

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

500 career training

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515 skilled & technical help

515 skilled & technical help

530 sales help & agents

Are you thinking about getting back to work, but don't know where to start? WE CAN HELP!!

The *Focus* Workshop for Women is a 2-week action-packed workshop for women in York Region/Bradford re-entering the workforce after a period of unemployment. It focuses on self-discovery, goal-setting, career planning and job searching. Fun, informative workshops, one-on-one employment coaching, sessions on electronic job-searching, and networking with other women are all part of the program!

Focus is held regularly in Richmond Hill and at various locations in York Region, at no cost to you!

Upcoming Workshop Dates:
 Richmond Hill - Begins Nov 10 (Elgin Mills/Yonge St.)
 Richmond Hill - Begins Nov 24 (Elgin Mills/Yonge St.)
 Bradford - Begins Nov 17 (Bradford Public Library)
 Sutton - Begins Jan 19 (NERC)

Call today for this exciting opportunity!
 Phone: 905.737.9522 ext 348
 Toll Free: 1.866.270.3806 ext 348

Funded by: Canada Delivered by:

Are you lacking essential computer skills? Do you want to upgrade existing skills? Are you considering a career change?

We have the course that's right for you!

- Oracle/Internet Developer
- Oracle 9i/DBA
- MCDBA/MCSDB/MCAD
- Web Designer
- Digital Graphics (MAC)
- Project Management
- Small Business Bookkeeping
- Office Administrator
- Administrative Assistant
- Legal Administrative Assistant
- Customer Service - Help Desk
- Principles of Supervision

PC and MAC courses available

Call for more information or visit our web site.

10909 Yonge Street, Suite 202, Richmond Hill
 www.yrlc.on.ca 905.883.0047

ELECTRONIC TECHNICIAN

Mass Electronics Ltd. is presently seeking applications for an experience Electronic Bench Technician to repair radios, amplifiers, and CD changers along with several other electronic components. Applicants with a minimum of 2 years in this industry need only apply to: Mass Electronics Ltd. is a growing company and a leader in this industry that offers a friendly work environment and excellent employee benefits.

Please submit a complete resume and references by mail or email. Interview will only be held by appointment.

Mass Electronics Ltd.
 40 East Pearce St.
 Richmond Hill, ON L4B 1B7
 Attn: Mike Debruyn
 miked@mass.ca

EXPERIENCED MORTGAGE SPECIALIST

Leads provided. Largest broker in Richmond Hill.

Call
 Northwood Mortgage
 (905)889-7676 ext 232

535 hospital, medical, dental

Part time **CHIROPRACTIC RECEPTIONIST** required. Experience necessary. Fax resume to: 905-415-5982

QUALITY CONTROL INSPECTOR

Fastener and electronic distributor in Richmond Hill requires the services of a Quality Control Inspector with a minimum experience of 2 years in a manufacturing environment. Must be computer literate and possess a working knowledge of ISO 9000 Quality System Standards.

Fax resume to: 905-889-0306 attn: Quality Assurance Manager

510 general help

\$775.35 WEEKLY

No experience necessary. Start immediately. 1-800-279-0019 ext 105
 www.opportunity-depot.com/mb

Full-time General Construction Labourer

Experience in heavy equipment. DZ licence. Scope of work: sewers, drains and concrete.

Fax resume & abstract to: 905-841-7320 or 905-478-2889

BUTCHER

Monday to Friday in Markham. Fax resume to: 905-472-2639

525 office help

merry maids. WANTED

Responsible Office Assistant

With excellent PC skills for North America's #1 cleaning service.

- No evenings, no weekends
- Benefits available

Please call: (905)471-2929

DRIVER/LABOURER

Wanted full time. G-Licence for cube van. Heavy lifting required. Knowledge of city an asset.

Fax resume to: 905-513-1484

CA firm in Markham requires **RECEPTIONIST/ADMINISTRATOR**

Part time. Knowledge of Microsoft Word required. Caseview an asset.

Email resume to: acctgfirm@hotmail.com

GENERAL LABOURER

with some carpentry experience. required for potential full-time work.

Call (905) 642-5227

Entry Level Administrative Assistant

required for a one year contract at an international software development company located in Markham. General office duties required including reception and order desk. Our ideal candidate would have strong communication skills, computer literacy and a professional telephone manner. Excellent organizational and interpersonal skills as well as experience with MS Word and Excel are essential.

If you are a team player who is friendly and outgoing, please forward your resume to:

Human Resources
 Best Software Canada Ltd.
 8920 Woodbine Ave.
 Suite 400
 Markham, ON L3R 9W9
 Or email to: jobs@pvx.com

Parkview Services for Seniors Restaurant requires **P/T COOK** alternate weekends **P/T WAIT STAFF**

Fax resume to: 905-640-7944

505 careers

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509 drivers

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Great part-time positions available...

Part-time Mystery Shopper/Covert Auditor positions and Customer Service Representative positions are available.

Parsons offers:

- part-time hours to suit most daytime schedules (Mon-Fri)
- interesting and challenging employment
- training and support
- excellent part-time wages
- future opportunities within the organization

Mystery Shopper/Covert Auditor:

Responsibility: inspection of automotive facilities for quality assurance compliance.

The successful candidate must:

- have a valid Ontario Driver's License
- be comfortable driving the 400 series highways
- be self-motivated with an outgoing personality and an ability to think and react spontaneously
- have strong communication skills (verbal, written)
- be computer literate

Customer Service Representative:

Responsibility: reservations booking / in-bound calls only

The successful candidate should:

- have customer service experience
- possess excellent verbal communications skills
- be computer literate
- be a team player
- have Call Centre experience

Interested applicants should forward resume to:

Parsons
 Human Resources Department
 2751 John Street, Markham, ON L3R 2Y8
 Fax: (905) 944-8977 or e-mail: jobs@protectair.com
 Please visit our website: www.parsons.com
 Please indicate which position you are applying for!

SCHOOL MANAGER

The Academy for Mathematics & Science, an international educational company, seeks immediately, one career-minded individual for entry level management position for our Scarborough Learning Centre.

WE REQUIRE: University degree. Good organizational skills. Fluent English. Previous experience in the field of education an asset.

WE PROVIDE: Salary, bonuses & benefits. Excellent growth opportunities.

Fax resume to Beverley 905-709-3045

AZ DRIVERS

Local city & U.S runs. Excellent pay packages. Benefits packages.

Fax resume: 905-836-5465
 Call (905)836-5463

SNOW PLOW BROKER

wanted with own equipment. Guaranteed \$6000.

Ask for Scott (905) 642-5380

509 drivers

509 drivers

25 DZ DRIVERS NEEDED

Richmond Hill, Markham & Scarborough area

- Full time steady work - afternoon & nights
- Weekend steady work - days
- 60 hours a week
- Local delivery
- Paid hourly & bonuses
- Minimal hand bomb

WE REQUIRE:

- 2 years verifiable experience
- clean current abstract
- clean current CVOR
- Driver's licence

Call 1-800-328-1533
 905-452-0995

514 salon & spa help

New salon Hwy #48/14th Ave. We are looking for **P/T Hairstylists** For evenings and weekends. Also 2 chairs for rent. Own clientele preferred. Call (416)402-8473

525 office help

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INDUSTRIAL MECHANIC

With welding & fabricating experience. References are required.

Fax resume to: 905-738-2098

QUALIFIED HAIRSTYLIST WANTED

for Markham/Stouffville Esthetician & Nail Technician. Call: 416-420-6897

ADMIN ASSISTANT

Responsible individual, self-starter, highly motivated to assist very busy Real Estate Agent. Real Estate experience necessary.

Apply to Box #47
 c/o Markham Economist & Sun
 9 Heritage Road, Markham L3P 1M3

515 skilled & technical help

CARPENTER

For Full-time position. Min 5 years experience in commercial and industrial construction. Salary and benefits commensurate with experience.

Fax resume: (905)883-5243 or call (905)884-4637

Service Technician

for established outdoor power equipment dealer. 5 years minimum experience and own tools preferred.

Fax resume: (416)292-9848

LexisNexis Butterworths

LEXISNEXIS Canada Inc provides legal and corporate researchers with unmatched information services and solutions.

ACCOUNTS RECEIVABLE SUPERVISOR (MARKHAM OFFICE)

You will be responsible for managing the Accounts Receivable collection process along with ensuring accurate and timely processing of customer orders and cash remittances. You will also be responsible for month-end account reconciliations along with ensuring proper credit worthiness of customers to maintain timely payments. The successful candidate should have 3+ years of Accounts Receivable/credit related experience in a computerized environment, minimum 2-3rd level CGA-CMA along with excellent interpersonal & communication skills and strong leadership, organizational and multitasking skills. Should also be proficient in PC skills and have good knowledge of Accounts Receivable procedures and processes.

Please reply in writing stating your experience and salary expectations. Our Markham office is located at Warden Avenue and Highway #7.

LexisNexis Canada Inc.
 Sharon Henley - Human Resources
 75 Clegg Road, Markham, Ontario L6G 1A1
 Fax: 905-479-2826; Email: jobs@lexisnexis.ca

We thank all applicants for their interest, however, only those granted an interview will be contacted. No telephone calls, please.

