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CLASSIFIED DEADLINES

TUESDAY EDITION
Help Wanted
 Deadline: Monday at 12 Noon
Word Ads
 Deadline: Monday at 2pm

THURSDAY EDITION
Help Wanted
 Deadline: Wednesday at 12 Noon
Word Ads
 Deadline: Wednesday at 2pm

Business & Professional Directory
 Deadline: Tuesday at 5pm

SATURDAY EDITION
Help Wanted
 Deadline: Friday at 12 Noon
Word Ads
 Deadline: Friday at 2pm

Business & Professional Directory
 Deadline: Thursday at 5pm

To place your ad, call:
1-800-743-3353

Sandgate

SANDGATE WOMEN'S SHELTER OF GEORGINA is currently seeking individuals with a strong feminist analysis and an excellent knowledge of women abuse and anti-oppression/anti-racism issues to complement our existing services. Applicants should have a solid understanding of the issues facing women's organizations, as well as social factors that perpetuate violence against women. Experience in crisis counseling and group facilitation and a demonstrated ability to communicate with diverse groups and individuals is a must. Excellent oral and written English communication skills, and computer competency in current software (Word, Excel, etc.) is required, plus flexible hours, a reliable vehicle with valid driver's license and insurance. Additional languages are an asset.

EQUITY COORDINATOR (Full-time - 2 year contract)
 You will be responsible for developing and implementing an equity plan as well as providing leadership in the area of equity and diversity. Operating in conjunction with an Equity Advisory Committee, you will jointly vision organizational equity objectives for HR, Service Delivery, Communications, Partnerships, Governance, with the aim to eliminate systemic barriers to access. You will assist the management team to measure performance, make recommendations, and achieve targets.

Qualifications will include a post graduate degree in human services/human resources 3-5 years experience. Proven experience in leading an organization change process at senior management level, preferably on equity issues. Experience in working with women/children from diverse backgrounds, perspectives, socio-economic and linguistic skills.

CHILD WITNESS PROGRAM MANAGER (Full-time)
 You will be responsible for delivering a region wide program that provides individual and group support to children and their mothers who have experienced violence in an intimate relationship. Service will be provided in collaboration with other community agencies, reporting directly to the Executive Director.

Qualifications will include Masters Degree in social or behavioural science, 3-5 years clinical experience with children and adults, individual and family counseling, as well as strong supervisory and community liaison experience.

In keeping with our ongoing efforts to represent the diversity of our community, we strongly encourage Women of Colour, Aboriginal, Asian, Immigrant, Lesbian, Francophone and women from other diverse groups to apply.

Please forward your resume with cover letter to Sandgate Women's Shelter, P.O. Box 720, Jackson's Point, Ontario L0E 1L0 Attn: Patti Bell or fax to (905) 722-8416 or email to pbell@sandgate.ca as soon as possible or March 26/04 deadline. Only candidates being considered for an interview will be contacted. No telephone calls please.

United Way of York Region Member Agency

Looking for a job that provides meaningful work and competitive compensation? Consider a position in a State Farm Agent's office

Insurance Staff Position

• Assist with agent's marketing efforts
 • Provide quality service to State Farm policyholders.
 • Conduct needs based sales interviews in the agent's office.
 • Prepare forms, policies and endorsements.

This employment opportunity is with a State Farm agent, not with State Farm Insurance Companies and requires the successful completion of licensing requirements to sell and service State Farm products.

Please fax resume to: (905)294-7677

ADMINISTRATIVE ASSISTANT

We are looking for a dynamic individual to be part of our Administrative Team. The successful candidate must have a flexible attitude and be able to work with a variety of people.

Duties will include the following:

- Reception coverage
- Logging of support calls
- Cash receipts
- Client file maintenance
- Other miscellaneous accounting & administrative functions

The successful candidate must have the following qualifications:

- Proficiency in Microsoft Office, Excel, Word, Outlook
- Ability to juggle multiple projects
- Excellent organizational skills

Please forward your resume by fax to (905)752-6400 or email jobs@pointforce.com

Dunning Golf Performance Apparel has an immediate position available for **CUSTOMER SERVICE/ OFFICE ADMIN.**

This person requires a working knowledge of QuickBooks and order processing. Please forward resumes to michelle@dunninggolf.com or fax: 905-305-9611

RECEPTIONIST

We are a multi-line marketing company located in Markham. We are looking for a Receptionist whose duties will include answering phones, filing, dealing with customers, couriers & travel reservations. The ideal candidate will possess a responsible attitude towards work, excellent people and communication skills and the ability to multi-task in a fast paced environment. Computer skills an asset.

Fax resume to: 905-470-2274 email: robk410@rogers.com

FUNDRAISING/ COMMUNITY DEVELOPMENT COORDINATOR

Part time position (2 days) raising funds and public awareness for public art gallery. Six month contract to start. \$1000 per month. Fundraising & database experience required.

Please send resume to: Ms. Roz Pritchard, Director The Latcham Gallery, Box 3, 6240 Main St., Stouffville, ON L4A 7Z4 905-640-8954

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EXPERIENCED HAIRDRESSER

- Full time or part time
- Clientele is an asset

Call (905)940-2230

Heavy Equipment Mechanic
 One-Year Contract

Within the Regional Municipality of York's Transportation and Works Department, you will carry out Regional Fleet equipment repairs and maintenance activities, including inspections and mechanical assessments. You have successfully completed the Ontario Government Certificate of Qualification as a Truck and Coach Technician, and hold valid Truck and Coach Technician, Automotive Service Technician, and Ontario Alternative Fuels Technician (Propane) licences. With 5+ years of practical experience, you have gained a detailed knowledge of heavy-duty vehicle/equipment preventive maintenance practices and procedures, especially those related to a municipal/transportation organization. The ability to use electronic/diagnostic equipment, and a valid DZ driver's licence are also required.

This is a unionized position with CUPE Local 905 (York Region Unit). Please forward your resume, quoting Job Posting 3925, by March 15, 2004, to: The Regional Municipality of York, Corporate Services Department, Human Resource Services Branch, 17250 Yonge Street, Newmarket, ON L3Y 6Z1. Fax: 905-895-4232. E-mail: yrkhr@region.york.on.ca. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

www.region.york.on.ca

OFFICE ASSISTANT
 Unionville area. P/T

Knowledge of PC's, Photoshop, Illustrator. Flexible hours. Please call (905)887-1488

BPG Graphic Solutions requires **FULL-TIME RECEPTIONIST/ TYPIST**

Must possess:

- Good typing skills/ Microsoft Word
- Excellent command of the English language
- Professional appearance

We offer a great office environment! Please fax resume to: Mrs. P. Bourgon (905)944-9111 Email: patty.bourgon@bpggraphics.com

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NOW HIRING!!!
Alpa Roof Trusses Inc.
 Due to rapid growth in this industry, we have immediate openings for:

- Receptionist
- AZ Drivers
- Assemblers
- Labourers
- Forklift
- Sawyers

Full-time, team atmosphere, will train. No calls. Apply in person: 5532 Slaters Road, Vaudor

Part-time Secretary
 3 days/ week. Must have good telephone & computer skills. Small Stouffville company. Call: 905-640-2666

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HEYSALES PEOPLE IS YOUR COMPANY?

- Lowering your commissions?
- Downsizing?
- Cutting your territory?
- Controlling your destiny?

DO YOU HAVE TO:

- Knock on doors?
- Drive all over Ontario?
- Set up your own appointments?
- Live out of a suitcase?

Well we've got great news. We're looking for a few good Sales People/Closers!

WE OFFER:

- Escalating Commissions!
- We're expanding!
- There is no territory!
- You control your future!
- We bring the clients to you!
- Just drive to the Office!
- You get to go home each night!

Which choice will you make?
 Call us at our Richmond Hill Sales Centre (Leslie & Highway 7) Ask for Mr. William Peterson at 905-482-0419

Custom Packaging Company seeks person with knowledge of printing industry. Must have superior English, Math and Computer skills. Salary commensurate with experience. Mail resume to: Vista-Pak, 31 Melford Dr., Unit 4, Toronto, ON M1B 2G6

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Markham giftware company seeking individuals for:

OFFICE CLERK
 Must be very detailed and have excellent data entry skills. Min. 1 year office experience with data entry and general office activities.

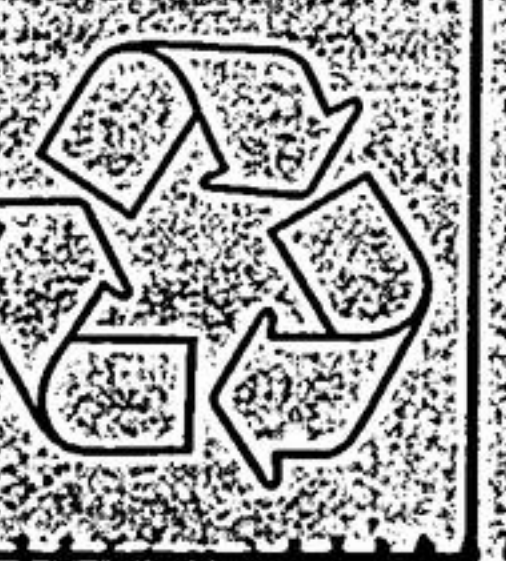
CUSTOMER SERVICE REPRESENTATIVE
 Must have excellent customer service skills with a min. 2 years experience. Computer skills required. Email or fax resume by Mar. 12, 2004 to thardy@burkartassociates.com or (905) 479-4723.

LEGAL SECRETARY
 Markham/ Richmond Hill. Real estate experience a must. Fax resume: 905-771-1201

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

INDUSTRIAL MECHANIC
 With welding & fabricating experience. References are required. Fax resume to: 905-738-2098



Ballantrae Stone requires **SALES STAFF**

Knowledge of landscape products and installation. Familiar with operating forklift.

Please call (905)642-5113 or fax resume to: (905)642-8113