york region

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

1-800-743-3353

www.yorkregion.com

5000 career training

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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.

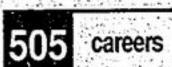
Course Starts: April 8 - April 26 and May 27 - June 14, daily, 9:00-5:30

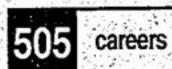
Location: Durham College, Oshawa Campus Code: CASI 2600/120Hours/\$600 For Further Information Call: Janis (905) 852-7848

To Register Call: (905) 721-3000 or 1-800-461-3260



505 careers





Children's Learning Centre embarq Markville Shopping Centre in Markham embarg 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

Collection Officer

Markham; ON Location:

Division:

1278 (Contract Position) File #:

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.

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

515 skilled & technical help

505 careers

Canada Trust

515 skilled & technical help

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

BON L CANADA

Aurora Plant

515 skilled & technical help

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

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

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.

PURCHASING AGENT Required immediately for Markham distributor. 3 years experience, **Exciting Career Opportunity for** accounting background an asset. 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, experilenced 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 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.

MDERSON

ACCOUNTANT

Motivated - Self Starter

Team Oriented - Responsible

Required - organized individual with

strong accounting skills and ability to

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.

prepare government filings.

is looking for an experienced COLOUR TECHNICIAN

Clientele provided.

skilled & technical help

Mechanic TRAILER MECHANIC

ransport International

Pool is part of the GE family, the national leader n truck trailer rental and leasing. We have excellent full-time opportunities MARKHAM location.

rovide full maintenance service on our trailer fleet pecific responsibilities nclude preventative naintenance, brake, suspension, and body epair and replacement. Good mechanic skills along with own set of tools required; trailer experience and license preferred. We will consider

apprenticeship candidates

We offer the kind of excellent compensation and benefits packages you'd expect from a GE business including excellent wages and sick days. To arrange a local interview please stop by: Visit our website at ww.tiptrailers.com. An equal opportunity

employer. Transport International Pool A GE Capital Company

Proficiency in Excel a must. Fax resume to 905-470-7787

salon &

salon & spa help

The Sarum Room Salon & Spa

Contact Joseph at (905)415-0377

515 skilled & technical help

MECHANIC needed at a busy Petro

Canada garage in Marham. Profit sharing available. Please call (416)

450-2759

office help

BOOKKEEPER required part time for Richmond Hill location. Experience in Simply Accounting. Please call Mark:

905-886-2144

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

as part of regular duties.

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

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 LAG 1A5 or email arenshaw@bonlalum.com. Attn: Andrea Renshaw, Human Resources Department.

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

office help

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

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)

office help

. General Office Clerk

525

 Full time position for local HVAC contracto 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