

# 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 505 careers 505 careers 505 careers 505 careers 505 careers 505 careers

**PRODUCT ENGINEER**  
 Leading Printed Circuit Board Manufacturer in Markham requires a Product Engineer. You must have 3-5 years Engineering experience in the "Front End" environment of a "PCB" Manufacturer.  
 Main duties are to review customer designs and generate travelers. Candidates must have excellent organizational and superior communication skills, both verbal and written.  
**Send resume to**  
**ITL Circuits**  
**90 Don Park Rd.,**  
**Markham, Ontario**  
**L3R 1C4**  
**Fax: 905-475-5097**  
**Tel: 905-475-6658**

**Architectural Technologist**  
 Min. 3 yrs. experience, skilled with AutoCad LT2002; experience with small computer networks. Knowledge of SoftPlan residential software considered beneficial. Proficiency in written and spoken English. Position available immediately.  
 Email resume to: [dja@rogers.com](mailto:dja@rogers.com) or fax: (905)479-9985  
**David Johnston Architect Ltd.,**  
**8 Maple Lane Unionville**

**Carlson Wagonlit Travel**  
 Markham Town Square  
**LEISURE TRAVEL CONSULTANTS**  
 Min. 2 yrs travel agency experience  
 Sabre proficiency  
 Excellent customer service skills  
 Email resume in confidence to: [mrozier@carlsonwagonlit.ca](mailto:mrozier@carlsonwagonlit.ca) or fax to: 905-477-8916

  
 Busy animal clinic has openings for enthusiastic, self-motivated and reliable people who must be comfortable with animals to fill the following positions:  
**•FULL TIME POSITION**  
 3-4 nights/week, 6pm-8am. Candidate will keep a watchful eye on animals overnight among other duties.  
**Fax resume indicating the position you are applying for to:**  
**905-477-1708**

515 skilled & technical help 515 skilled & technical help

**SHIPPER/ RECEIVER**  
 Part time with possibility of leading to full time. Computer skills are a must.  
 Please email resume: [brian@edmamarketing.com](mailto:brian@edmamarketing.com)

**INDUSTRIAL MECHANIC**  
 With welding & fabricating experience  
 References are required  
**Fax resume to:**  
**905-738-2098**

525 office help 525 office help

**AD AGENCY ADMINISTRATIVE WHIZ**  
 We're looking for a bright individual with exceptional organizational skills for this demanding and varied role.  
 You have:  
 • 2-3 years experience switchboard, administration, job sourcing, quoting, docket systems and account receivable  
 • Are highly skilled meeting deadlines, juggling projects and managing details  
 • Highly proficient in PC Software applications  
 • Pro-Active team player who learns and assumes responsibility  
 • Some assistance in Prod'n & Account Mgmt. required  
**Please e-mail resume & cover letter to**  
**[claudia@hopwoodgroup.com](mailto:claudia@hopwoodgroup.com)**

509 drivers

**AZ DRIVERS**  
 Local city runs  
 Excellent hourly wages  
 Benefits packages  
**Fax resume:**  
**905-836-5465**  
 Call  
**(905)836-5463**

**AZ DRIVERS**  
 U.S. Dedicated  
 Must have 2 years experience. Excellent pay packages (\$0.42/mile)  
 Benefit packages.  
**Fax resume:**  
**905-836-5465**  
 Call  
**(905)836-5463**

514 salon & spa help

**HAIR STYLIST**  
 Licensed for children's salon in Markville Shopping Centre  
 Call Paul:  
**416-434-1144**

**MARKHAM HAIR STYLIST**  
 with some clientele for Unisex shop.  
 Experienced.  
 Call:  
**(905)472-2688**

525 office help

Fast growing Markham business requires professional, confident individual for **CSR/ SALES**  
 Good English a must.  
 Fax:  
**905-475-5909**  
 resumes  
**@pather.com**

**Secretary/ Receptionist**  
 required for Markham Law Office.  
 Please fax resume to:  
**905-471-2550**

525 office help 525 office help

**RECEPTIONIST/ SECRETARY**  
 Required for Markham's largest Business Centre. Part time position. 3-4 days/wk. Monday to Friday for busy phones and front desk. Flexibility a must. MS Word, Excel & Powerpoint skills essential. Excellent command of oral/ written English. \$14/hr.  
**Fax resume to: 905-946-8971**

**Jr. Admin/ Customer Service**  
 Detail oriented individual with strong computer, communication and organizational skills required to provide general office support, customer service, process and balance event registrations.  
**Email: [admin@csnf.com](mailto:admin@csnf.com)**

**SECRETARY/ BOOKKEEPER**  
 2 to 3 days per week for small Markham Office.  
 Secretarial duties will include office management & payroll. Bookkeeping duties will require full experience with either Acc-Pac Quick Books, Simply Accounting or MYOB Software.  
 A vehicle is required for errands.  
**Fax resume: 905-294-8727**

*A progressive technology based company located in Markham requires a professional, personable, people oriented candidate to fill the following position.*  
**RECEPTIONIST**  
 You are the first impression for the company. The ideal candidate will handle our switchboard telephone system with 30 incoming and 75 allocating extensions.  
 Requirements include:  
 • Positive attitude  
 • Exceptional customer service  
 • Fluent spoken and written English  
 • Microsoft Word and Excel  
 • Reliable with excellent attendance  
 • Ability to work independently  
**Please fax your resume with salary expectations to: 905-474-0102**  
**Attention: Patricia Brown**

530 sales help & agents 530 sales help & agents

Impact Mouldings is seeking a **Sales Representative** with excellent communication and organizational skills for the 905 area. The ideal candidate is motivated, hardworking and eager to learn.  
 Please fax resume attn: Sales Manager  
 1-888-795-5559 or email:  
**[jean-pierre@cadresverbec.ca](mailto:jean-pierre@cadresverbec.ca)**

**TML Inc.** is looking for motivated individuals to join our team. Must have good customer service skills. Positive work environment, friendly atmosphere. Guaranteed hourly \$12.00 commission, earn up to \$18/hr. Not suitable for students. Mon-Fri. 3:30pm-9:30pm, Sat. 10am-3pm.  
**Contact Kevin (905)752-2800** after 12pm

535 hospital, medical, dental 535 hospital, medical, dental

**The comforts of a home care career**  
  
**Join an innovative organization with nearly a century of experience.**  
 Please forward your resume to:  
 Vera Zimbovski,  
 Service Delivery Centre Manager,  
 Saint Elizabeth Health Care,  
 8920 Woodbine Avenue,  
 Suite 303, Markham,  
 Ontario L3R 9W9  
 Fax: (905) 944-0566  
[hresources@saintelizabeth.com](mailto:hresources@saintelizabeth.com)  
**Saint Elizabeth HEALTH CARE**  
**www.saintelizabeth.com**

535 hospital, medical, dental 535 hospital, medical, dental

**Markham Physiotherapy Clinic** has the following positions:  
 • **Medical Secretary** Full-time & part-time  
 • **Physiotherapy Assistant** Full-time & part-time. Position requires PTA Diploma or BSc (Kinesiology)  
 Fax: (905)471-3751 attn: Jennifer Zavitz Hicke

**MEDICAL RECEPTIONIST (full time) Markham**  
 Cardiology, diagnostic and MRI centre requires excellent customer service skills and computer literacy.  
 Please forward your resume by email:  
**[resume@knhlabs.com](mailto:resume@knhlabs.com)**  
 or fax (905) 855-1863.

536 veterinary help 536 veterinary help

Stouffville Veterinary Clinic requires a **part-time Veterinary Assistant/ Kennel Person** for evenings & weekends.  
 Position available immediately.  
 Applicant must be 16 years or older.  
 Apply at the clinic or call: (905)640-1641

545 teaching opportunities 545 teaching opportunities

**ECE's & Program Assistants** Needed for a growing childcare organization. Fax resumes to:  
**(905)471-2850**  
*No phone calls please!*  
 We thank all applicants; however, only those selected will be contacted.

525 office help 540 hotel restaurant

**RECEPTIONIST** needed for busy medical clinic. Experience preferred. Must have computer skills and be fluent in English both written and spoken.  
**Fax resume to:**  
**905-472-1810**

**La Grotta on Main** is in need of **DISHWASHER COOKS & SERVERS**  
 Apply in person to 205 Main St. Unionville or call Chris or Frank (905)940-0235

**BOOKKEEPER/ SECRETARY**  
 Permanent Part-time  
 12-16 hrs/wk  
 \$15/hr. MS Office Lotus/ Corel Quickbooks.  
 Assist with all office functions.  
 Near Woodbine/ 16th Ave  
**Fax resume**  
**416-730-9013**

Stouffville company requires **WAREHOUSE SHIPPER/RECEIVER/ CUSTOMER SERVICE PERSON**. Mature person with excellent command of the English language. \$11.00/hr.  
**Fax resume to:**  
**(905)642-3894**

**RECEPTIONIST/ ADMINISTRATIVE PERSON**  
 Busy residential construction office in Richmond Hill requires self-starter with excellent command of the English language and professional telephone manner. Word & Excel proficiency necessary. Start immediately.  
**Fax resume to: (905)770-9350**

**CONELCO**  
**Receptionist/ Secretary**  
 With excel & word skills Hwy 7 & Dufferin Area. Must own Car.  
 Hours: 9am - 6pm  
**Fax Resume to 416-798-7125**  
 or e-mail: [jobs@con-elco.com](mailto:jobs@con-elco.com)

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545 teaching opportunities

**Oxford Learning Centre**, Markham/Scarborough requires **PART-TIME TEACHERS** Preschool, elementary, high school.  
**Fax resume to:**  
**416-321-1630**

**PIANO INSTRUCTORS WANTED**  
 to teach week nights. Min. Grade 10 RCM & teaching experience with children.  
 Email resume to: [info@88keys.ca](mailto:info@88keys.ca)  
 or call:  
**(905)881-2893**