

# 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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**Academy OF LEARNING**  
Presents

## Thought Patterns

If you've ever asked yourself...  
What's holding me back?  
Have I been living in my comfort zone too long?  
How do I get what I want out of life?  
Can I rebuild my confidence & self-esteem?

...then **Thought Patterns** is for you!

This dynamic one-week workshop is an informative & entertaining way to learn to take control of your life... **RIGHT NOW!!!**

- ✓ Understand how limiting beliefs and negative habits hold you back
- ✓ Turn negative self-talk into words of empowerment
- ✓ Design strategies for managing your life and career successfully
- ✓ Learn how to develop the tools and skills to
- ✓ Handle change ✓ Overcome obstacles ✓ Identify and reduce stress

**Next Sessions:**

<b>Newmarket</b> March 22-26 905-836-8973	<b>Stouffville</b> March 29-April 2 905-508-5791	<b>Newmarket</b> April 5-9 905-836-8973
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Available to Unemployed Residents of York Region  
AT NO COST to the Participant

Funded By:  
Human Resources Development Canada / Développement des ressources humaines Canada

## GOLF TOWN

Golf Town is a 20,000 square foot retail wonderland dedicated to golf and golfers. We are currently seeking a self-starter with an outgoing personality who likes to deal with people and who has good merchandising skills to fill the position of **Department Head of Apparel**. We are also looking for several **part-time Sales Associates** for our apparel section. Must be able to work evenings and weekends or possibly through the weekdays. Applicants must be energetic and upbeat. Being a golfer, while helpful, isn't essential.

Please email or fax resume to:  
**Attn: Laurie Kemper or Scott Hodgkins**  
Email: [firstmarkham@golftown.com](mailto:firstmarkham@golftown.com)  
Fax: 905-479-7125

**CRA or Exp. Candidate**  
wanted for busy appraisal firm. Will cover the northern part of the GTA, and South Simcoe County areas. Must be reliable and have access to TREB and MPAC. Must be self-motivated and a member in good standing with the Appraisal Institute of Canada.

Please send resume to:  
**appraiser\_gta@hotmail.com**  
or fax to: 905-773-6480

**The Home of Innovation. The Heart of Community.**

A unique blend of four thriving communities - Markham, Unionville, Milliken and Thornhill - the Town of Markham is a distinct and vibrant locale, the largest of nine communities in York Region and Canada's high-tech capital. Not your typical government job, a career with the Town of Markham is packed with challenge, change and the opportunity to make a difference. We offer numerous employment prospects and a wide range of benefit and wellness programs in a stimulating and forward-thinking work environment.

### PAYROLL SUPERVISOR

You will coordinate all activities related to the payroll department, supervise a staff of three, play a key role in the preparation and review of bi-weekly payroll, check the integrity of the payroll system and complete monthly reconciliation and remittances. Our ideal candidate has a community college diploma (or equivalent) combined with three to five years of related experience. You have also completed a minimum level 2 CPA designation. Strong leadership, supervisory, computer and accounting skills are key. Experience working in medium-sized unionized and non-unionized environments is preferred. This is a non-union, Grade 8 position. Salary: \$52,628 to \$59,809 per annum.

Interested candidates should e-mail their resume and cover letter, quoting file #04-19ME, no later than March 31, 2004, to: [mnazif@markham.ca](mailto:mnazif@markham.ca)

For detailed information about this and other exciting career opportunities with The Town of Markham, please visit us at [www.city.markham.on.ca](http://www.city.markham.on.ca)

No phone calls, please. The Town of Markham is an equal opportunity employer.

[www.city.markham.on.ca](http://www.city.markham.on.ca)

### Microsoft Office Computer Certificate Program

Develop the skills needed to work in today's office environment.

Learn: Windows XP  
Word XP  
Excel XP  
Access XP  
Powerpoint XP  
Software Application Integration and much much more.

Call for further information and be ready  
For April 12th start.

**Uxbridge Campus**  
(905) 852-7848

505 careers

### Scholastic Canada Ltd.

The leading publisher and distributor of children's books requires an

## OPERATIONS MANAGER

We are currently seeking an Operations Manager to manage the distribution and order fulfillment of our Trade and Education businesses located in Newmarket.

This position will be responsible for maintaining established performance standards as well as assisting in the development of new systems and system enhancements while meeting budgetary guidelines. Duties also include producing statistical productivity reporting and the development and implementation of a capacity-planning tool for the production areas. Reporting to the Director of Operations at our Markham facility, you will oversee this 60+ employee operation with 3 direct reports.

The ideal candidate will be a University graduate with a degree in logistics, engineering or a related field along with 5-10 years managerial experience in a distribution environment. The incumbent will be highly organized and focused on objectives with strong attention to detail. Experience in the use and implementation of Warehouse Management Systems is essential. Proficiency in Microsoft applications (Word, Excel, Access) required. Salary to be commensurate with experience.

If you are interested in the above position, please forward a copy of your resume to:

Human Resources Division  
**Scholastic Canada Ltd.**  
175 Hillmount Road  
Markham, Ontario  
L6C 1Z7  
Fax: 905-887-3639  
E-mail: [resumes@scholastic.ca](mailto:resumes@scholastic.ca)

**All resumes must be received by April 2nd, 2004.**  
We appreciate the interest of all applicants; however, only those selected for an interview will be contacted.  
No telephone calls or agencies please.

515 skilled & technical help

### LAWN SPRINKLERS Installers

**Service Technician, Foreperson**  
Experience preferred. Must have drivers license  
Dufferin/ Steeles area.  
Mr. Waters (416)665-0052

530 sales help & agents

A national tool company requires Full Time **SALES ASSOCIATE** with knowledge of metal/woodworking machines and their applications. Fax **905-831-4292** attention: Manager

515 skilled & technical help

### MECHANIC

Transport International Pool, a part of the GE Family, is the national leader in truck trailer rental and leasing. Currently we have an excellent full-time opportunity available at our Markham/Scarborough branch.

We seek an individual who will work primarily as a Mobile Service Mechanic. You'll provide full maintenance service on our leasing fleet. Specific responsibilities include preventative maintenance as well as brake, suspension and body repair and replacement. A licensed semi-trailer mechanic with at least 1 year of experience is preferred and you must have a clean driving record.

We offer an excellent compensation and benefits package including paid time off, medical, and dental plans. To apply, please forward resume to Transport International Pool. Attn: Mike Cagney, 300 Nugget Avenue, Scarborough, ON M2S 4A4. Fax: 416-609-5677. Visit our website at [www.tiptrailers.com](http://www.tiptrailers.com) An Equal Opportunity Employer.

**TRANSPORT INTERNATIONAL POOL**  
A GE Company

525 office help

### Contracts Administrator

Take charge as the Contracts Administrator for a fast growing Service Company which installs wood fences and decks for retail customers. Must be personable on the phone with customers and contractors. Knowledgeable in MS Excel, MS Word, data entry & accounting. Experience in construction or lumber industry would be an asset.  
Please fax your resume to: 905-727-9145.

530 sales help & agents

### EXECUTIVE ASSISTANT

We are looking for an enthusiastic team player, must be detail oriented, proficient in MS Office. Excellent oral/written communication skills, sales experience/retailink a definite asset.  
Fax resume to: (905)640-9561 or email to [candu@candutoy.com](mailto:candu@candutoy.com)

532 retail sales help

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

525 office help

### Wee Watch Home Office PART-TIME RECEPTIONIST

required 5 days/ week, 4 hr/ day with a good command of the English language, personable, multitasker and some computer skills.  
Send resume to [Enid@weewatch.com](mailto:Enid@weewatch.com)

532 retail sales help

### SALES ASSOCIATE

Enthusiastic sales person needed for retail store in Stouffville. Full-time will include Saturdays.  
For appointment, call David, (905)640-4646

505 careers

### Full time LAW CLERK

Family law firm in Markham (Warden & 14th Ave.)  
Field placement experience in family law & knowledge of Divorcemate an asset.  
Please email resume to: [sue.rakusin@andrewfeldstein.com](mailto:sue.rakusin@andrewfeldstein.com)

Fax us your ad  
**1(905) 853-1765**

CLASSIFIED HOTLINE 1-800-743-3353