

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

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525 office help

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The Home of Innovation. The Heart of Community.

A unique blend of four thriving communities – Markham, Unionville, Milliken and Thornhill – the Town of Markham is a distinct and vibrant locale, the largest of nine communities in York Region and Canada's high-tech capital. Not your typical government job, a career with the Town of Markham is packed with challenge, change and the opportunity to make a difference. We offer numerous employment prospects and a wide range of benefit and wellness programs in a stimulating and forward-thinking work environment. The Town currently has the following two openings in the Development Services Commission:

PLANNER, HERITAGE AND CONSERVATION

As part of a multidisciplinary team, you will provide research, technical support and documentation related to heritage conservation, as well as evaluate by-law and zoning amendments and assist in incentive and restoration projects. File # 03-21-OBM

DEVELOPMENT TECHNICIAN

Delivering frontline customer service, you will provide information and answer inquiries from the development industry and the public, maintain Internet/intranet services and materials, process development applications and participate in Committee of Adjustment applications. File # 03-23 OBM

Application deadline is April 17, 2003.

For detailed information about these and other exciting career opportunities with The Town of Markham, please visit us at www.city.markham.on.ca

No phone calls, please. The Town of Markham is an equal opportunity employer.



www.city.markham.on.ca

OFFICE HELP

(Part time/ Flexible Hours)

Company located in Markham (Woodbine & Steeles) requires office help. This position will include telephone reception, computer data entry, literature assembly & general office duties. Good command of the English language required. \$10./hour.

Fax: 905 477-4219 (email): alphasales@alphacontrols.com

Markham giftware company seeking an individual for

ADMINISTRATIVE ASSISTANT
Responsible for providing administrative and clerical support to the Marketing Department. Must have excellent communication and organizational skills. Excellent knowledge of MS Office and a minimum of 5 years admin/clerical experience.

Email or fax resume by April 25, 2003 to: thardy@burkartassociates.com or 905-479-4723

OFFICE HELP

Full Time position required for a small growing company. Duties include answering phones, order entry, invoicing & general clerical tasks. Knowledge of ACCPAC & QuickBooks a plus. Must be fluent in English. Non-smoker for non-smoking environment. Steeles/Warden area.

Please send your resume to: Box #41 c/o The Economist & Sun, 9 Heritage Rd., Markham ON L3P 1M3

INSURANCE CUSTOMER SERVICE REPRESENTATIVE FULL TIME POSITION

Intermediate Broker, 3+ years experience in Personal Lines with RIBO license. Power Broker experience an asset. Office located in Stouffville. Fax resume to 905-640-6772

Insurance Broker

Markham requires RIBO Licensed Personal Lines F/T CSR. Salary & benefits based on exp. Fax resume to Brian: 905-479-7911. Dermody Insurance Brokers

ENGINEERING & OPERATIONS SUPPORT

Stouffville electrical construction company looking to fill a F/T position in Invoicing and Operations Support. Excellent working knowledge of Office 2000, detailed oriented/aptitude for figures. Candidates must possess a cheery disposition and be a team player. We offer a competitive salary and company paid benefits.

Please fax resumes to Shelley Gray (905) 640-8566

EXECUTIVE ADMIN ASSISTANT

The ideal candidate will be experienced with strong analytical skills and attention to detail. You must have excellent communication skills, both written and verbal and a high level knowledge of Excel, PowerPoint, Word and Dicta. Competitive salary and benefits package. Located in Woodbine/Steeles area. Fax resume to Debbie: 905-475-8361

NORTH YORK

1 Receptionist/Switchboard 1 Customer Service Rep.

Come join our winning team! We are looking for full-time, bright, outgoing, well-spoken individuals. Experience a plus but not a must for the right person.

Fax resumes to: 905-881-3322
Reception - Contact David Britton: Ph. (905)709-5426 or dbritton@northyorkchev.com
Cust Serv Rep - Lasha Young: Ph. (905) 709-5472 or lyoung@northyorkchev.com

RECEPTIONIST

required immediately. Full time. Computer literate. Must have pleasant telephone manner. Salary \$22K-\$25K depending on exp. Call/fax/email Roger Tel: (905)709-3999 Fax: 905-709-7002 roger@simac.ca

RECEPTIONIST

urgently required. Salary commensurate with experience. Must speak fluent English and be familiar with the NEC phone system. Forward current CV to: careers@xcopper.com

530 sales help & agents

530 sales help & agents

Herbal Magic Weight Management and Nutrition Centres

Part-time positions available in Markham, Ontario
• Sales experience an asset
• Full training provided
• Professional appearance
Accepting resumes April 8-16th. at 9275 Hwy. 48 (Garden Basket Plaza) between the hours of 9 am - 7pm. No phone calls please.

Greenbelt Volkswagen

Markham/ Unionville Experienced Sales and Leasing Representative

• Salesperson with proven experience and a willingness to commit a strong effort towards superb Customer Satisfaction
• Outstanding earning potential
• Opportunity to join a leading progressive team
• Comprehensive benefit package
• Excellent working environment

Please fax your resume (905) 477-7530

532 retail sales help

532 retail sales help

FULL TIME RETAIL SALES REPRESENTATIVE

Large, well known food broker seeks full time sales representative to service Aurora, Richmond Hill, Newmarket and surrounding areas. Previous experience in the food industry would be an asset. We offer competitive salary & benefits. Fax resume to Melanie: 905-475-5439

535 hospital, medical, dental

535 hospital, medical, dental

DENTAL HYGIENIST

Full time dental hygienist. Soft tissue management program. New grads welcome. Fax resume to: 905-722-8521 Attn: Vicki

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514 salon & spa help

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JOIN OUR WINNING TEAM

If you are looking for a career in a fast-paced industry where you will use your talents to provide "WOW" service; If you are dynamic, responsible and want to succeed, don't miss these unique opportunities to join our team. Positions available now:

- Front of the House Managers & Supervisors
- Kitchen Manager & Supervisors

Minimum 3 years experience. Please fax resume & salary expectations to 905-666-4636 or email: bpwhitby@attcanada.ca 7680 Markham Road, Markham No Phone Calls Please



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RECEPTIONIST

Chiropractic Health Assistant required immediately. Experienced, hard working and super organized. Must be able to multi task. Full time. Fax resume to: 905-471-2654 or call 905-471-5311

Our exclusive and prestigious Spa at the Hilton Suites Toronto/Markham Conference Centre is seeking experienced

- Hair Stylist (licensed)
- Registered Massage Therapist
- Spa Attendant
- Aesthetician

Please apply to: Hilton Suites Toronto/Markham Conference Centre & Spa, 8500 Warden Ave., Markham L6G 1A5 Fax: 905-415-7633 Email: cleung@leisureworld.ca

515 skilled & technical help

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Experienced STONE MASON & LANDSCAPE PERSONNEL required. Must have driver's license. Call 905-640-3113

525 office help

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BOOKKEEPER / SECRETARY for small Markham office. Must have experience and be willing to do multiple tasks. Long term position. Please send resume to: Box 39, c/o The Markham Economist, 9 Heritage Rd., Markham, ON L2R 1M9

Do You Need...



A Chef?



Wait Staff?

Place your Help Wanted ad in the Economist & Sun/ Stouffville Tribune Classifieds

Call 1-800 743-3353