


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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Blackjack As a Career!




Would you like to Work at a Casino?

Learn the ins and outs of Blackjack Dealing, in just 3 weeks! Successful completion will result in submission of your resume to The Great Blue Heron Charity Casino, Port Perry, for consideration.

Course Starts: April 8 - April 26 and May 27 - June 14, daily, 9:00-5:30

Location: Durham College, Oshawa Campus
Code: CASI 2600/120Hours/\$600
For Further Information Call:
Janis (905) 852-7848
To Register Call:
(905) 721-3000 or
1-800-461-3260



Collection Officer

Location: Markham, ON
Division: Visa
File #: 1278 (Contract Position)

Responsibilities: As a Collection Officer, your responsibilities will include management of a designated group of Visa accounts at the pre write off stage utilizing all means available to collect these accounts. You will be required to be creative and customer focused when working towards solutions while maintaining the integrity of our assets. When necessary, you will make recommendations to your Manager to refer files to a collection agency or for legal action. You will be representing the Bank in court matters relating to collections.

Qualifications: A minimum of 1 year experience in collections and call centre is required. Thorough knowledge of collections. Sound knowledge of legal procedures as they pertain to garnishments and executing against assets. Exceptional negotiating skills. Excellent written and verbal communication. Fully conversant with the various provincial consumer laws. Knowledge of the predictive dialer would be an asset. Familiar with established tracing methods. Candidates must be flexible as hours for the department are Tuesday to Friday 12 pm to 8 pm and Saturday 8 am to 4 pm.

OFFICE HELP

Busy roofing company seeks office person for multi-task job. Knowledge of computer. Warden/ Steeles.
Fax 905-479-8305

For temporary positions in:
**CUSTOMER SERVICE
EXECUTIVE ASSISTANT
ADMINISTRATIVE ASSISTANT
RECEPTION / SWITCHBOARD**

OFFICETEAM

Tel: 905-771-8272 • Fax: 905-709-3664
Email: markham@officeteam.com
For more information visit our website at www.officeteam.com

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Children's Learning Centre embarq Markville Shopping Centre in Markham **embarq kids**

- Full time position available - E.C.A.
- A minimum of 2 years experience in the childcare field
- A First Aid and Child/Infant CPR certificate.
- Computer literate in word and excel
- Salary based on experience and education

You will be responsible for:

- Providing a safe and enriching environment for children ages 18 mths - 12 yrs.
- Working with minimum supervision
- Excellent public relation skills
- A flexible schedule


Please fax your resume to: 905-940-2239

If you are interested in joining our dynamic team of professionals, please fax your resume and covering letter to 416-982-2020 or e-mail tdvsares@tdbank.ca
Attention: Job Vacancy 1278

Thank you for your interest in TD Bank Financial Group. Your application matters to us and we will review it carefully. Candidates selected for interviews will be contacted.

www.td.com

TD Bank Financial Group values and is committed to diversity in its workforce.



SECRETARY

Private investigation firm. Proficient computer skills, Word essential, typing minimum 60 wpm, dicta, Excel, English & grammar.
Fax resume to Northwood & Associates 416-444-5841

BOOKKEEPER/RECEPTIONIST


Bookkeeper required for busy Unionville Accounting office. Word, Excel and bookkeeping experience required. Some admin. and reception duties.
Fax resume to: 905-475-5404

Receptionist Required Immediately

Full-time receptionist required, with an exciting, fast paced print production ad agency.
Please fax resume and cover letter to 905-305-9110

FAST TRACK YOUR CAREER

Great opportunity for a cheerful, high energy, very outgoing person, with outstanding communication skills to assist Doctor in providing superior health care. Great hours. Excellent training provided. If you are a recent university grad or other ambitious individual, this is for you!
Apply in person West Chiropractic Clinic 4747 Hwy. #7 East, Unionville



Exciting Career Opportunity for Systems Administrators!

Since attaining the status of best selling accounting/memberships software in North America and with the explosion of growth into the U.S. with our Construction and Service package, the Jonas Team has determined that it immediately requires a self-managed, experienced Systems Administrator.

The successful candidate will have the following skill set:

- ✓ Expertise in all Windows operating systems (95-XP)
- ✓ Background in a variety of applications, such as Citrix, McAfee Virus, MS Office and Outlook
- ✓ Skilled with Hardware issues related to firewalls, Security, RAID, printers and telecom
- ✓ Ability to effectively communicate with technical and non-technical staff and clients
- ✓ Knowledge of Providex would be helpful
- ✓ Ability to troubleshoot, multi-task, document and act as a project manager

If you would like to join a winning team with excellent compensation, please email your resume to admin@gjonas.com or fax it to 905-763-8324

Only the most qualified candidates will be contacted for interviews.

PURCHASING AGENT

Required immediately for Markham distributor. 3 years experience, accounting background an asset. Proficiency in Excel a must.
Fax resume to 905-470-7787

514 salon & spa help 514 salon & spa help

The Sarum Room Salon & Spa is looking for an experienced COLOUR TECHNICIAN

Cientele provided.
Contact Joseph at (905)415-0377

515 skilled & technical help 515 skilled & technical help


MECHANIC

needed at a busy Petro Canada garage in Markham. Profit sharing available.
Please call (416) 450-2759

525 office help

BOOKKEEPER

required part time for Richmond Hill location. Experience in Simply Accounting.
Please call Mark: **905-886-2144**



BON L CANADA Aurora Plant

Bon L is a leading aluminum profiles extrusion company in Aurora. We have an immediate opening for an experienced:

ELECTRICIAN

Electrician applicants must: hold an Ontario Industrial Electrician certificate have 2 to 4 years experience in an industrial setting and have PLC experience. The successful candidate will be required to maintain all electrical equipment, lighting and installations in the plant, repair of motors and industrial PLC's and minor programming and installation of industrial PLC's in the plant, as well as be trained to perform mechanical repairs as part of regular duties.

This position is a 12 hour shift 2-2-3 schedule and include full benefits. Electrician rate \$23.23-26.32/ hr DOE. To apply, please fax resumes to: **(905)841-9444** or drop off at 95 Dunning Ave., Aurora, ON L4G 1A5 or email arenshaw@bonalum.com. Attn: Andrea Renshaw, Human Resources Department.

We thank all who apply, however, only those candidates chosen for an interview will be contacted.

PIONEER POOLS MARKHAM

Requires Vinyl pool installer. Concrete finishing expertise essential. Own transportation. Excellent wage, lots of work, 5 day week.
Fax 905-946-8181(Markham)

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General Office Clerk

Full time position for local HVAC contractor Pleasant telephone manner, fluent English both oral and written, multi-tasking skills for management of client database entry and follow-up correspondence. Fax resume to 905-479-1317 or E-mail: manager_uhac@rogers.com

BILINGUAL BOOKKEEPER

To handle bookkeeping functions under the Financial Controller's supervision.

Duties & Responsibilities:

- Accounts Payable
- Accounts Receivable
- Journal Entries including month-end adjustments
- Preparation of month-end reports and reconciling of balances
- Accounts analysis
- Payroll
- Government remittances

Qualifications:

- Fluent in English and French
- Solid experience of bookkeeping functions including month-end closing
- Good working knowledge of Excel, Access, Word, Lotus Notes and Simply Accounting
- Comfortable with multiple tasking and changes

Please fax your resume to: 905-852-6821 to the attention of the Controller



ACCOUNTANT

Motivated - Self Starter
Team Oriented - Responsible
Required - organized individual with strong accounting skills and ability to prepare government filings.

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

ALSO HIRING FOR POSITION OF NIGHT MECHANIC.

Transport International Pool A GE Capital Company