

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

500 career training

500 career training

500 career training

525 office help

525 office help

525 office help

530 sales help & agents

530 sales help & agents

540 hotel restaurant

Focus: A Career & Employability Workshop for Women
Presents...
The Solution Series
Resume Formatting:
Prepare a resume that will stand out!
Thursday November 27, 2003
12:30 pm to 2:30 pm

Call today to reserve your seat or to find out about the 2-week Focus Workshop.
Phone: 905-737-9522 ext 348
Toll Free: 1-866-270-3806 ext 348
or email: focus@yrsb.edu.on.ca

This series of workshops are designed for women in York Region/Bradford to assist in the transition to the workforce after a period of unemployment -- available at **NO COST!**

Funded by: Delivered by:

A growing OS9000 Automotive Stamping Company has the following position available:

ENGINEERING ADMINISTRATOR

- Minimum secondary school graduation diploma
- Strong MSOffice skills a must.
- Working knowledge of Access a plus.
- Excellent typing/ secretarial skills
- 2-3 years experience in an Automotive environment.
- Excellent oral and written communication skills.

Please fax your resume to the attention of the Human Resource Manager (905)780-5703
Only suitable candidates will be contacted for interviews.

Join our Team of **EMERGENCY RESPONSE OPERATORS**
Full training provided
Day/night shifts.
Keele/Hwy#7
Fax/email resumes:
1-866-277-4086
mporter@apialarm.com
Attn: Mark

Part-time Bookkeeper
required for HVAC business.
Must have knowledge of Quickbooks
Fax resume to:
905-640-8037

JUNIOR SALES REP.
required for manufacturer in Markham. Sales experience would be advantageous, competitive compensation package.
Send resume to:
Dorethy@CareersInTransition.com
No phone calls please.

TELEPHONE REPS!
Markham's fastest growing call center is looking for energetic, well spoken, polite and professional individuals.
Great atmosphere, base pay + commissions
Full time hours 1-9pm - Part time 4-9
Training is provided.
Start immediately!
Call Jon @ 905-752-2800
Woodbine/Hwy.#7

WANTED WILD WINGERS
for all positions New Unionville location.
Fax resume to:
(905)479-9624
or email:
wildwingunion@sympatico.ca

510 general help

AVON GIFT
Join today & receive a gift!
Earn holiday \$\$\$ now
Work from home
Be your own boss
Call Nicole
1-877-430-5736
Limited time offer

Fitness Equipment Service Tech
Mechanical aptitude and basic electrical knowledge, own vehicle and tools required.
Full-time.
(905)886-2144

GENERAL LABOURER
with some carpentry experience, required for potential full-time work.
Call
(905) 642-5227

National vehicle transport co looking for **Experienced Drivers**
All Classes
Top wages & benefits
Fax resume to:
905-660-6651

SNOW PLOW OPERATORS
For winter sidewalk maintenance
Guaranteed weekly income + hourly rate
Scarborough
Contact Doug Royalcrest
Contracting
(905)305-9199

TAILOR/HAND CUTTER
for custom gymnastic and skating costumes.
Experience required.
Fluent English.
(905)887-0414

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YORK CATHOLIC DISTRICT SCHOOL BOARD
320 Bloomington Rd. West, Aurora, ON L4G 3G8
Tel: 416-221-5051 or 905-713-1211 Fax: 905-713-1809

York Catholic District School Board is a dynamic growth-oriented organization currently operating 76 elementary and 12 secondary schools.

INTERNAL AUDITOR/ANALYST

With at least 5 years of related experience, you will assist in the internal audit function that examines and evaluates the adequacy and effectiveness of the Board's system of internal control. You must have a degree or diploma in Business Administration or Accounting, excellent analytical and computer skills, and strong interpersonal as well as written and verbal communication abilities. A CGA or CMA designation is preferred. School board experience would be an asset. Salary range: \$50,000 - \$65,000.

Written applications, outlining qualifications and experience, will be accepted until **November 28, 2003**, and should be sent to: **Sheila Haley, Senior Manager of Human Resources**, at the above address. E-mail: mertenk@ycdsb.edu.on.ca

Elizabeth Crowe
Chair of the Board

Susan F. LaRosa
Director of Education and Secretary of the Board

PERSON FRIDAY/ WAREHOUSE CLERK
for dynamic Markham based company. The applicant should be responsible, computer literate and have excellent English. Primary responsibility will be shipping/receiving small, lightweight product and some general office duties. This position is suitable for someone returning to work with the desire to integrate into a productive environment.
Email resume to: hr_jobs03@yahoo.ca

CONTROLLER
Wanted for construction company located in Stouffville. Responsibilities also include job costing, progress billing, government remittances and bank reconciliations. Simply Accounting and Construction knowledge a must. *Qualified applicants only*
Email: position2525@hotmail.com

SALES ASSOCIATES
Stephenson's Rental Services Inc. requires customer service oriented people for our equipment rental locations in the Woodbridge/Richmond Hill areas. \$12/hour plus benefits after 3 months. Customer service experience & a mechanical aptitude are definite assets. Must be able to work weekends.
Please fax: 905-761-9818

Maaco Auto Painting and Collision Centre of Markham is seeking **FT ASSISTANT MANAGER TRAINEE**
This person should have sales background and strong customer service skills. This is an excellent opportunity for the right person! All training will be provided.
Please contact Randy Murphy for an interview at (905)472-5353

535 hospital, medical, dental

535 hospital, medical, dental

MEDICAL OFFICE MARKHAM
Receptionist duties
Flexible 20 hours/wk
Venipuncture an asset
Fax resume to: 905-479-9635

LIFESTYLE
Put to use your experience in a retirement facility! A casual opportunity exists at **Glynwood** (a luxury retirement residence in Thornhill). If you are currently registered as an RPN with the College of Nurses of Ontario, and have advanced assessment and verbal and written communication skills, we want to hear from you. Completion of a recognized medication administration course and CPR certification are must. A proven ability to work well independently as well as part of a team is key.
Join Canada's premier operator of luxury retirement residences. Please send your resume to: **Tanya Roberts, Glynwood**. Fax: 905-881-9490. E-mail: gw.rcm@rc.ca. We appreciate all applications, however, only those chosen for an interview will be contacted.

535 hospital, medical, dental

535 hospital, medical, dental

An energetic, dynamic **DENTAL ASSISTANT** required full time for Markham or thodontic office (No orthodontic experience required.)
Fax resume:
905-294-0996

FULL/PART-TIME MEDICAL SECRETARY
For Markham practice/ Experience required.
Fax resume to:
(905)472-2004

505 careers

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515 skilled & technical help

515 skilled & technical help

SUNRISE
ASSISTED LIVING

SALES PROFESSIONALS

We seek seasoned, career-minded individuals with strong relationship-based sales experience and a proven track record in closing. Strong business development, marketing, interpersonal, organizational and computer skills are required.
Evening and week-end work required.
Competitive compensation package.

For consideration, please submit your resume at www.sunriseassistedliving.com
Equal Opportunity Employer.

WOODWORKER
A manufacturing company located in Markham is seeking an individual with woodworking and laminate cutting and trimming experience.
Please fax your resume to 905-479-9795 or apply within at 315 Esna Park Drive.

ADMINISTRATIVE ASSISTANT
required for fast paced office. Must have related experience Outlook, PowerPoint, Excel, Word a must. Strong organizational skills as well as problem solving. Must be motivated and a forward thinking person.
Please e-mail resume to:
ckn-resume@ckn-inc.com

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

LEGAL SECRETARY/ ASSISTANT
10 years minimum experience for Real Estate/Mortgage Financing law firm. Competitive remuneration.
Reply to:
markhamlaw@hotmail.com

Assistant to Criminal Lawyer Part-time
General office administration. Must have excellent typing (50-60 wpm), telephone skills and a working knowledge of Word. Located in Unionville.
(416)410-2266

505 careers

514 salon & spa help

Attn: BSc, MSc, PhD in Life Sciences, Biologists, Biochemists, Medical Professionals, Physicians, Nurses, Pharmacists
(No license needed)
Careers in Monitoring and Coordination of Clinical Trials
ICH GCP Training available
Call KRC Inc.
Tel: 416-630-0038
or fax your resume:
416-630-0129

Experienced Hair Dresser & Experienced Assistant
to join our professional and energetic team
Call 905-946-1995
Main St. Unionville.

525 office help

525 office help

Administrative Assistant
Administration/Accounting
• 2-3 years of Office Experience
• General Office Duties
• Full Time Position
• Concord area
email to:
metcon@metconeng.com
fax: 905-738-5520
www.metconeng.com

A/P CLERK
Retail & wholesale distribution, located at Woodbine & 14th. Minimum 2 years exp. computer knowledgeable, fluent in English.
A/R CLERK
Fluent in English; good in figures, computer knowledge an asset.
Fax resume to Joanne
@ 416-298-8601 between 9am-5pm.

Full-time Medical Secretary
For Markham practice/ Experience required.
Fax resume to:
(905)472-2004