

york region CAREERS

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

505 careers

505 careers

530 sales help & agents

530 sales help & agents

510 general help

510 general help

In less than a year, you can begin a rewarding career in Business

Diploma programs for:

- Business Administration
- Computerized Accounting
- Computer Business Applications Specialist
- Executive Office Assistant
- Legal Administrative Assistant
- Accounting & Payroll Administrator
- Police Foundations

Financial assistance may be available for those who qualify

CDI COLLEGE
BUSINESS • TECHNOLOGY • HEALTH CARE
45 campuses across Canada
Call Your Newmarket Campus TOLL-FREE!
1-800-620-8739

465 Davis Drive, Tannery Mall, Newmarket • Classes Starting Soon!

VEHICLE GRAPHICS DESIGNER/APPLICATOR

A vehicle graphics/designer/applicator is required for a commercial vehicle upfitter located in Markham

Candidate must have experience in hands on application of decals/graphics to small and medium size vehicles. Familiarity with Sign Lab or similar software programs an asset. Fluent in English

Only those who meet the above qualifications will be considered.
Email hr@dcvan.com or fax resumes to (905) 475-0246

KIA OF MARKHAM

Sell New & Used vehicles
Required immediately
We offer performance bonus, car allowance, full training
Fax to Mike 905-294-5139

Raywal Limited, a well-known manufacturer of fine kitchen cabinets is looking to fill the following positions:

- Junior Machinist
- Wood Workers & Cabinet Assemblers
- Assembly Line Workers
- Warehouse and Packaging
- General Plant Labour
- Service Person

Positions are available for day, afternoon and midnight shifts.

Please respond with application or resume specifying desired positions and shift availability to:
Raywal Limited
68 Green Lane
Thornhill, Ontario L3T 6K8
Fax 416-733-7629

505 careers 505 careers 505 careers

SALES REPRESENTATIVE CAREERS & CLASSIFIED ADVERTISING

Metroland Community Newspapers, the publisher of over 65 newspapers in the greater Toronto area and south-central Ontario seeks an experienced Careers & Classified Advertising Sales Representative for the corporate sales office.

The ideal candidate will possess strong skills in selling careers & classified advertising over the phone in a fast-paced, deadline-driven environment. This position is responsible for growing classified revenue through outbound sales (cold calling), handling incoming advertiser calls, and executing sales strategies. The candidate selected will have an entrepreneurial spirit, media experience and the ability to respond to industry trends while maintaining a professional work ethic.

Experience in newspaper or magazine layout, design and production experience desired. The ability to manage multiple projects is a must as our industry is ever changing and our clients' needs are ongoing. The ideal candidate will have a proven track record in sales either in an outside media sales capacity or inside sales/business development environment.

We provide a comprehensive training program and a competitive compensation package to include a base salary with commission. This package is designed to compensate successful sales people and will increase as you grow your business. We also offer a comprehensive benefits package.

Interested candidates are invited to submit a resume with cover letter before Dec. 22, 2003 to rscapin@metroland.com or you may fax or mail your resume to attention: Manager, Careers & Classified Advertising at 416-493-0623.



10 Tempo Ave, Willowdale, Ontario, M2H 2N8

Thank you for considering Metroland Community Newspapers as a potential employer. However, only those candidates selected for an interview will be contacted.

Robert Half Finance & Accounting is now local to York Region!

Whether you are looking for a challenging new full time position with a corporation that shares your visions or to hire qualified accounting and finance professionals in the marketplace - we can help!

- COST ACCOUNTANT • FINANCIAL ANALYST
- BOOKKEEPER • PAYROLL ADMINISTRATOR
- A/R CLERK • A/P CLERK
- CREDIT & COLLECTIONS

100 York Blvd, Suite 105, Richmond Hill, Ontario, L4B 1J8
905.709.2458 (tel)
905.709.3664 (fax)
markham@roberthalf.com
roberthalf.com
ROBERT HALF
FINANCE & ACCOUNTING

535 hospital, medical, dental **535 hospital, medical, dental**

PART-TIME DENTAL ASSISTANT
required for Park Drive Dental Centre in Stouffville.
Please fax resume to 905-640-8786 or call Julie at: 905-640-8938

CERTIFIED LEVEL II DENTAL ASSISTANT-RECEPTIONIST
P/T person needed for 2 ortho offices in York Region. Ortho experience an asset. Must be pleasant, efficient, have PDA certification and computer/typing experience.
A car is required.
Please fax resume to: 905-898-1200

HYGENIST
Part-time, 1 day per week, Stouffville area.
Please fax resume to: (905)640-2669

PT CDA (HARP certified)
1 day per week, Stouffville area
Please fax resume to: (905)640-2669

ORDER DESK/ WAREHOUSE PERSON
Immediate opening for self starter with mechanical aptitude to work in the pleasant environment of a small company in Stouffville.

Duties would include:
Handling customer inquiries on Order Desk, processing orders, and shipping/receiving in a small warehouse.
Opportunity to advance into Technical Sales.
General computer knowledge and order desk experience an asset.
Willing to train the right individual.
Please send your resume by fax to: 905-642-2220

An all-around handy person with strong carpentry skills with own tools and truck. Must be professional in attitude, possess good communication skills and be well groomed. Extensive experience in the construction industry with references is a must. We are a busy Restoration firm that can provide regular work for the right individual. To discuss details please call during business hours and ask to speak with our Construction Manager
(905) 415-1774

525 office help 525 office help

VILLAGE NISSAN
has the following position available
PART-TIME, DAYS RECEPTIONIST
Approx 20 hrs./week.
Please fax resume to 905-940-6636
Village Nissan,
4600 Hwy # 7, Markham

540 hotel restaurant **540 hotel restaurant**

Hilton Suites
Toronto/Markham Conference Centre & Spa
Markham's premier hotel is seeking experienced Security Officers (P/T)
• Door Person and Bell Person (FT & P/T)
Please apply to: HR Dept., Hilton Suites Toronto/Markham, 8500 Warden Ave., Markham, L6G 1A5
Fax: 905-415-7624 Email: carminha.caneira@leisureworld.ca (For other positions, call our job hotline at 905-470-8500 ext. 2632)

FULL-TIME OFFICE POSITIONS
Collections on commercial accounts, order entry, A/R, A/P, invoicing and other office duties. Phone and computer skills a must.
Apply by fax or mail:
E.H. Price Ltd.
282 North Rivermede Rd., Vaughan, ON, L4K 3N6
Fax: (905) 669-8023

540 hotel restaurant **545 teaching opportunities**

EARI OF WHITCHURCH PUB
6204 Main St. Stouffville requires:
• WAIT STAFF
• KITCHEN LINE COOKS
• BUSBOYS (M/F)
Full and part time Experienced
Apply in person or fax: 905-640-9960

Clinic looking for Yoga Pilates Instructors & Registered Massage Therapist
Main St Unionville
Experience a must!
Call Belinda or Allison at (905)415-5923

Canada's Largest Independent Alarm Co. Hwy 7 & Keele www.apialarm.com has two opportunities. Be a Part of Our Team!
Administration Assistant & Executive Assistant
email or fax resume to: tanya.admin@apialarm.com 905-738-1416

545 teaching opportunities **545 teaching opportunities**

ECE & PART-TIME MATH, LANGUAGE & FRENCH TEACHERS
Positions available at the Oxford Learning centre. Degree a must.
Please send resumes to unionville@oxfordlearning.com
Fax: (905)513-8010

525 office help

525 office help

515 skilled & technical help

Account Executive
An international importer & distributor of stationery products has an immediate opening for an Account Executive at an entry level. The right candidate must possess excellent organizational, communication and computer skills, while also being a self-starter who works well in a fast-paced team environment. A vehicle is a necessity as some travel is required. You will be responsible for account activity and databases as well as follow-up sales support.
Qualified applicants please email resume to: ngostick@merangue.com

FULL-TIME LICENSED TECHNICIAN
required for local garage.
Apply in person or call Louie Sam's Garage
29 Laidlaw Blvd. Markham
(905)294-8617

525 office help **530 sales help & agents**

Educational Software Sales
Bytes of Learning
in Markham seeks a dynamic & motivated **MARKETING COORDINATOR** to join its sales team. For details, visit: www.bytesoflearning.com

EXPERIENCED MORTGAGE SPECIALIST
Leads provided. Largest broker in Richmond Hill.
Call Northwood Mortgage (905)889-7676 ext 232

510 general help **510 general help**

ARE YOUR HOURS THIS GOOD?
No nights • No weekends
No holidays • Paid training
Paid Mileage • car needed
CALL merry maids (905)471-2929

Classified Holiday DEADLINES

Saturday, December 20 Issue
FRIDAY, DECEMBER 19, NOON

Tuesday, December 23 Issue
FRIDAY, DECEMBER 19, 3 P.M.

Friday, December 26
Boxing Day Issue
MONDAY, DECEMBER 22, 2 P.M.

Saturday, December 27 Issue
TUESDAY, DECEMBER 23, 2 P.M.

Tuesday, December 30 Issue
CANCELLED

Thursday, January 1 Issue
TUESDAY, DECEMBER 30, 2 P.M.

Sunday, January 4 Issue
FRIDAY, JANUARY 2, 2 P.M.