

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

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Markham Equipment Distributor is seeking an **Accounts Receivable/ Collections/ Credit Clerk.**

The successful candidate will be an outgoing, focused individual with strong communication and customer service skills.

- Your responsibilities will include:
- Investigate, analyze and approve customer accounts and process invoicing/ purchase orders in accordance with company guidelines.
 - Administration of the accounts receivable sub-ledger.
 - Initiate collection of outstanding accounts receivable in accordance with terms of sale.
 - Contact customers to initiate resolution on overdue accounts.
 - Prepare and administer lease documentation for finance companies.

You have 2-4 years of related work experience; a 2nd - 3rd level CGA student or equivalent is preferred and strong Word and Excel skills.

Please email your resume with salary expectations to: napoleon@walkerequipment.com

Are you an internationally trained Accountant and Looking for Work?

- Learn accounting terminology used in Canada
- Promote your skills and global experience effectively
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- Develop job search tools to market your skills
- Access information/requirements on your profession
- Access credential assessment & evaluation
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Carsen Group is a leading national distributor of imaging systems and solutions.

ADMINISTRATIVE/TRAVEL COORDINATOR

Based in Markham, you will be responsible for all company travel arrangements, provide switchboard relief, order stationary supplies and business cards, assist other departments with filing and handle literature requests. Sending out mail to sales reps and providing secretarial back-up for the President will round out your duties. As our ideal candidate, you have travel experience at a corporate level and have worked for one to two years in a similar position. A high school diploma is required, as are excellent communication/organizational skills and strong computer abilities (Word and Excel).

Interested candidates should forward their resume, in confidence, quoting the position title, to:

Attn.: VP Human Resources, Carsen Group Inc.
Fax: (905) 479-8424. resumes@carsengroup.com

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For additional information, contact

Bev Durvin at:

Toll free: 1.877.931.7595

Send resume to:

Fax: 403.933.5752

e.durvin@kitchenstock.com

Project Manager (Term Position)

York Region Newspaper Group requires a Project Manager for its Administration division.

Duties & Responsibilities include:

- Financial analysis
- Account reconciliations
- Commission reports for region
- Improve internal controls and processes
- Act as backup/support for departmental leaders
- Support senior leadership team
- Interaction with other departments

The ideal candidate should possess the following competencies, skills and experience:

- Provides leadership by example
- Proficiency with MS Excel, Word & Access
- Solid accounting background, preferably with professional designation
- Ability to successfully coach staff
- Able to work to strict deadlines
- Results oriented attitude in a multi-tasking environment
- Professional mannerism with superior communication skills
- Willingness to fulfill additional tasks as assigned
- Own transportation essential

Successful completion of this contract may lead to full time employment with management possibilities. Interested candidates should forward their resume in complete confidence to the attention of the Business Manager at York Region Newspaper Group no later than October 29, 2004. Only selected candidates will be contacted. E-mail: Careers@yrng.com



Advertising Sales Representative

York Region Newspaper Group, a division of Metroland Printing, Publishing and Printing, is seeking dynamic individuals to join our sales team.

Working out of our Richmond Hill office, located on 16th Avenue at Leslie St., you will manage accounts, create and deliver presentations and develop new business throughout Richmond Hill, Thornhill and Vaughan.

You will have strong organization, communication and relationship building skills, and be an outstanding team player. Previous successful, related experience is a definite asset.

If you have a determination to succeed in a competitive environment, and are interested in pursuing this career opportunity, please send your resume to:

Phyllis Ritchie
Advertising Manager
The Liberal & The Vaughan Citizen
1550 16th Avenue, Suite 100
Richmond Hill, ON L4B 3K9

or email pritchie@yrng.com

Absolutely no phone calls, please. We thank all applicants, however, only those invited for interviews will be contacted.



509 drivers

EXPERIENCED AZ DRIVER

required for a company located in Concord for deliveries in the GTA and surrounding area.

Fax resume: 905-879-0408

515 skilled & technical help

Circuit Board Manufacturer

wanted experienced OPERATORS only for Routing/Drilling, Dry film and Silkscreen. Fax your resume with salary expectations at 905-479-8304

HIRING EXPERIENCED GRADER OPERATOR

For snow Markham area. Please call 416-678-4125

509 drivers

509 drivers

FULL TIME DRIVER

A major oil company in York Region requires the services of a full time truck driver for a growing lubricants business. This is a Monday to Friday salaried position requiring the incumbent to have an AZ or a DZ license and a clean driving record.

This position requires some heavy lifting, physical plant maintenance and a good knowledge of delivery into the GTA marketplace. The ideal candidate will have excellent customer service skills and solid work ethic. A forklift license would be preferable but not necessary.

Please forward your resume ad driver's abstract in confidence to:
Box 144, c/o The Era Banner
580B Steven Court, P.O. Box 236
Newmarket, ON L3Y 4X1
or fax to Driver: Wanted 905-886-5250
We thank all who apply, but only those being considered will be contacted for an interview.

DZ DRIVER & BOBCAT OPERATOR

Required for Construction company. Salary & benefits commensurate with experience. Fax resume: 905-883-5243

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to help us in keeping our spa in top notch shape. The successful applicant must be honest and trustworthy with a positive attitude.

Please apply in person at:
the SPA at markville,
Markville Shopping Centre,
Hwy #7 & McCowan



Irpinia kitchens is looking for:
• FINISHER SPRAY PAINTER
• WOOD SANDER
• ACCESSORIES LINE WORKER

for hi-end kitchen manufacturer. Yonge/ Major Mac. area: Excellent wages / benefits. Fax resume to Attn: Joe; 905-780-0554 Or email: jmarc@irpinia.com

SITE SUPERINTENDENT

General Contractor requires site superintendent with experience in I.C.I. construction. Salary & benefits commensurate with experience. Fax resume: (905)883-5243