

york region C·A·R·E·E·R·S

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Monday - Friday 8:00 am - 6:00 pm 1-800-743-3353 www.yorkregion.com

505 careers 505 careers 505 careers 525 office help 525 office help 535 hospital, medical, dental 535 hospital, medical, dental 535 hospital, medical, dental 535 hospital, medical, dental

Premier Salons, the largest operator of beauty salons in major department and high-end specialty stores throughout Canada and the United States, is now hiring for the following full-time position:

OPERATIONS CO-ORDINATOR

This role requires a highly motivated team player with superior analytical, organizational and communication skills. In this capacity you will report directly to the Director of Home Office Support and you will take an active role in directing and coordinating the activities of our field operations and day to day issues of the salons. Knowledge of Excel and Word is required.

Qualified candidates should send a resume to:

Premier Salons Inc.
3780 14th Avenue, Suite 106
Markham, ON L3R 9Y5

Attn: Robert Sanders, Sr. Vice President

Human Resources

or via email to: bsanders@premiersalons.com

Rogers AT&T Corp. Dealer in Richmond Hill seeking full time
Accounting Clerk
• BV experience required.
• Excellent skill in Excel.
• Fluent in English. Detail oriented.
Email resumes with salary expectation: raycheung@pcscanada.com

Wee Watch
Private Home Day Care
Wee Watch Home Office is looking for a part time employee with some Simply Accounting experience to do bank deposits and posting for A/R and A/P. Flexible hours.
Respond to **Enid@weewatch.com**

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

**Community RNs & RPNs
Physiotherapists &
Occupational Therapists**
Full-time & Part-time positions in York Region

- Competitive rates
- Flexible self-scheduling
- 24-hour clinical support
- Extensive paid orientation
- Education bursaries
- Pension and group benefits
- Online learning
- Preceptorship program
- Paid mileage

Saint Elizabeth HEALTH CARE
www.saintelizabeth.com

looking FOR A new career IN YORK REGION!

It is now as SIMPLE as pointing & clicking

1. Go to www.yorkregion.com
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3. Let the Search begin!

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525 office help
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

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

FULL TIME, PART TIME & CASUAL POSITIONS
Available as Intervenors and Support Workers for adults with Deafblindness in their homes and communities. Locations in Richmond Hill, Newmarket and Bradford. Shift work. Experience not necessary. Training provided.
Fax resume to: 905-770-0598
Independent Living
11181 Yonge Street
Richmond Hill, ON, L4S 1L2

510 general help 510 general help
DELIVERY DRIVER
Experienced driver needed immediately for busy office. Deliveries in the central/east end & downtown area. Knowledge of city a must. Salary plus benefit package.
Fax resume to Stan: 905-738-6642

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: dia@rogers.com or fax: (905)479-9985
David Johnston Architect Ltd.,
8 Maple Lane Unionville

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

BOOKKEEPER/ACCOUNTANT
Markham company looking for a senior bookkeeper. Successful candidate will have at least 5 yrs. exp. in bookkeeping. Detail oriented, organized, responsible. Knowledge of Quickbooks is an asset.
Fax resume to: 905-764-2553

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

WAREHOUSE WORKER/ MACHINERY CLEANER
Must be physically fit to move machinery. Good command of English language. Driver's license, safety shoes and references required.
Fax resume to General Manager @ 905-738-2098

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

509 drivers
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

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

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

RN's & RPN's
A compassionate and dedicated communicator you will provide part-time nursing services in a new long-term care facility in Richmond Hill, opening in late August 2003. You must have a current Ontario Certificate of Competence (on good standing) and a commitment to continual growth and development. Experience in gerontological nursing is an asset.

We offer flexible scheduling, new pay rates, an incentive program, paid comprehensive orientation program, opportunities for growth and development, group benefits and an employee recognition program.

Forward your resume to: Human Resources Department, Preferred Health Care Services Inc., 1100 Gorham St. Unit 110, Newmarket, ON L3Y 7Y1
Tel: 905-715-7808 ext 227 Fax: 905-715-7868
Email: sdezilva@prehealthcare.com

Only those considered for an interview will be contacted. An equal opportunity employer.

Preferred Health Care Services Inc.
www.prehealthcare.com

OPENINGS for full-time PRODUCTION WORKERS immediately. Some heavy lifting required. Must have high school or equivalent. Must be able to communicate effectively both written & verbal. Hourly rate starts at \$10. Please call 905-477-9463 Mon-Fri. between 8:30-5 to arrange to complete an application.

535 hospital, medical, dental
Medical Receptionist
part-time wanted for busy family practice office.
Please fax resume to: (905)475-4270

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

GENERAL LABOUR POSITIONS!
Available in Richmond Hill
\$9.50/hr.
• Lifting up to 50 lbs.
• All shifts available.
• Safety shoes & reliable transportation required.
• Factory experience is an asset.

ProTemps
Please send resumes to:
Fax: 416-488-8124
Email: kelly@protempscanada.com

514 salon & spa help
MARKHAM HAIR STYLIST
with some clientele for Unisex shop. Experienced.
Call (905)472-2688

514 salon & spa help
MASSAGE THERAPIST & HAIRSTYLIST
required full-time/part-time for One Main Salon & Spa, Uxbridge.
905-852-3829 ask for Ruth.

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

532 retail sales help 532 retail sales help
HEAD CASHIERS
for large box retailer in Markham. Must have previous cash handling & supervisory experience.
Fax resume with cover letter to: 905-201-2596

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

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

Young hardworking individual req'd for a F/T position in the metal shop.
Fax name and number to: (905)640-7352

LABOURER for Construction Company in Vaughan. Some pick-up & delivery driving required. Must have good driving record.
Fax resume to: 905-660-4725

515 skilled & technical help 515 skilled & technical help
INDUSTRIAL MECHANIC
With welding & fabricating experience. References are required.
Fax resume to: 905-738-2098