

# york region C·A·R·E·E·R·S

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

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505 careers 505 careers 505 careers 525 office help 525 office help 525 office help 525 office help 545 teaching opportunities 545 teaching opportunities

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BOOKING & MATERIAL DEADLINE: Tues., Aug. 5, 2003  
DISTRIBUTION DATES: Tues., Aug. 19 and Wed., Aug. 20, 2003



### YORK CATHOLIC DISTRICT SCHOOL BOARD

320 Bloomington Rd. West, Aurora, ON L4G 3G8

York Catholic District School Board is a dynamic growth-oriented organization currently operating 75 elementary and 12 secondary schools.

### SUPPLY EDUCATIONAL ASSISTANTS

Apply your experience working with children who have exceptionalities on an as needed basis, to assist in the delivery of special education programs at all grade levels. You must have a certificate or diploma in a child/youth related program, sound knowledge of behavioural intervention strategies and familiarity with alternative communication systems. This position requires the ability and flexibility to work on an on-call basis throughout York Region. The hourly rate is \$19.76. Please apply by **June 30, 2003**, to **Janet Clarke, Coordinator of Human Resources**. Fax: 905-713-1809. E-mail: clarkej@ycdsb.edu.on.ca. Only those applicants being considered will be contacted.

Elizabeth Crowe  
Chair of the Board

Susan F. LaRosa  
Director of Education and Secretary of the Board

### ECE Required

Preschool program (2 1/2 to 4 years) School program runs Mon-Fri, 8:30am-noon. Position begins Sept. 2003. Early Childhood Education Diploma/ Degree with CPR Certificate, First Aid Certificate, 2 years experience minimum, English speaking.

Resumes to: Susan Casella, Unionville Co-Operative Nursery School, 131 Main St., Unionville, ON L3R 2G3. Fax: (905)513-7086. Email: saralars@sympatico.ca. Deadline: Thursday June 26, 2003.

510 general help

**DOGGIE DAYCARE HELP/ DOG WALKER**  
Wanted part-time, immediately. Flexible hours. Dog exp. mandatory. Must have own transportation. Stouffville. Fax resume: 905-642-8259

**Join Avon Today!**  
Earn \$\$\$ now. Free kit. Free samples. Free brochures. Limited time offer June 24/26. Call Rathy (905)472-3744

**PART-TIME BOOKKEEPER**  
required on site. 6-8 hrs./wk. Quickbooks. Call (905)479-8887

### Accounting/ Administrative Assistant

We are looking for a dynamic individual to assist in a variety of accounting and administrative duties as a member of our Administration Team. The successful candidate must have a flexible attitude & be able to work with a variety of people.

The duties will include the following: running of the complete invoicing cycle; reconciling and rebilling of credit card statements; assisting with general accounting functions; running and distributing client statements; providing regular reception/telephone relief; taking minutes at meetings; making travel arrangements for the President and Vice-President; providing backup to our Customer Service Representative; assisting with special projects.

- The successful candidate must have the following qualifications:
- Experience in accounting equal to 3rd Level CGA
- Proficiency in Excel, Word, Outlook, Power Point, Microsoft Office
- Ability to juggle multiple projects and deal with shifting priorities
- Excellent organizational skills

Please email resumes to: [jobs@pointforce.com](mailto:jobs@pointforce.com)

530 sales help & agents

Personal Lines Insurance Brokerage in Stouffville, looking for top quality **RIBO Registered Brokers** with a flair for Sales and Customer Service. If you are self-motivated, technically proficient, and ENJOY talking to clients, we are interested in talking to YOU! Minimum 3 years experience required. Experience in a call centre environment is an Asset. Attractive remuneration package with benefits available. If you would like to be part of our progressive brokerage, we invite you to **FORWARD YOUR RESUME** in strict confidence by e-mail to [cmortson@greypower.com](mailto:cmortson@greypower.com)

**Wanted Experienced Sales Representative**  
To sell a natural product sold to high end gift or specialty shops. This product would be an add on to your current product line. This product measures 6"x8", weight 8ozs. Easily transportable and is unlikely to be duplicated. Generous commission rate. Protected sales areas. **FAX (519)823-4541**

**VOICES WANTED**  
Strong & articulate - Customer Service. Earn up to \$18/hr. + big cash bonuses! 3:30-9:30pm Woodbine/Hwy #7. Call Kevin (905)752-2800

540 hotel restaurant

Col. Mustard Pub and Deli **P/P COOK** required for weekends. Please apply in person to Tony 6545 Hwy. 7, Markham

545 teaching opportunities

Co-op preschool looking for responsible, qualified **ECE TEACHER** 5 mornings/week for Sept 03. Looking for innovative and outgoing individual to work with children 18 months to 2 1/2 years. Must possess excellent communication, computer and leadership skills. Only applicants with ECE or NNEB certification with 2 yrs experience will be considered. Call 416-410-3199/email resume to [standrewscoop@hotmail.com](mailto:standrewscoop@hotmail.com)

**Placing a Classified ad?**  
1-800-743-3353  
Mon-Fri 8 am-6 pm

530 sales help & agents

Markham family dental office requires **HYGIENIST**. Please call or fax resume to: (905)471-9100

535 hospital, medical, dental

**AI Dente Restaurant** Now Hiring **Sous Chef, Dishwasher & Waitstaff**. Drop Off resume to: 39 Main St. N. Markham, ON. or call (905)471-5670

540 hotel restaurant

**DISHWASHER/ KITCHEN HELP** position available immediately. Full or part-time. Call (905)640-8494

510 general help

**PERSONAL MALE ATTENDANT** required to assist an individual who has a physical disability with some personal care, light tasks. Must drive. Live in. (905)887-1159

514 salon & spa help

**HAIRSTYLIST WANTED**  
Dazzling personality, love of people and fashion. Excellent customer service. Ready to board Salon Artissimo team! Call (905)201-9417

514 salon & spa help

509 drivers

**AZ DRIVERS**  
U.S. Dedicated City work (evening) also available. Excellent pay packages and benefit packages. Fax resume: 905-836-5465. Call (905)836-5463

515 skilled & technical help

**LONGMAN'S** MARKHAM DODGE CHRYSLER JEEP  
Currently requires a **CHRYSLER EXPERIENCED LICENSED TECHNICIAN**. A/C, Drivability and general experience an asset. Please fax resume in confidence attn Service Manager: 905-471-7682 or call 905-471-1500 ask for Jason Scott.

515 skilled & technical help

514 salon & spa help

**ADVANCED HAIR STYLIST & ESTHETICIAN** wanted for busy, upscale Markham Spa. Full & part time. Call Cheryl (905)474-2252

**HEAVY EQUIPMENT DIESEL MECHANIC** needed immediately. Head Office in Vaughan. Please fax resume to: (905)264-1380 or call (905)851-7206

525 office help

**ACCOUNTS RECEIVABLE CLERK/ ORDER/DESK** required immediately for Markham office. Must have good telephone manner & computer skills. Fax resume to: 905-475-6978

525 office help

**Office Administrator**  
The Whitchurch-Stouffville Minor Hockey Association requires an Office Administrator. The successful candidate will possess the following:  
• Working knowledge of Word Processing and Spreadsheet Software  
• Excellent organizational and administrative skills  
• Good oral and written communication skills  
• The ability to work independently  
Some familiarity with minor hockey would be an asset. Applications should be submitted by July 4th 2003 via email to [cornac@rogers.com](mailto:cornac@rogers.com) or fax: (905)475-9011

535 hospital, medical, dental

**PART-TIME DENTAL HYGIENIST** Needed for office in Richmond Hill. Please call (905)886-1444 or fax resume to 905-886-4302

**Accountant + Office Admin. Wanted**  
Construction company requires person about 25hrs/week. Min. 3 years CGA/CA studies. Responsible for all accounting/administration. Exp. in Accpac (Dos & Windows), Simple, Word & Excel. Resume by fax to: 905-294-3898. Reference from CA or CGA req'd.

**LEGAL SECRETARY** for busy real estate practice. Minimum 5 years experience. Must know Conveyancer and E-Reg. Competitive salary. Email resume to: [gamyot@virgilliolaw.com](mailto:gamyot@virgilliolaw.com) or fax to: (905)882-1082

**CLERICAL**  
Full-time professional clerical person required for company located in Concord. Must have knowledge of Word, Excel & E-mail. Duties will include reception, accounts receivable and sales reports. Fax resume to: 905-879-0408

**PERSONAL LINES C.S.R.**  
Established Scarborough Insurance Brokerage seeking experienced personal lines customer service representative. Must be RIBO licensed. TAM experience preferred. Please Fax resume to: (416) 292-7436 Attn: M. Moore

[yorkregion.com](http://yorkregion.com)

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