

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

505 careers

505 careers

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525 office help

525 office help

The Regional Municipality of York has the following positions available:

Senior Accountant (Permanent full time)

An excellent communicator with superior report-writing and leadership skills will excel in this role to perform various financial and accounting duties. You will prepare working papers, corporate financial statements, provincial and federal settlements and statistical reports, maintain the general ledger, and assist in the implementation and maintenance of computerized accounting and financial report systems. You have a minimum of 5 years of financial and/or accounting experience, including financial analysis and policy and procedure development. Your knowledge of accounting and economic principles and practices is backed by a degree or diploma in Business Administration or related discipline, and a professional accounting designation such as a CMA, CGA or CA. **Competition #E3355**

Senior Financial Analysts (6 month contracts)

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. **Competition #E3406**

Please forward a resume quoting the appropriate competition # by Wednesday, September 24, 2003. We thank all applicants; however, only those selected for an interview will be contacted.

The Regional Municipality of York
Corporate Services Department
Human Resource Services Branch
17250 Yonge Street
Newmarket, ON, L3Y 6Z1
Fax: (905) 895-4232
OR email: yrkhr@region.york.on.ca



TOWN OF NEWMARKET

Meeting the needs of our community - now & in the future!

Career Opportunity

Financial Analyst - 2 Year Contract

Do you have an aptitude for financial analysis and reporting? Are you interested in information technology? If you have formal academic training in Business Administration, Commerce or Economics, and an intermediate standing in a professional accounting designation then do not miss this opportunity to take on the role of Financial Analyst for the Town of Newmarket Finance Department.

As the Town's Financial Analyst, you will develop financial analysis and help implement departmental business and master plans, maintain financial aspects of subdivision and site plan agreements, and prepare reports of a financial nature. Your working knowledge of computerized Enterprise Resource Planning systems and experience in provincial legislation will assist you in analyzing and recommending technological and business solutions.

Salary: \$40,492 - \$50,615 per annum plus 4% vacation pay.

Application Deadline: Tuesday, September 30, 2003 at 4:30 p.m. quoting file # F 03-034 to:

Human Resources Division,
The Corporation of the Town of Newmarket
395 Mulock Drive, P.O. Box 328
STN MAIN, Newmarket, Ontario L3Y 4X7
E-mail: hr@town.newmarket.on.ca
Fax: 905-953-5337

We wish to thank all candidates for their interest but advise that only those applicants selected for an interview will be contacted.

www.newmarket.ca

Visit

www.newmarket.ca
for detailed job descriptions, or
to learn about other opportunities
currently available at the
Town of Newmarket

Bookkeeper/ Secretary

Experience with Accpac, Simply Accounting a must. Windows, 98 and Corel Word Perfect an asset. Part-time, 4-5 1/2 days a week. Flexible hours. Must work well independently including all office duties. Fluent in English a must. Location: Main Street, Markham.

Fax resume to: Tony Arora
(905) 471-0176 (evenings)
or email to: skylark@idirect.com

Part-time Administrative Position

3-4 days/ week for 1 year maternity leave contract. Duties include reception, invoicing, payroll. Strong computer skills, Microsoft Excel, Access Word and Accpac.

Fax resume to: 905-764-0373

RECEPTION/CUSTOMER SERVICE

Full time position, cellular store in Richmond Hill. Experience not necessary but would be an asset. Monday to Friday and every other Saturday from 10am-6pm.

Fax resume to: 905-709-9113

Only those being considered will be contacted.

LEGAL SECRETARY/ RECEPTIONIST

for personal injury firm. Must have completed legal secretary course or have some experience. Junior position. Hwy. 7 & Leslie. Non-smoker.

Fax resume to:
905-889-1139



Metroland Corporate Sales - Careers & Classified Department has an immediate opening for an enthusiastic

Careers & Classified Sales Representative

Requirements for the successful candidate

- Minimum one year Careers & Classified advertising or general advertising sales experience.
- Proven record of outbound telephone sales success.
- Above average computer skills in Microsoft Outlook, Microsoft Excel, Microsoft Word and Microsoft Power Point.
- Outstanding verbal and written communication skills, and interpersonal skills.
- An ongoing record of self-improvement.

Reporting to the Manager of Careers & Classified Advertising, you will focus on prospecting and selling careers & classified advertising for Metroland's 70+ newspapers and special careers publications. In addition to actively reviewing the competition for leads and prospective accounts, you will assist new clients with recruitment advertising and special feature advertising opportunities.

If you are ready for a new and exciting opportunity at Metroland Corporate Sales, we would like to hear from you by Friday, September 26th, 2003.

Please forward your resume by email to: Rose Scapin - Manager, Careers & Classified Advertising, Metroland Corporate Sales Office
rscapin@metroland.com

SALES TECHNOLOGY COORDINATOR

Full time position required by growing Markham tradeshow company. Successful candidate must have strong software/computer skills including Databases such as Access, web site skills including HTML, contact management including Goldmine. A strong sales focus is important for the candidate.

Please fax your resume to:
905-479-1364 Human Resources

EXCELLENT CAREER OPPORTUNITY in Markham

Professional, upscale retail showroom, specializing in complete games room furniture, is looking for professional person with sales/furniture/design experience.

Immediate, FULL-TIME position. Hourly, plus commission, with flexible hours.

Please fax resumes to:
(905) 629-8107
Attn: Lorraine

Placing a Classified ad?

1-800-743-3353

Mon.-Fri. 8 am-6 pm



GENERAL LABOURERS needed immediately for work in the Woodbine/Hwy 7 area. Day and afternoon shifts available. \$8/hour. Please call Rennie at KAS Personnel, 416-269-0033 for more information.

514 salon & spa help

New salon Hwy #48/14th Ave. We are looking for: **3 Hairstylists** Call: (416) 402-8473

515 skilled & technical help

515 skilled & technical help

515 skilled & technical help

Vaughan & Other GTA Locations Certified Forklift Operators \$14.- \$16./ hour

GTA leader in the cold storage industry is looking to expand their growing team. Both permanent and contract positions are available in this team oriented company that encourages growth and learning in an upbeat, energetic, state of the art environment. Experience working in logistics, operating various power equipment, including Raymond Reach, Walkie Cherry Picker, etc. Variety of shifts are available. Benefits and room for growth.

For an interview call:

Joanna 905-477-4450
David 905-787-9911

Pioneer Tree Experts seeking LABOURER

Own transportation required.

Fax resume to: 905-640-7133

TO PLACE YOUR AD CALL

1-800-743-3353

530 sales help & agents

530 sales help & agents

INSIDE SALES

AVID Media, Canada's leading publisher of leisure magazines, is looking for a dynamic person in classified sales.

- The successful candidate will possess:
- Passion for sales & magazine publishing.
 - Ability to multi-task.
 - Self-motivated, creative and energetic.

Fax or Email your resume in confidence:
C. Watson, National Sales Manager
340 Ferrier Street #210, Markham, ON L3R 2Z5
Fax: 905-475-9246

watson@canadianhomeworkshop.com
Canadian Home Workshop • Canadian Gardening
Outdoor Canada • Canadian Home & Country

CUSTOMER SERVICE!

Markham's fastest growing call center is looking for energetic, well spoken and enthusiastic individuals. Hours Monday through Friday 3:30-9:30pm - Saturday 10am-3pm. Great atmosphere, great bonuses, great place to work!

With Benefits
Call Kevin @ 905-752-2800 after 12pm.
Woodbine/Hwy #7

540 hotel restaurant

540 hotel restaurant



Markham's premier hotel is seeking experienced Stewarding Supervisor • Door Person (FT) • Dishwashers (PT) • Room Attendants (PT). Please apply to: HR Dept., Hilton Suites Toronto/Markham, 8500 Warden Ave, Markham, ON L6G 1A5 Fax: 905-415-7624 email: carminha.caneira@leisureworld.ca (For other positions, call our job hotline at 905-470-8500 ext. 2632)



ADMINISTRATIVE ASSISTANT

Responsible for all employee related documentation, recruitment and training development procedures and Kronos payroll system. Strong organizational, interpersonal skills and attention to detail required. For consideration please submit your resume at www.sunriseassistedliving.com

Equal Opportunity Employer