working Mondays and two other days of your choice, you will create sales plans, find appropriate vendors, make purchases, and promote merchandise in your specific area of Giftware to achieve company goals and provide customers with quality products. Other tasks include settling up sku's, negotiating terms, and developing promotional plans. Prior purchasing, merchandising and giftware sales/marketing experience is required; experience in gift store management is beneficial. PC skills in Word and Excel, the ability to make sound decisions, and exceptional time management and communication skills are essential to your success.

We offer a friendly work environment, flexibility, and competitive compensation. Please forward your resume to: Human Resources, Black Photo Corporation, 371 Gough Road, Markham, ON L3R 4B6. Fax: (905) 475-8027. E-mail: hr@blackphoto.ca



www.blackphoto.com

**SEARS**

**SEARS MARKHAM FURNITURE & APPLIANCE STORE & FASHION OUTLET & AUTO CENTRE**

Canada's largest retailer is currently looking for customer focused individuals to join us in making Sears a great place to shop and a great place to work.

*Sears Furniture & Appliance store currently has openings for:*

- COMMISSION FURNITURE SALES CONSULTANTS
- CUSTOMER SERVICE ASSOCIATES
- SIGN/DISPLAY ASSOCIATES

*Sears Fashion Outlet store currently has openings for:*

- RECEIVERS
- SALES ASSOCIATES

*Sears Auto Centre currently has openings for:*

- COMMISSION SALES ASSOCIATES

*If you are interested in this opportunity that offers a good compensation and benefits package, apply in person to the Human Resources office at:*

SEARS

2900 Steeles Avenue East, Thornhill L3T 4X1  
 Tuesday, October 29th 10am-2pm and 5pm-7pm  
 Sears Canada Inc., is an equal opportunity employer.  
 We thank everyone who applies, but only those selected for interviews will be contacted.

**YORK SUPPORT SERVICES NETWORK**

Provides case management to persons with a developmental disability and adults with serious mental illness. We also provide crisis support and outreach within York Region.

**DEVELOPMENTAL SERVICES SUPPORT WORKER**

One Contract Position based in Sutton. Family systems approach and advanced clinical, crisis and assessment skills are assets. Experience working with individuals having developmental disabilities and knowledge of the local service system is essential.

**MENTAL HEALTH ADULT SUPPORT SERVICE WORKER**

Two Full Time Permanent Positions based in Markham and Newmarket. Psychosocial rehabilitation approach and advanced clinical and assessment skills are assets. Experience working with individuals having serious mental illness is essential. Fluency in Italian is an asset for the Markham position.

All positions require a B.S.W. or equivalent education and a minimum of two years related experience required.

Competitive Benefits. Valid driver's license, insurance and vehicle required for all positions.

Please submit resume-indicating position of interest by November 7th, 2002 to:

Human Resources Department  
 102 Main Street, South, Unit #3  
 Newmarket, Ontario L3Y 3Y7  
 Fax (905) 898-1171

Email: yssnwm@yssn.ca (WORD 97 ONLY)  
 We thank you for your interest. Only those persons selected for an interview will be contacted. www.yssn.ca

**Ajax Precision Manufacturing Limited is currently seeking a:**

**PRODUCTION MANAGER (AUTOMOTIVE INDUSTRY)**

As the Production Manager, you will be responsible for:

- Assisting the General Manager in leading business and operations according to procedures, policies, and customer requirements
- Leading and assisting in continuous improvement activities for operational efficiency
- Analyze key measurables (downtime, turnover, inventory turns) and implement corrective action plans
- Organizational direction and supervision of leadership team

The successful candidate will possess the following:

- 5 years experience in automotive stamping and welding
- Experience with QS9000 standards, FMEA, PPAP, ISO, tooling
- Excellent computer skills and presentation skills
- Experience in supervising, guiding and training employees
- Ability to work on various projects simultaneously with aggressive deadlines

**PRODUCTION SUPERVISOR (AUTOMOTIVE INDUSTRY)**

As the Production Supervisor, you will be responsible for:

- Monitoring day-to-day production activities on the shop floor to ensure all relevant procedures are being followed (eg. Health and Safety, QS9000, Press Set-up, Work Orders, Production Reports)
- Quality Control: Rejection of Non-Conforming Parts and containment measures.
- Continuous Improvement: Recommendation of Process Changes, Data Analyses for downtime and identification of potential remedies
- Management of Production employees, including attendance, progressive discipline, and training.

The successful candidate will possess the following:

- Strong background in Automotive Stamping and Welding
- Experience in supervising, guiding and training employees
- Strong Organizational, Interpersonal, and Communication Skills
- Knowledge of Lean Manufacturing and QS9000
- Ability to work on various projects simultaneously

A Supplier of stamped components to automotive OEM's with operations in the Brampton area is currently seeking a:

**MATERIAL PLANNER/EXPEDITOR**

As the Material Planner/Expeditor, you will be responsible for:

- Conduct inventory of materials and components in the plant to accurately determine quantities in stock
- Monitor inventory levels on the plant floor to ensure minimum requirements for current jobs
- Coordinate and issue vendor release forms to maintain incoming raw material min/max levels
- Verification and maintenance of vendor material certifications
- Provide assistance to scheduling department
- Enter material received into CMS database according to guidelines

The successful candidate will possess the following:

- Strong background in Automotive Metal Stamping/Manufacturing
- Computer skills a must
- Strong Organizational, Interpersonal, and Communication Skills
- Knowledge of Lean Manufacturing and QS9000
- Ability to work on various projects simultaneously

SEND YOUR RESUME TO:

Roxanne.rose@ajaxprecision.com - Brampton, Ontario  
 BE SURE TO INCLUDE THE TITLE OF THE POSITION FOR WHICH YOU ARE APPLYING

Deadline: Friday, November 4, 2002

**SOFTWARE SUPPORT & DEVELOPMENT**

Company seeks a self-motivated person for an entry-level position to provide telephone technical support for the company's programs. The successful candidate will also assist the program development team in a variety of activities. Must have PC and Macintosh knowledge on the software and hardware level, including graphic and network capabilities. A team player with good telephone/ communication skills. Eager to take on new projects and meticulous in their work. Programming knowledge of Java and Visual Basic is required. Location is the Hwy 404 and Hwy 7 area.

Fax resumes with salary expectations to: (905)479-2636

525 office help

525 office help

**Receptionist**

Take charge and give your best in this fast-paced, front desk role. Your ideas are fresh, your personality is sparkling, equally impressive is your ability to manage a highway of people, phone calls and documents. Autonomous by nature, you have excellent English language and MS Office skills. Related education and experience will play in your favour. Please send your resume to: Clean-Mark, 2800 14th Ave., Suite 507, Markham, ON L3R 0E4. Fax: (905) 477-9268

E-mail: careers@cleanmark.com



**BOOKKEEPER**

Markham small business requires a F/T person for bookkeeping and general office duties. Must have experience using Quickbooks and be proficient in English.

FAX resume to: 905-479-9741

**BOOKKEEPER**

Required (NewViews) for residential construction office. Duties will include bookkeeping, accounts payable and general office tasks. Must be a team player and able to work independently. Fax resume, with salary expectation to (905)479-2934

**WORK FROM HOME**

Do you understand international freight? Can you make daytime calls from your home 1,2, 3 hours/day? Are you an effective communicator? If you can speak with Traffic Managers and don't mind the cold calling, please fax a brief resume of work exp. to: GWS Logistics Solutions in Markham at 905-472-3014



**PART TIME COMMITTEE CLERK**

The Town of Markham has an opening for an energetic individual in the Clerks Department required to take and transcribe minutes for various committees.

**QUALIFICATIONS**

High school Diploma or equivalent; experience in minute taking and the ability to work flexible hours, including evenings, is required. Excellent computer, communication, interpersonal, and organizational skills are essential as is the ability to act independently and work with little or no supervision. Hourly rate: \$25.00

Please fax a resume and cover letter to (905)479-7774 or email to ddumrath@city.markham.on.ca by November 1, 2002 quoting file #02-116 AE

No telephone calls please

515 skilled & technical help

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**EXPERIENCED SHINGLER**  
 \$18.- \$22/hr. based on experience. Drivers license req'd.  
 Call (905)853-3041 or fax (905)895-2984

Busy animal clinic requires:  
**FULL TIME RECEPTIONIST**  
 Year round position. Daytime hours. We are looking for an enthusiastic, self-motivated, well organized person. Must be comfortable with animals. Customer service experience preferred.  
 Fax resume to: 905-477-1708

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Aluminum smelting company in Concord requires a competent  
**LEAD HAND**  
 Previous industry experience an asset, but will train. Shift work required. Excellent wages.  
 Fax: 905-669-5379

**WOODBINE**  
 CHRYSLER JEEP  
 in Markham  
 Requires Full Time  
**SERVICE CO-ORDINATOR**  
 • Excellent telephone skills a must  
 • Customer service experience a must  
 Please fax resume to:  
 Sandy Longman: (905)415-2001

**Please Recycle**

