

# 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

515 skilled & technical help

515 skilled & technical help

## The comforts of a home care career

Saint Elizabeth Health Care has a passion for innovation and excellence, and a vision to be a phenomenal knowledge and care exchange company. With almost 100 years of experience and a complement of more than 2,400 employees, we excel at delivering quality home care through 22 Service Delivery Centres throughout Ontario. In addition to providing direct and remote home care services, we have expanded into consulting and technology applications to leverage the transformation of health care. Home care is the most promising and exciting area in the health care system for both growth and innovation.

### Nurse Manager

York Region (Based in Markham) – Full-time

As a Nurse Manager, you will join our management team in providing support to our health care programs in York Region. This key management role is responsible for recruiting, supervising, educating and evaluating health care staff, as well as ensuring the efficient and effective delivery of quality service to clients. You will also provide direction to administrative operations, including service coordination and scheduling support. The successful candidate will have an RN diploma (degree preferred) and ideally experience in community nursing. Demonstrated communication (oral/written) and leadership skills are required, and supervisory experience in a health care organization is preferred. On-call responsibilities and some travel will be required.

Please forward your resume to:  
Human Resources, Saint Elizabeth Health Care,  
90 Allstate Parkway, Suite 300, Markham, Ontario L3R 6H3  
Fax: (905) 940-8977 • E-mail: hresources@saintelizabeth.com



www.saintelizabeth.com

**GARTNER LEE LIMITED** is a multidisciplinary consulting firm providing professional services in environmental planning, science, management and engineering to clients across Canada and around the world.

The following career opportunities are currently available in our Markham office.

### PROPOSAL COORDINATOR

The successful candidate will have a Bachelor's degree in an Environmental Field, with 3 - 5 years experience in a consulting environment. The incumbent will work with a team of Senior personnel, in the preparation of Proposals. Excellent organization skills, attention to detail and a strong adherence to deadlines make you the qualified candidate. Strong Technical Writing and Access skills are required.

### SR. ADMINISTRATIVE ASSISTANT

The candidate will have a minimum of a College Diploma or University Degree, with 5 years of experience. A professional appearance and manner along with excellent communication skills are required. The successful candidate will be providing support to senior management.

### RECEPTIONIST

The candidate will have a High School Diploma with 3 years reception experience, secretarial and/or general office administrative duties. The incumbent will work independently with minimum supervision and provide administrative support. The successful candidate will possess excellent communication skills and a professional appearance.

If you have advanced Microsoft office skills, excellent interpersonal skills, are professional and work effectively under pressure, reply in confidence to: hrpostings@gartnerlee.com or by fax to (905) 477-1456. For further details please visit our Careers section at www.gartnerlee.com

Only qualified candidates will be contacted for a personal interview.

### PERMANENT FULL TIME POSITIONS MACHINE OPERATORS MARKHAM & SURROUNDING AREAS

Terrific opportunity for a professional individual ready to move ahead in a great career. As a machine operator for this growing dynamic company, you will be responsible for machine operation, assembly & quality control. Must have good communication skills and basic computer knowledge a must! Rotating shifts day, afternoon & midnight seven days a week. Competitive salary & excellent benefits!

**Apply today!!!!**  
Call Susie 905-477-4450

### MECHANIC WANTED

Bushwood Golf Club requires the services of one well-rounded mechanic to take care of our fleet of machinery and golf carts. Must have a thorough working knowledge of gas/diesel engines, hydraulics and shop operations. Reel sharpening experience would be an asset.

Send your resume to:  
**Bushwood Golf Club**  
10905 Reesor Rd., Markham, ON L6B 1A8  
FAX: 905-640-9877  
Attn: Gary Stairs, Golf Course Superintendent.

505 careers

505 careers

505 careers

505 careers

515 skilled & technical help

515 skilled & technical help

515 skilled & technical help

525 office help

525 office help



Stouffville, Ontario

### Class A Mechanics

### Class AZ Truck Drivers

(Flat bed and Float)

### AP/AR Clerk

### Billing/Dispatch Clerk

### and

### Rail TRAN SERVICES INC.

Concord, Ontario

### Class A Mechanic

### Class AZ Truck Drivers

(Steel coils, beam and plate)

### Office Clerk

Resume by fax to:  
Michael Anderson at 905-640-3190  
or by e-mail at  
michaelanderson@andersonhaulage.com  
No telephone calls please.



### Willows Estate

An Omni Home

Due to the retirement of our current Director of Care, we are accepting applications for a dynamic, enthusiastic individual for the full time position of

### DIRECTOR OF CARE

Come join us as our 84 Bed Home in Aurora, Ontario where you can experience:

- Hope, Purpose and Belonging in Long Term Care
- Personal Growth through Unprecedented Educational Opportunities
- Making a meaningful contribution to the lives of others
- Fun and Laughter

**IF YOU HAVE:**

- A current certificate of competence as a Registered Nurse
- Management and Computer skills
- Experience in Long Term Care

Please submit your resume to:  
Marie Murphy, Executive Assistant  
Fax (705) 742-9197  
Email: marie@omni-way.com

Deadline for resumes:  
February 12th, 2004.

We would like to thank all those who apply. Only those chosen for an interview will be contacted.



A division of Testma International Inc. located in Vaughan, is currently looking for:

### SENIOR MAINTENANCE MECHANIC

Licensed Millwright. Minimum 5 years in automotive manufacturing. Knowledge of hydraulic, pneumatic and mechanical theory. Team player, ability to work with minimum supervision. Excellent communications skills, both written and spoken English.

We offer a competitive wage combined with an extensive employee benefit package including profit sharing. Interested applicants please fax your resume, no later than **Monday Feb 9, 2004**

Attention: H.R. Department  
Fax: 905-851-5286

### Plumbing Supplier

in Richmond Hill requires

### Inside Counter Sales Person

with residential/commercial knowledge. Call Eileen 1-5 pm  
**1-800-268-6677**

### TECHNICIAN

F/T or P/T for fire alarm & sound and paging installation and service

Fax resume to:  
**905-513-7380**

### Office Clerk/Administrator

required part-time. Must have AR & AP experience with good organizational skills. Must have Word, Excel and QuickBooks knowledge with basic bookkeeping skills. Able to work independently.

Fax resume to: (905) 940-1913

### Full time JR. LEGAL ASSISTANT/RECEPTIONIST

Family law firm in Markham (Warden & 14th Ave.)

Field placement experience in family law & knowledge of Divorcemate an asset.

Please email resume to:  
sue.rakusin@andrewfeldstein.com

### BOOKKEEPER/ OFFICE ASSISTANCE

Required for a fast growing co. in Markham. Experience in Order Entry, Good command in English and Computer Literate.

Email resume:  
bkeep2004@yahoo.com

### Tutti Fruitti

in Markville Mall

F/T & P/T Management Opportunities  
Retail experience A Must

Please call Mike (416) 561-0906

509 drivers

### Driver-Owner Operator

### HOT FREIGHT FAST CASH

- Tractors \$1.80 per billed mile for full truck load
- 18'-24' Straight Trucks \$1.25 per billed mile for full truck load
- 12'-16' Straight Trucks & Cargo vans receive 85¢ per billed mile
- Must own '97 or newer straight truck or van, '95 or newer tractor
- Insurance Available • No Satellite usage fee
- Fuel Surcharge Program

Ask for Harry 705-727-0328

515 skilled & technical help

### Unipac, a Division of ITW

is a leading manufacturer of Induction Lining Materials.

We are seeking to employ two (2) people at entry-level packaging positions to start immediately. These positions may eventually lead to positions at the Technician level for Printing and Laminating Processes.

Wage rate: \$13.76/hr to \$19.36/hr.

### Educational Requirement

Minimum post secondary training in a technical discipline:

Eg:

- Computer Literate
- Trade skills: Film, Foil and Paper Processing
- Technical Certificate

### Work Experience Requirement

- Minimum four (4) years packaging manufacturing

Please fax resume to:  
Linda Hamilton  
Health Care Plant Manager  
Fax: 905-726-3384

530 sales help & agents

### EXPERIENCED MORTGAGE SPECIALIST

Leads provided. Largest broker in Richmond Hill.

Call  
Northwood Mortgage  
(905) 889-7676 ext 232

525 office help

525 office help

Manufacturing company in Maple requires

### RECEPTIONIST/OFFICE SUPPORT


Reception and basic computer skills required. English a must. French an asset. Starting \$10/hr.

Please fax resume to:  
905-832-1564

### EDUCATION COORDINATOR

If you love working with children, are energetic and highly organized, join our team at Oxford Learning Centres. University degree a must. Chinese language an asset.

unionville@oxfordlearning.com



### CREDIT ANALYST

### JUNIOR ACCOUNTANT

www.walkercredit.com

### RECEPTIONIST and more!

Markham based media company is looking for that special outgoing individual who can fulfill the responsibilities of Receptionist as well as other administrative and sundry duties.

The successful applicant will have the following qualifications:

- Minimum Secondary School Graduation Diploma
- Excellent communication skills- oral and written
- Two years reception experience
- Be a self starter who requires minimal supervision
- Proficient in MS Office Word/Excel
- Be familiar with various office equipment (copier, fax, postage machine)

Interested applicants should forward resumes along with salary expectations to the attention of HR Manager:  
Fax: 905-470-0561 or email c/o: dbusato@dgameia.com