

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

Watch for careers2003



It's a new year, and people looking for work have a raft of tools available to help them in their job search. We're pleased to announce that one of those tools is our brand new publication "Careers 2003" - a special Metroland magazine that places the spotlight on career opportunities across the regions of Halton, Peel, York, Toronto, Simcoe and Durham.

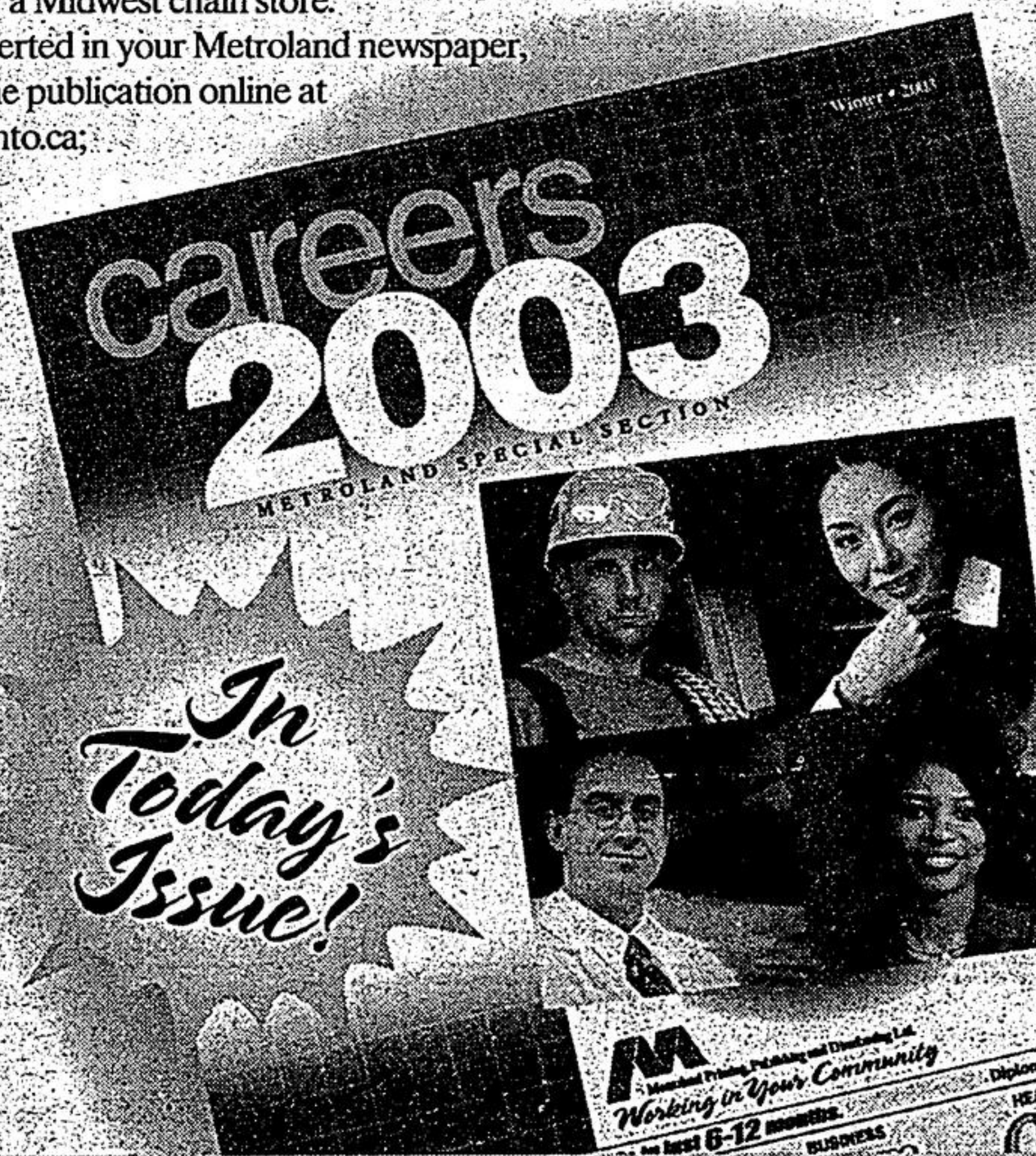
The premiere issue of Careers 2003 will be distributed in 770,000 Metroland community newspapers on January 28th and 29th. The magazine is packed with information on available jobs, plus advice on everything from making the most of a job fair experience to the breadth of careers in nursing today. We cover things to think about when starting your own arts-related business, how to use the Internet in your job search, innovative educational alternatives and opportunities for women in the skilled trades.

Our hope is that readers will use Careers 2003 as a handy guide to help in their job search. Whether you're a student looking for part-time work to supplement your education funding, a graduate wanting to enter the field you've trained for, a senior wanting to keep active with occasional work or an executive considering a career switch, you'll find excellent tips and advice between the magazine covers. We've even included a humorous bit on resumé writing to keep you from making statements like "Responsible for ruining entire operation for a Midwest chain store."

If Careers 2003 isn't inserted in your Metroland newspaper, you will be able to access the publication online at Metroland.com, insidetoronto.ca, durhamregion.com, yorkregion.com, haltonsearch.com, Mississauga.com, and simcoe.com.

Job hunting means marketing yourself. Canada's economy is on an upswing, and there's fertile ground out there if you show your resumé in targeted fields. Have faith in yourself, and make use of all the tools you can. Here's to a productive 2003!

Dorothea Helms
Editor



515 skilled & technical help

515 skilled & technical help

525 office help

525 office help



St. Andrew's College

SHIFT OPERATOR

- Stationary Engineering or Building Environmental Certificate or equivalent trade licence
- Proven mechanical ability, experience with HVAC and steam and hot water heating
- Basic electrical knowledge
- 12-hour shift schedule
- Able to work with minimum supervision in a team environment

Send resumes by mail or fax:
Mr. K. Griese, Chief Engineer
15800 Yonge Street
Aurora, On L4G 3H7
Fax: 905-841-6911

We thank all applicants in advance, but only those selected for an interview will be contacted.

JUNIOR CUSTOMER SERVICE POSITION

Markham based medical supply sales company requires an energetic, quick thinking, dedicated individual to join our team immediately. You must be able to accomplish things quickly and accurately, have a good working knowledge of Word, Excel, and Access database software, and have very strong verbal and written communication skills. Responsibilities will include customer service, order entry, and shipping and receiving. Hours are 12-5pm, Monday through Friday. Science, health care, business administration or equivalent business related experience would be an asset.

Mail resumes to:
4981 Hwy 7 East, Unit 12A,
Suite #252, Markham, ON L3R 1N1

ADMIN/RECEPTION

Fast growing IT Co. Must be fluent in Eng. and possess exc. communication skills. Accounting exp. would be an asset. Proficient in all areas of MS Office. Start immediately. Pharmacy/Steels area.

Fax resume to: 416-756-2759
Attn: HR Dept.

LEGAL SECRETARY

Malach & Fidler, personal injury and insurance practice, 5-7 years experience required, Hwy #7/ Leslie, fax resume to:

905-889-1139

SECRETARY

CA firm requires Secretary. Woobine/Steeles. Fluent English, Strong computer skills. Knowledge of Caseware/ Caseview required.

Fax resume to: (905)479-1488

EVENT COORDINATOR/ ADMIN ASSISTANT

req'd for rapidly expanding int'l training co. Intermed. MS Office, creative formatting skills, strong organizational and computer skills. Salary based on education, experience and skill level.

Email resumes to:
sue@richardrobbins.com

INSTALLATION TECHNICIANS

A leading heating & air conditioning company has opportunities for professional installation technicians in the Markham and York area. If you are a self-starter and have a minimum of 5 years experience, we want to talk to you.

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

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

LATHE/ MILL SET-UP OPERATOR

Experienced conventional lathe and vertical mill operator required by Markham area manufacturing company. NC programming ability an asset. Full benefit package and comprehensive salary.

Fax resume to:
Ms. Eremita
FS Tool Corporation
(905)475-0347

525 office help

525 office help

RECEIVABLES/ADMIN

Warden/Steeles publishing office. Full time, various duties, Excel, excellent English, experienced.

Fax resume attn: Gloria
905-475-9246

505 careers

505 careers

514 salon & spa help

514 salon & spa help

514 salon & spa help

A Division of Inter Automotive, part of the Magna family, located in the Newmarket area is currently seeking motivated Team Members to fill the following positions:

- ACCOUNTS PAYABLE/ RECEIVABLE CLERK
- SALES COORDINATOR
- ENGINEERING ADMIN.
- ASSEMBLY OPERATOR

Please mail resume to:
P.O. Box 71058
570 Mulock Drive
Newmarket, ON, L3X 1Y8

ESTHETICIAN

Ashgrove Spa in Markham.

Join our professional team of Estheticians and Massage Therapists. Full & Part-time positions. Paid by salary & commission. We are expecting you to have some experience, excellent work ethic and customer care, able to work some evenings and weekends.

For your interview please call Marika,
905-201-0343

or email your resume to:
marika@ashgrovespa.com
We look forward to hearing from you!

EXPERIENCED ESTHETICIAN

required. We offer high commission plus salary. Please call (905)294-9886

525 office help

Markham print shop required
Customer Service Assistant. Industry and computer experience necessary. Fax resume (905)415-2766

CA firm in Markham requires

Recent CA Grad

with minimum 3 yrs. Canadian experience. Excellent opportunity for advancement.
Fax resume to: (905)475-1624

515 skilled & technical help

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525 office help

525 office help

HVAC MECHANIC

required for commercial, industrial, maintenance service. G2 licence preferred. Fax or email resume: 905-640-8037
wnewmarch@on.aibn.com

CLERICAL SUPPORT

P/T - Richmond Hill. 2-3 days per week assisting with filing and typing of correspondence (WordPerfect or Microsoft Word). Must have excellent command of the English language. Previous office experience a must.
Fax resume to: Quality Control Dept.
(905)886-5434

INSURANCE

agency at Hwy 7 & McCowan Rd., Markham is looking for a **SALES & SERVICE REPRESENTATIVE.** Excellent organizational and communication skills a must, license an asset. Fax resume to: 905-294-7677