

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

500 career training

500 career training

500 career training

515 skilled & technical help

515 skilled & technical help

525 office help

525 office help

535 hospital, medical, dental

535 hospital, medical, dental

Do you want to...
...speed up your search for employment?
...increase your confidence?
...apply the latest job search techniques?

JOB FINDING CLUB



A New Way to Work

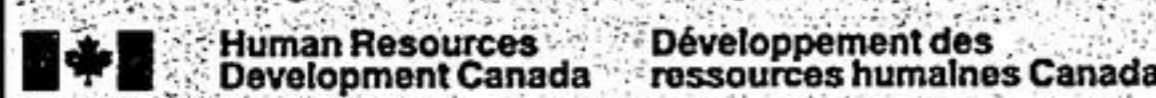
Call the
JOB FINDING CLUB
at **ACADEMY OF LEARNING**
in **Thornhill**
Next Session starts **May 13**

(905)707-7332

Seats are limited

Any unemployed resident of York Region or Bradford/West Gwillimbury is eligible to participate in the Job Finding Club. The Job Finding Club is operated by Academy of Learning.

Job Finding Club is funded by:



Canada

505 careers

505 careers

505 careers

Water Street Non-Profit Homes Inc. is seeking a **PROPERTY MANAGER**

The property manager will work with a Board of Directors to oversee the operation of a 150 unit seniors' apartment building in Markham.

The requirements for this position include:

- Thorough knowledge of housing programs, policies and procedures and the ability to understand, interpret and apply related legislation such as the Tenant Protection Act, Ontario Fire Code and Ontario Building Code, local by-laws, and the Occupational Health and Safety Act.
- Thorough knowledge of the Pro-Forma operating agreement with York Region.
- Experience with apartment building preventative maintenance programs and life safety systems
- Sensitivity and understanding to the needs of seniors
- Demonstrated knowledge of finance and human resources management
- Excellent communication and presentation skills
- Strong computer proficiency, including business-related software such as word processing and spreadsheet programs
- Knowledge of HMWorx and accounting software such as Newviews would be an asset
- Ability to work in partnership with other agencies

Relevant education, social and supportive housing experience are definite assets for this position.

Competitive salary and comprehensive benefits.

Apply in writing by May 15 to:

Hiring Committee

Water Street Non-Profit Homes.

20 Water Street, Markham, Ontario L3P 7P7

Applications will also be accepted by fax at: **(905) 472-8080**

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

505 careers

505 careers

514 salon & spa help

MARKETING

I need someone to learn my business. Must have leadership ability and strong desire for above average income. Team spirit is an asset.
Contact Paul or Trish,
1-888-236-4571

PART TIME RECEPTIONIST
PART TIME HAIR STYLIST
required immediately for hair salon.
Open Mon-Sat.
Call
(905)201-9417

509 drivers

509 drivers

Roll-Off Drivers

with AZ and or DZ License
For a disposal company, located in Stouffville.
Fax resume with abstract
905-640-9232
or phone **(905)642-0162**



TECHNICIAN

Experienced with fire alarm, security, sound & paging or other electronic systems installation and repair.

Fax resume & salary requirements to: **905-513-7380**

525 office help

525 office help

Markham Insurance office requires an experienced **COMMERCIAL CSR & MARKETER** to manage a commercial department. *Must be RIBO licenced.*
Salary & benefits.
CPI Group call **(905)415-1015**

RECEPTIONIST/ TYPIST

Busy studio needs an organized person with excellent telephone manner, fluent in English.

PC computer experience a must. Leslie and Hwy. 7 location.
Fax resume to: **905-886-3449**

SECRETARY/RECEPTIONIST

salary \$24k to \$26k. Must have above average computer skills, be highly motivated professional and well mannered.

Email to the General Manager
hubertus@sprint.ca
or fax **905-738-2098**

CUSTOMER SERVICE REP

required full-time/part-time for local H.V.A.C. company. Must possess good computer and communication skills.

Please fax resume to Heena
905-471-0206

LIFE AGENT REQUIRED

Markham, General Insurance office requires an experienced in house life agent to cross sell employee benefits & life sales to existing and new business clients.

Call: **(905)415-1015**

Markham based marketing company requires a

Bilingual Program Coordinator

This is a full time entry level position with a dynamic, growing organization that provides opportunity for advancement. To be successful, applicants must exhibit:

- excellent communication skills and a strong command of both oral and written English and French.
- organized work habits and the ability to perform within a fast paced environment.
- computer literacy and strong keyboarding skills.
- Full benefit package provided. Salary commensurate with skills and experience.

The Program Coordinator position involves managing of on-going promotional programs working with both clients and customers.

Fax resumé to **905-642-9191** or email **career@pipher.com**

PAYROLL/PERSONNEL ADMINISTRATOR

An Administrator is required by a Richmond Hill based company to perform both payroll and personnel functions for 70 individuals.

The candidate must be familiar with ADP payroll systems; have training or relevant experience in the administration of employee benefits, have good accounting skills and be proficient in word processing and spreadsheeting.

Candidates must have excellent writing and communication skills and must supply references.

All applicants for the position will be reviewed; however, only those applicants to be interviewed will be contacted.

Please send your resume by May 3rd to:

Box #40
c/o The Liberal
P.O. Box 390
Richmond Hill, ON, L4C 4Y6

FULL-TIME OFFICE ASSISTANT

Area home builder requires a responsible individual with excellent organizational skills for this part-time position. Successful candidate will act as a liaison between site supervisor and contractors/ suppliers. Computer skills a definite asset. Successful applicants will be notified.

Please fax resume to:
905-475-2435

530 sales help & agents

530 sales help & agents

PATTI-LYNN INTERIORS

requires **PROFESSIONAL SALES PERSON** for well established flooring & paint store. Estimating, measuring, both in store/ shop, at home. Experience required. Salary & commissions, benefits to be negotiated.
Fax resume to: **905-640-0639**

535 hospital, medical, dental

535 hospital, medical, dental

RN Nights

Bloomington Cove/ formally Green Gables Manor is hiring a Full-time RN for nights to start immediately. Excellent wages and benefits. Assistance with education.

Please fax resume at:
(905) 640-0995
attn: **Lori Kane, D.O.C.**

PDA/ DENTAL ASSISTANT

HARP certified. 2 days per week and occasional Saturdays. Orthodontist office. York Region.

Fax resume to:
905-642-9692

PHARMACY TECHNICIAN

Full time. For compounding. With experience. Interesting & challenging. 9am-5pm, Monday to Friday. New pharmacy, Markham.

Fax resume to:
905-764-6859

Associate D.O.C. - to start June 1st

Bloomington Cove/ formerly Green Gables Manor invites you to come grow with us. We are expanding our 58-bed facility to a 112 bed, all dementia home, specializing in memory loss.

We are seeking a dynamic RN with a BScN and strong leadership ability. This is an entry-level management position to start June 1st. Knowledge of Dementia and Gentlecare an asset. Excellent salary, benefits and assistance with education.

Please send your resume with a brief covering letter by fax to **905-640-0995** or email to **kathy.szela@specialty-care.com**

545 teaching opportunities

545 teaching opportunities

TEACHER/TUTOR

The Academy for Mathematics & Science, an international educational company, seeks Tutors for our Newmarket learning centre location.

WE REQUIRE: Ontario Teacher's Certificate and/or university degree must be able to teach Math (Grade 1-13) and/or Chemistry, Physics. Must be fluent in English. Canadian teacher experience essential. Weekdays from 4.45 and or Saturdays.

Fax resumé to: **905-953-9122**
Or Call **Monica 905-709-3045** after 1pm
Academy for Mathematics & Science

515 skilled & technical help

540 hotel restaurant

CABINET MAKERS WANTED

Strong company looking for career people. Apprentices with some experience welcome. Fax resumes to:
416-740-9971

LINE COOKS/ SALAD PREP

Experience preferred. Full & part-time. Great wages, great working environment.
Apply
EARL OF WHITCHURCH
6204 Main Street, Stouffville or fax **(905)640-9960**

525 office help

RECEPTIONIST required for property management's firm located in Markham. Must be very computer literate. This job entails a variety of duties. Prior office experience required.
Fax resume:
905-305-7382

535 hospital, medical, dental

PHARMACY CLERK

Full time. With knowledge of vitamins. 9am-5pm Monday to Friday. New pharmacy, Markham.
Fax resume to:
905-764-6859

Promote your company's **INTERNET PRESENCE** in the Classifieds. Be sure to include your **WEB ADDRESS**