

# 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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WCYR presents

## Enterprising Women

A free course for women who have a business idea and want to learn business development skills. The course is 70 hours combined in-class training and individual business counselling. Free childcare is provided during classroom portion.

Next course begins October

Call now for more information to:  
905-727-5837 and ask for Sandra



## Artlinks Project Coordinator



Are you interested in engaging all members of the York Region Arts Community in the promotion, sharing, development and celebration of the arts in York Region? Then join our team effective October 15, 2002. Using your knowledge of the York Region arts community and community development skills, along with a minimum of seven years related experience, and proven skills in financial management, computer use and communication, you will:

- Develop, implement and manage the Artlinks project.
- Identify and communicate with artists and arts organizations to be included in a York Region database.
- Supervise the implementation and promotion of an online database of artists and arts organizations within York Region.
- Initiate, coordinate and manage the process of creating an Arts Council for York Region.
- Liaise with all aspects of the York Region Community e.g. artists and artist associations, education and community organizations, corporations, all levels of government, media.
- Coordinate all communications with the York Region arts community and the Trillium Foundation regarding the Artlinks project.
- Demonstrate fundraising knowledge and capitalize on opportunities.
- Establish a process to ensure the sustainability of the project.
- Track the Trillium grant, including all documentation required to satisfy the conditions of the grant.
- Oversee and manage the Arts Festivals, including supervision of the Festival coordinators.
- Report to and be responsible to the Artlinks Management Board.

Apply by September 27, 2002, 5pm to:

Robert McCullough, Chair of the Board of Directors  
Artlinks c/o CAYRE (The Community Alliance for York Region Education)  
60 Wellington St. West  
Aurora, Ontario, L4G 3H2  
Three-year contract with one-year renewable  
Location: TBD - York Region  
Salary Range: Under Review

Note only qualified applicants will be notified.

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## Big Sisters of York

### DIRECTOR OF VOLUNTEERS

Full time. Responsible for all aspects of volunteer management (recruitment, training & development, volunteer recognition - current volunteer base 700+). The successful candidate will possess a strong background in the volunteer sector, public relations, and must be computer and software literate.

Forward resume to Executive Director  
P.O. Box 520, Aurora L4G 3L6  
Fax: 905-727-7359 Email: bsls@istar.ca

## Experienced RIBO Licensed

### P/L CSR & CL Marketer

required for Markham Insurance Brokerage office. Excellent interpersonal skills a must!

Fax resumes to:  
905-471-3180

## SALES PROFESSIONALS

\$40,000 + per year

Home & Rural Appliances has been Ontario's appliance leader since 1945 and is currently seeking enthusiastic team players to fill full and part time sales positions, in the Richmond Hill location and several of our other 17 locations. Successful candidates can expect to earn an income in excess of \$40,000 annually based on commissioned earnings and should enjoy working in a competitive and team oriented environment. Experience in selling appliances or in the retail industry would be an asset, but we will train the right candidates.

Please fax or e-mail your resume, with cover letter to:

### HOME & RURAL APPLIANCES

Human Resource Department  
255 Steeprock Drive,  
Toronto, Ontario M3J 2Z5  
Fax: 416-638-9420

E-mail:

humanresourcesdept@homeandrural.ca

## Big Sisters of York

### SUPPORT COORDINATOR

South West

Full time. Responsible for interviewing/assessing clients and volunteers, case management, service delivery of all programs. Facilitate training & education programs, coordinate waiting program. The successful candidate will have strong case management skills, experience with youths and be computer literate. Travel required throughout the region.

Forward resume to Executive Director  
P.O. Box 520, Aurora L4G 3L6  
Fax: 905-727-7359 Email: bsls@istar.ca

514 salon & spa help

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## NEW WAVE

Voted "one of the top 200 salons in North America" salon today magazine  
We're looking for an experienced hairstylist to join our winning team.  
We pay top dollar for top talent!  
ask for Johanna 416-704-3695



## TOWN OF GEORGINA

### CAREER OPPORTUNITY

#### PUBLIC EDUCATOR/FIRE PREVENTION INSPECTOR

We are seeking a motivated, energetic individual to promote and deliver fire safety education and prevention programs to elementary schools, service clubs, community groups, businesses and the general public.

Reporting to the Deputy Fire Chief the successful candidate will develop, implement and evaluate public education programs; market and deliver the programs; and assist with the Town's Fire Prevention program by inspecting premises, identifying violations of applicable Acts, Regulations and/or by-laws, and take appropriate legal action as deemed necessary.

Qualified applicants must possess post secondary education in Fire Protection Engineering/Fire Prevention or related discipline and have a minimum of 2 years related experience. Current CPR and First Aid, plus a valid Class "G" Driver's License are essential. Must be available for evenings and weekends, as required.

The Town offers competitive wages, and a comprehensive benefit package.

Qualified candidates are invited to submit a detailed resume not later than Monday, September 23, 2002, to the Human Resources Office, Town of Georgina, 26557 Civic Centre Road, Keswick, ON L4P 3G1. Fax 905 - 476-1957. Please quote File #.

We thank all applicants. 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.

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## BAILEY

### ROLL FORMING OPERATORS

Required for steel stud plant in Concord. Several years experience preferred.

Please fax resume to:  
Bailey Metal Products Ltd.  
905-738-5337 or e-mail to:  
hr@bmp-group.com

## LANDSCAPE CONSTRUCTION LABOURERS and GROUNDS MAINTENANCE LABOURERS

Experience an asset, but will train

MARKHAM PROPERTY SERVICES MPS

Call (905)472-4842  
Winter work also available

## PAYROLL COORDINATOR

Our Store Support Centre located in Concord requires a Payroll Coordinator to manage a team of 3 with all functions of the payroll process. The includes data entry and set up of new hires, verifying weekly payroll to the Ceridian Audit Trail, creating reports on Crystal Report Writer, Posting hours from Kronos system, performing month end functions into Oracle and payroll account reconciliation and assist in year end financial and tax preparation.

The successful candidate must be enrolled in the CPA designation program with 3-5 years experience in a supervisory role. Must possess experience with Ceridian Payflex for Windows and Kronos and be able to work under tight deadlines in a demanding customer service environment. Please e-mail or fax resume, indication "Payroll" on subject line to:

Fax: 905-660-2022

recruiter\_canada@toysrus.com

# TOYS 'R' US

The Regional Municipality of York's Transportation and Works Department seeks a:

## Senior Financial Analyst

Responsible for general accounting, annual budget preparation, financial reporting and analysis, financial system design and maintenance, financial forecasting and program/project financing. You have a degree in Business Administration, Commerce or Economics, advanced standing in a professional accounting designation program and 5 years experience in a large multi-divisional organization. Excellent spreadsheet, database and presentation software skills are required.

Salary range is \$28.23 to \$30.68 per hour.

Please forward a resume quoting Competition #2495 by Monday, September 16, 2002

The Regional Municipality of York,  
Human Resource Services Dept.

17250 Yonge Street,  
Newmarket, ON, L3Y 6Z1

Fax (905) 895-4232

OR email:

yrkhr@region.york.on.ca



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Sick of the rest?  
Come work for the best.  
**LICENSED PLUMBERS**

Required immediately.

- Residential & Commercial service
- State of the art equipment
- Excellent pay, incentives, benefits, truck & uniforms provided
- Servicing Durham & York Region

Fax # 905-895-7363



## COMPOUNDING ENGINEER

Plastics plant in Vaughan. Full time. Req'd immediately.

Email resume to:

louism@primus.ca

Local construction company seeking

**Labourers, Carpenters, Site Supervisors.**

Own transportation, competitive wages.

Fax resume to: (905)642-0007.

SHIFT INTO HIGH!

## AB COX ABSOLUTELY!

required immediately:  
**LICENCED TECHNICIAN**  
with GM experience  
for busy shop

We offer:

- Above average compensation!
- Good benefit package!
- Signing bonus!
- High tech hourly rate (\$26.50)!

Apply to:

Rainer Zeitner, Service Manager

Ab Cox Pontiac Buick GMC

305 Wellington St. E.

Aurora, ON L4G 6L3

Tel: 905-841-2121

Fax: 905-841-3484

525 office help

Local law office requires

Full Time REAL ESTATE SECRETARY

with experience.

Fax resume to: 905-265-0032