

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

505 careers 505 careers 505 careers 509 drivers 509 drivers 525 office help 525 office help 525 office help 525 office help

Toronto Montessori Schools
Internationally recognized since 1961
has immediate openings
for the following positions:

FUNCTIONS CO-ORDINATOR
Candidate's responsibilities will include those associated with the planning, purchasing, ordering and preparation of supplies for all functions at the Bayview Campus in addition to a variety of other duties including outdoor recess and supervision of children in the early morning program, photocopying, lamination and front desk relief when needed.
Candidate must:
• have not less than 3 yrs. office experience in a similar position
• own a car
• possess excellent organizational and communication skills
• be able to work flexible hours
Working experience in a similar position in an educational environment an asset. Competitive compensation and benefits.

AFTER SCHOOL PROGRAM CO-ORDINATOR
Part-Time (3 - 6 p.m.)
Candidate's responsibilities will include those associated with the planning/implementation of after school activities for children at the Bayview Campus and will include supervision of Toddlers to Grade 8 enrolled in the program.
Candidate must:
• have not less than 2 years previous experience in a related field
• be available for work daily from 3:00 p.m.
• possess excellent organizational and communication skills
ECE an asset.
Fax resume stating the position you are applying for with cover letter to Jenni Groves-Morris at 905-886-6516.
No phone calls please.
TMS is an equal opportunity employer.

TRUCK & MINI-VAN OWNERS
WITH THEIR OWN CREW OF HELPERS
to distribute telephone directories to Georgina, Newmarket, Markham & Richmond Hill
Distributors will start on
July 29, 2003
The candidates must be available during the day.
For more info, please call
1-866-881-0490
(Ref-6401)

Assistant Sales Manager
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. Initially providing account support to the Canadian Regional Sales Manager. You will be responsible for account activity and databases, as well as, follow-up sales support.
Exceptional opportunity to learn & grow. Previous sales experience and bilingual candidates would be given preference.
Qualified applicants please fax or email resume to 905-946-0448 or ngostick@merangue.com

OFFICE ADMINISTRATOR/BOOKKEEPER
Do you have an outgoing personality and enjoy working in a small personable office environment?
We are a growing Natural Products company with an opening for a confident person with strong bookkeeping skills to be responsible for: daily office management, AP/AR payroll, monthly financial reporting, government filings, customer service as well as limited sales and marketing support.
Preferred candidates will be well organized and have excellent communication skills. Strong bookkeeping skills and a working knowledge of accounting software, (preferably MYOB or QuickBooks) are essential. Computer proficiency in other day-to-day software is a must. Experience in management of a small office environment would be an asset.
Please fax your resume with salary expectations to 905-773-4293

514 salon & spa help
514 salon & spa help
New spa opening!
We are seeking
HAIR STYLIST
for full time positions
Fax resume to:
905-475-6841

CUSTOMER SERVICE REPRESENTATIVE
Markham based Medical supply sales company requires energetic, quick thinking, dedicated individual to join team immediately. 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, shipping, and receiving. Science, healthcare, 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

JOIN THE WINNING TEAM!
OFFICETEAM®
Specialized Administrative Staffing
We have opportunities for all levels of:
• BILINGUAL (FRENCH & ENGLISH)
CUSTOMER SERVICE REPRESENTATIVE
• ADMINISTRATIVE ASSISTANTS
• EXECUTIVE ASSISTANT
(5 PLUS YEARS OF EXECUTIVE LEVEL ADMINISTRATIVE SUPPORT)
• RECEPTIONIST
(EXPERIENCE ON MULTI LINE SWITCHBOARDS, TASK ORIENTED AND PEOPLE FOCUSED)
Please forward your resume to:
markham@officeteam.com
or call 905-771-8272 for more information
Visit us @ officeteam.com

yrng PRINT SALES REPRESENTATIVE
YORK REGION PRINTING
Required full time for busy Web and Sheet Fed Printing operation. Duties include soliciting printing from an assigned client list as well as actively prospecting for new customers. Must have 1 to 2 years of relevant sales and customer service experience. Knowledge and experience in print sales an asset. Must be responsible, reliable, have strong interpersonal, communication and computer skills. Valid driver's license, safe driving record and own vehicle required. Qualified applicants interested in this exciting and challenging position may submit their resume to:
York Region Printing
1183 Ringwell Drive
Newmarket, ON L3Y 7V1
FAX: (905) 830-1992
Attn: Mark Skelton

ESTHETICIAN
with sales experience. Full time. Internationally known skin care company, Markham.
Call Yelena (416)929-3932 or fax resume to: (416)926-2568

HAIRSTYLIST
wanted for an upscale salon in Markham. Min. 3 years experience.
Call (905)472-7261

FAST TRACK YOUR CAREER
Great opportunity for a cheerful, high energy, very outgoing person, with outstanding communication skills to assist Doctor in providing superior health care. Great hours. Excellent training provided. If you are a recent university grad or other ambitious individual, this is for you!
Apply with your smile at
West Chiropractic Clinic
4747 Hwy. #7 East, Unionville

Markham Insurance Broker
Requires Clerical Assnt/Receptionist
Our ideal candidate has one year clerical & reception experience in a brokerage with computer skills (Word, backing up, minor mince). Also excellent telephone manner & written/spoken English.
Fax or email in confidence, your resume and a covering letter explaining how your experience will make you an ideal candidate and include salary expectations to:
905-471-2515
Attn: Mike Mazereeuw or mike@parkerinsurance.ca
Only those candidates considered for an interview will be contacted.

515 skilled & technical help
515 skilled & technical help
A growing QS9000 Automotive Stamping Plant in Concord has a position available for a:
Maintenance Electrician
• Applicant should have a min. 5 years exp. in an automotive environment
• Licensed Electrician
• Experience with Allen Bradley PLC's
• Robotic MIG welding
• Projecting welding/stamping press experience a must
• Applicant will be responsible for carrying out electrical preventative maintenance & troubleshooting of weld automation equipment
Please fax your resume to the attention of the Human Resource Manager
Fax #905-669-6758

OFFICE HELP WANTED
1 1/2 part-time (maternity leave 1 year contract) position available and 1 permanent part-time position available (6 hours daily, each) for experienced persons with good secretarial and communication skills. Computer experience with MS Word, WordPerfect and Excel essential.
Fax resume to: 905-475-8688

515 skilled & technical help
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515 office help
A growing QS9000 Automotive Stamping Plants in Concord and Richmond Hill have positions available for:
Maintenance Team Leader
• Applicants must be licensed maintenance mechanic/millwright or possess electrician certificate.
• 5-10 years automotive experience
• 3 years supervisory experience
• Applicant will assist and guide maintenance staff with all shop floor issues.
• Applicant will ensure that the preventative and predictive maintenance system is followed.
• Applicant will assist in inventory control for maintenance components.
Maintenance Millwright
• Applicant must be licensed maintenance mechanic/millwright.
• 5 years automotive experience
• Shift work required
• Applicant will be able to deal with day to day issues in an industrial environment.
• Applicant will follow the preventative and predictive maintenance system as outlined.
Please fax your resume to the attention of the Human Resource Manager
Fax #905-780-5703

515 skilled & technical help
515 office help
CUSTOMER SERVICE REPRESENTATIVE
Genpak (manufacturer of Progressive Packaging products), a leading manufacturer of flexible packaging is looking for an individual to work in our Customer Service Department. The Customer Service Department is a fast paced environment and requires a person that is capable of multi-tasking, and working under pressure to meet tight deadlines. Previous C.S.R. experience in the flexible packaging industry is preferred. Applicants must have a minimum Grade 12 education, and be experienced in Word and Excel.
Please fax your resume to the attention of:
Human Resources
905-727-9129 or e-mail to:
human_resources@progressivepac.com
No telephone calls please. Principals only.
We thank all interested candidates, however, only those selected for an interview will be contacted.
Genpak
285 Industrial Parkway South
Aurora, Ontario L4G 3V8

Promote your company's INTERNET PRESENCE in the Classifieds. Be sure to include your WEB ADDRESS

Civic Holiday CLASSIFIED DEADLINES
Our offices will be closed on the Civic Holiday
Monday, August 4th, 2003.
As a result, the
Classified deadlines for the long weekend
are as follows:
Saturday, August 2nd Issue
Word Ads: Thursday, July 31st at 2 p.m.
Help Wanted Ads: Thursday, July 31st at 12 Noon
Tuesday, August 5th Issue
Word Ads: Friday, August 1st at 2 p.m.
Help Wanted Ads: Friday, August 1st at 12 Noon
Classified phone lines will re-open
Tuesday, August 5th at 8 a.m.
Have a great weekend!