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TOWN OF GEORGINA

EMPLOYMENT OPPORTUNITY

ANIMAL CONTROL SUPERVISOR

The Town of Georgina, in the Region of York, is seeking an experienced Animal Control Supervisor.

Reporting to the Town Clerk, this position is responsible for overseeing the day to day operations of our Animal Control Shelter while ensuring that all animals in our care are treated in a humane manner. Promoting public awareness on responsible pet ownership, liaising with patrol officers, and resolving/responding to enquiries from the general public are key to an effective Animal Control operation. Additionally, this position is responsible for the maintenance of animal records, dog licenses and adoptions; compliance with Town policies, procedures, and other regulations and legislation; preparing and/or recommending new and/or amended policies and procedures; supervision of staff; issuing offence notices/summonses, preparing statistical reports; responding to emergency situations; assisting with annual budget; ordering supplies/equipment and all other duties to ensure a clean, healthy environment for the animals.

Formal academic training in Animal Sciences, Wildlife Management, Veterinary Technician, Law Enforcement or related discipline, coupled with a minimum of four years relevant experience, is necessary to apply for this challenging position. You must be familiar with all aspects of Animal Control operations, including By-law compliance and enforcement, administration of approved euthanasia methods and possess excellent organizational, problem-solving, communication and public relations skills. Previous supervisory/management experience is essential, along with a working knowledge of computers, a valid Class 'G' Driver's license and the ability to work weekends.

The Town offers a supportive work environment, a comprehensive benefit package and an annual salary of \$47,664- \$56,075.

Qualified applicants are invited to submit a detailed resume, clearly marked "Confidential File J 22001-14", no later than Friday, March 23, 2001 to: Human Resources Manager, Town of Georgina, 26557 Civic Centre Road, Keswick, ON L4P 3G1. Fax: 905-476-1957.

We thank all applicants for their interest and advise that only those candidates selected for an interview will be contacted. Personal information is collected under the authority of The Municipal Act and is used to determine eligibility for potential employment.

CUSTOMER SERVICE SPECIALIST - Ref. #70HS

You will provide the highest level of customer service to the truck and construction dealers and retail customer portfolios. Your key responsibilities include responding to requests for buyouts, payment arrangements, bankruptcies year-end interest statements, amortization schedules, account modifications and termination calculations. You will also negotiate lease total loss settlements, and identify improvement areas in the customer service cycle which will streamline the deal flow process and maximize turnaround times.

OPERATIONS SPECIALIST - Ref. #71HS

You are responsible for preparing documentation and verifying the accuracy of documents prepared by the dealer body for all customer financing and programs offered. Your key responsibilities include coordinating and directing transaction flows on finance and program contracts from credit authorization to funding; ensuring accuracy of all contract package submissions; and auditing documentation preparation and execution, including communications with dealers and customers. You will also record all retail financing transactions in the asset management system and reconcile the new contract clearing account. You will be in direct contact with the dealer body for inquiries regarding retail transaction.

For either position you have 3-5 years sales/customer service experience in the finance industry, preferably with some transportation knowledge. A degree in Business or equivalent related experience is enhanced by strong MS Office skills, excellent negotiation skills, effective interpersonal skills, and superior written and verbal communication skills in both English and French.

If you are eager to make a significant contribution in a dynamic environment, we are prepared to offer an excellent compensation and benefits program that includes a matched RRSP plan. Please forward your resume and covering letter stating the position of interest and indicating the appropriate Reference # in your e-mail Subject line, to: apply@volvocareers.com

Volvo Commercial Finance Canada Inc.
73 Industrial Parkway North, Unit 4
Aurora, On, L4G 4C4

SCHOOL MANAGER

The Academy for Mathematics & Science, an international educational company, seeks immediately one career minded individual for entry level management position for our Markham 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 Gina 905-709-3045

PROJECT COORDINATOR

Save the Rouge Valley System Inc. is looking for an outgoing, enthusiastic, co-ordinator for its Habitat Restoration Project. The project co-ordinator will be required to write funding proposals, liaise with landowners, conduct site visits, and provide information on restoration options. Activities include wetland excavation and planting, stream bank erosion control and fish and wildlife habitat enhancement.

Fax resume to Linda at (416)282-5231

The Regional Municipality of Health Services
Department has an opening for a
Web Site Co-ordinator

The successful candidate in this position will be responsible for the design development, implementation & maintenance of the Health Services Department Web Site.

Your experience in developing, designing, marketing and web site content co-ordination, coupled with your degree in Communications, Computer Science or a related discipline, have prepared you for this challenging position. You have at least 2 years experience in web site co-ordination combined with a strong working knowledge of traditional and new communication technologies; strong computer skills including Microsoft Office, Visio and Web-related programs and excellent verbal & written communication skills. You also enjoy working in a team-oriented and fast paced environment. The salary range for this position is \$39,858. - \$43,316. per annum.

Quoting competition #00-1058, please submit a resume by March 23, 2001. This is a CUPE Local 905 position. We thank all applicants for their interest, but wish to advise that only those candidates selected for an interview will be contacted.

The Regional Municipality of York
Human Resource
Services Department
17250 Yonge Street
Newmarket, ON L3Y 6Z1
Fax: 905-895-4232
E-mail: yrkhr@region.york.on.ca



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NEWMARKET

Open House 6 - 9 p.m.
Mon. March 12 and Wed. March 14

PROFESSIONAL
SALES REPRESENTATIVES

What exactly are we looking for? Individuals who are extremely competitive by nature, highly motivated, career oriented and possess a strong work ethic. We employ an excellent service team who's responsibilities include maintaining our existing accounts; therefore your duties would be to constantly generate new business with a short closing cycle. You **MUST** have a minimum of 2 years sales with cold calling experience, as well as a proven sales record for generating new business. Industrial sales background is an asset. Mediocre sales people need not apply; however, if you have the above qualifications and want a commission based compensation plan that is in excess of \$80,000 with allowances for a car, gas and maintenance plus excellent benefits and profit sharing please apply.

SALES ASSOCIATES

We have entry-level positions available for highly motivated, fresh thinking individuals who wish to excel both personally and professionally within a growing company. Your focus will be to learn about the company, product and services we offer. In addition, you will work closely with the Sales Manager and Sales Reps for approximately 6-12 months; working towards having your own territory. You **MUST** have at least 1 year of sales and proven cold calling experience. Compensation: \$33,000+ with allowances for a car, gas and maintenance plus excellent benefits and profit sharing.

Please bring your resume and
be prepared for a short interview

Pat Jennings, Human Resources
255 Harry Walker Parkway South
Newmarket, ON L3Y 7B3
(Leslie to Gorham Street East)

Please use south entrance & parking lot

LONGMAN'S
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- 19 Years of Service Excellence
- Strong Management Support
- Exceptional Pay Plan
- Company Benefit Plan
- Company Demonstrator/ Vehicle Allowance.
- Professional Training

We Require:

- Sales Experience is a definite asset.
- Excellent organizational skills.
- Ability to handle high volume
- Excellent communications skills.
- Ability to work as a team.

Please fax or email:
Matthew Doo, Sales Manager:
905-471-7682

matthew.doo@markhamdodge.com

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AMPHIBIAN PROJECT
CO-ORDINATOR

Local environmental group is looking for an energetic, committed individual to coordinate amphibian monitoring, habitat mapping and wetland restoration. You will also be required to write and submit fund raising applications and liaise with funding groups. Will be responsible for recruiting, training and organizing community members to participate in project activities. This position will require frequent site visits; access to a vehicle is important. Must have a car. 25K.

Fax resume to Linda at
(416)282-5231

WANTED

A few high spirited over achievers who want to do what they love and love what they do

If what you love to do is provide excellent customer service and sales support
OR

if you would love being the best A/R A/P person in Markham
OR

if being an office administrator and systems support wizard is what you love to do
OR

if you love being the company inventory acquisition and control specialist
please fax a letter describing your dream job and identifying your three unique abilities

The fax number is 416-494-0313

If what you send us is what we have to offer your dream will come true