

york region CAREERS

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Monday - Friday 8:00 am - 6:00 pm

1-800-743-3353

www.yorkregion.com

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Gartner Lee Limited is a multidisciplinary consulting firm providing professional services in environmental science, economics, planning and engineering to clients across Canada and around the world. The following career opportunities are currently available in our Markham office.

Senior Administrative Assistant

The candidate will have a minimum of a College Diploma or University Degree, with 5 years of work experience or a High School Diploma with 7 years of work experience. A professional appearance and manner are required. The incumbent will be advanced in Microsoft office. The successful candidate will be providing support to six senior managers.

Re-production/Facilities Assistant

The candidate will have a Grade 12 Diploma and working knowledge of printing and report assembly. Experience in the use of photocopiers and binding equipment is required. The incumbent is responsible for office facilities and meeting room requirements.

For more details on these and other positions, please visit the careers section of our website: www.gartnerlee.com If you have excellent communication skills, strong interpersonal skills, are professional and work effectively under pressure, reply in confidence to: hrpostings@gartnerlee.com or by fax to (905) 474-9601.

Only qualified candidates will be contacted for a personal interview. No phone calls please.

Launch your Sales Career with Myron today!

Myron is a world leader in imprinted promotional material. We have been in the business of helping our clients grow their business for over 55 years. We are currently recruiting Sales Reps to make Outbound sales calls to new and existing customers in North America and Australia.

NORTH AMERICA HOURS ARE MON. TO FRI. 9:00 AM TO 5:00 PM (Quote Ref. NA2005)
AUSTRALIA HOURS ARE SUNDAY TO THURSDAY 7:00 PM TO 3:00 AM - (APR. TO OCT.)
OCTOBER TO APRIL 5:00PM TO 1:00 AM (Quote Ref. Az2005)

Candidates for the Australia team must have their own car.



We Offer:

- Base plus commission plus bonuses - no cap on earnings
- Competitive benefit package after 90 days
- Paid training - modern office facilities, including employee gym
- Company paid parking
- Located in NE corridor of Scarborough with easy access
- Fast paced sales environment

We Require:

- Motivated entrepreneurial candidates with strong negotiating and closing skills
- Excellent English language skills, both verbal and written
- Computer savvy
- Professional presentation skills

Qualified candidates interested in rising to the Myron Challenge are urged to forward their resumes by email to: hrcda@myron.com or by fax to 416-291-8786 or call our recruitment hotline at 416-291-1834 ext. 599



Myron encourages all qualified applicants to apply. However, only those who are being considered for an interview will be contacted. Personalized Business Gifts™

CLUBLINK ONE MEMBERSHIP more golf

ClubLink is Canada's largest owner, operator and developer of private and daily fee golf courses. We are currently seeking several customer service oriented individuals to fill various roles in the food and beverage department.

Assistant Food and Beverage Manager

Diamond Back Golf Club - Richmond Hill

Food & Beverage Supervisors

Diamond Back Golf Club
Emerald Hills Golf Club - Stouffville

The ideal candidate has supervisory experience in a food and beverage setting as well as strong communication skills and the ability to work effectively as part of a team in a fast-paced environment. Previous experience in a similar capacity has given you a comprehensive knowledge of food operations from both a restaurant and banquet perspective.

If you are interested, please forward your covering letter and resume to: **Lindy Whitelaw** 15675 Dufferin Street • King City, ON • L7B 1K5
E-mail: jobs@clublink.ca Fax: (905) 841-7033

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M E C H A N I C

Trailer Fleet Services, a part of the General Electric Family, is the national leader in trailer rental & leasing. Currently we have an excellent full-time opportunity available at our Scarborough branch.

We seek an individual who will work primarily as a Mobile Service Mechanic.

You'll provide full maintenance service on our leasing fleet. Specific responsibilities include preventative maintenance as well as brake, suspension and body repair and replacement. A licensed semi-trailer mechanic with at least 1 year of experience is preferred and you must have a clean driving record.

We offer an excellent compensation and benefits package including paid time off, medical, and dental plans. To apply, please forward resume to Trailer Fleet Services, Attn. Mike Cagney, 300 Nugget Avenue, Scarborough, ON M1S 4A4. Fax: 416-609-5677. Visit our website at www.tiptrailers.com

An Equal Opportunity Employer.

TRAILER FLEET SERVICES A GE Company

WELL EXPERIENCED INDUSTRIAL MECHANIC

For used plastics machine dealer. References are preferred. Fax resume to the GM@ 905-738-2098

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METAL PROTOTYPE FABRICATOR required for power wheelchair company located in Concord. Must have welding & machining skills. Preference given to those with design exp. Fax resume 905-695-0583 or apply at Motion Concepts 84 Citation Drive.

Richmond Hill machine shop requires **MACHINIST/ METAL FABRICATOR** Manual mill and lathe experience required. Welding experience an asset. Fax resume to: (905)770-9792

HOME FUSION Kitchen Renovators needed. Markham area FT/ PERMANENT Experienced and quality minded people only please. 905-432-0433

QUALITY CONTROL POSITIONS (2) (Finished Goods)

You will inspect product shipments and ensure compliance with company standards, as well as communicate with customers. One senior position involves conducting and/or directing the inspection process, maintaining all reports and files, and communication with vendors and management. Both positions require warehouse experience, the ability to lift 30 lbs, MS Office and AS400 skills, and excellent communication skills.

EXPEDITER

You will monitor and expedite incoming shipments and maintain accurate shipping information. 2 years' inventory expediting experience in an office environment combined with MS Office and AS400 experience are required.

Please forward your resume to: **Human Resources Department,** Fax: (905) 856-4647 e-mail: hrcanada@ganz.com

GANZ

OFFICETEAM

JOIN THE WINNING TEAM!

- We have opportunities for all levels of:
- PROJECT COORDINATORS BILINGUAL (ENG/FR) CUSTOMER SERVICE REPS.
- EXECUTIVE ADMINISTRATORS
- INTERMED. ADMINISTRATORS WITH ADVANCED MS OFFICE
- ENTRY LEVEL ADMINISTRATORS WITH RECEPTION EXPERIENCE

Please forward your resume to: markham@officeteam.com or call 905-771-8272 for more info. Visit us @ officeteam.com

Robert Half FINANCE & ACCOUNTING

CAREER-MINDED ACCOUNTANTS

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- INTERMEDIATE ACCOUNTANTS
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Experienced in Photoshop and DP 2. We are looking for a reliable worker with accuracy and speed. Good computer and dexterity skills. SPIRIT OF COLOR
Call Phyllis 1-800-465-9383 ext. 239



GRAPHIC DESIGN/ PRODUCTION

Magazine publishing co. Unionville location full or part time. Design promotions & ads, some traffic. Email resume to: mrosset@homesmag.com

509 Drivers

514 Salon & Spa Help

COURIER DRIVER NEEDED

For small van. Exp. & clean driving record a plus. Call (905)201-9293 or fax resume 905-201-9502

EXPERIENCED HAIRSTYLIST with clientele

Also Esthetics room available to rent. Please call (905)471-7676

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KORA GROUP INC.

Local company is now hiring for full time positions for manufacturing facility in Stouffville.

SUPERVISOR - Second Shift Must have supervisory experience. Responsibilities also include preventative maintenance, setting up machinery and material handling including forklift driving.

MACHINE OPERATORS - First & Second Shift To operate woodworking machinery including set-ups, material handling and quality control. Mechanical aptitude is a must.

MANUFACTURING TECHNOLOGIST - First Shift College Grad. With industrial or mechanical background. Responsible to develop and execute production and maintenance schedules, order processing and shop floor control. Facilitate continuous improvement process. Please fax resume to: 905-642-0675

ROOFING ESTIMATOR (in-house)

needed immediately. Must have previous 'Auto Cad' experience. Computer literate with knowledge of architectural drawings. Full-time, benefits, salary. Please fax resume to: 905)640-7352

525 Office Help

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OFFICE HELP

Multi-positions are available in a busy document management service bureau. We are willing to train.

Our location is near Denison and Warden.

Applicants must be fluent in English, reliable and punctual. This is full time, temporary work which may lead to permanent position. Wage starts \$8.50/hr.

Email resume to: resume@mesltd.ca



Accounts Payable Clerk MATTAMY HOMES LIMITED EAST GTA DIVISION 140 Renfrew Drive, Suite 206 Markham, Ontario L3R 6B3

Candidate with minimum 3 years experience with the full accounts payable cycle & the ability to multi task in a young & dynamic extremely fast paced environment. Those qualified & interested please email or fax resume to: employment@mattamycorp.com EAST GTA -Intermediate Accountant 905-477-2337

Manufacturing company in Markham has immediate opening for an outgoing, energetic

CUSTOMER SERVICE REP Must be fluent in English with exceptional communication skills, technical aptitude and strong math skills. Experience in Word, Excel and Outlook, with flexible hours. Send resume to hr@silentgliss.ca or fax (905) 470-6906.

Small distribution company requires help for a busy office located in Denison & Steeles Ave. area. The successful applicant must be computer literate and possess a good command of the English language. Must be bondable. Hours to start 10am-3pm. 5 days a week. Position may lead to full time employment. Please fax resume to: 905-948-0802

RECEPTION

F/T required for busy commercial real estate office. Strong command of English and excellent telephone manners. Typing skills and computer skills a necessity. Real estate experience an asset. Fax resume and salary expectations to: 905-477-0505

Fast growing company seeking FT/PT FLEXIBLE CALL CENTRE/ CUSTOMER SERVICE REPS with excellent customer service, d/e & multitasking skills. Must have a min. of 2 yrs experience. Competitive pay. No weekends. Please fax resume to 416-756-2759 or email csc@showcare.com