

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

500 career training

500 career training

500 career training

515 skilled & technical help

515 skilled & technical help

525 office help

525 office help

532 retail sales help

532 retail sales help

Unemployed...
then you should find out about all the programs available to you at no-cost that will help you get to work!

1 866 992 9930

Register now for our **FREE 1 day workshop.**

Directions +
The workshop that will change your job search forever!

Delivered throughout York Region and Bradford. Call for our locations and schedule. SEATING LIMITED - Book early!

Directions + is delivered by the York Region District School Board and funded by the Government of Canada




ROOFING SERVICE PERSON req'd ASAP. Experience a must. Shingles & flats, f/t with benefits and co. vehicle. Work area G.T.A.
Please fax info: 905-640-1341

FULL-TIME RECEPTIONIST/SECRETARY required for Markham company. We are looking for an enthusiastic and congenial person with excellent oral/written communication skills. Responsibilities include: answering phones, processing mail, filing, invoicing and general office duties. Must have experience with Simply Accounting/Accounts Receivable.
Please e-mail resume to: sales@chamberscooke.com

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

525 office help

Real Estate Law Clerk
Real Estate Law Clerk with 7 years + experience required for a successful residential and commercial real estate law practice. In this role you will be responsible for working closely with and overseeing two other members of the real estate team. The offices of Laurion & Associates are situated in Aurora, in an award winning architecturally redesigned heritage building. We utilize current technology and offer an enjoyable work environment. Please submit cover letter and resume to:
Laurion & Associates
41 Wellington Street East
Aurora, Ontario L4G 1H6
fax: 905-841-3388
e-mail: jferris@laurionlaw.com
We thank all candidates for their response but only those considered for an interview will be contacted.

RECEPTIONIST
Entry level position in a very fast paced environment. Microsoft Word and Excel a must.
Located at Jane & Langstaff,
Fax resume & salary expectations to: (905)760-7715

540 hotel restaurant


Grand Baccus Banquet Centre part time positions for self motivated energetic & trainable
•SUPERVISORS • BANQUET SERVERS • DISHWASHERS • EXPEDITERS • SET UP STAFF
Fax resume to: 416-299-4619

505 careers

505 careers

505 careers

The Lake Simcoe Region Conservation Authority (LSRCA) is seeking **ENVIRONMENTAL PLANNERS**
Permanent, Full-Time, Newmarket. Salary Range: \$38,973-\$48,717
The successful candidates will be responsible for providing excellent client service to all members of the public, member municipalities and other government agencies in all matters pertaining to the review of applications circulated under the Planning Act and the regulations passed under Section 28 of the Conservation Authorities Act. In addition to reviewing and preparing comments on a wide range of applications the Planners will also be responsible for conducting site visits and working in partnership with both the public and private sectors.
Individuals with a degree in Planning or the Environmental Sciences and three to five years experience are preferred. Strong interpersonal, communication and writing abilities are required. Team building skills and the ability to deal with change are also essential. Please see www.lsrca.on.ca for details.
Please forward resume with references by April 30, 2004.
Keri Christensen, Human Resources
Lake Simcoe Region Conservation Authority
Box 282, 120 Bayview Parkway,
Newmarket, Ontario L3Y 4X1
Ph: (905)895-1281 Fax: (905)853-5881
E-Mail: info@lsrca.on.ca Web: www.lsrca.on.ca



ACCOUNTS RECEIVABLE
We are a leading Importer & Distributor of Gourmet Specialty Foods dealing with all major Chain, Department and Retail stores as well as the Foodservice trade.
We have an immediate opening for a full time Accounts Receivable Clerk who is courteous and professional, and has a conscientious attitude to detail and accuracy.
The ideal candidate will have experience with payment allocations, bank deposits, Customer account reconciliations and collection procedures. Previous experience within the food industry would also be an asset.
Interested applicants should fax resume to:
Human Resources 905-731-2391
Email: info@elcofinefoods.com

CONSUMER MARKETING ASSISTANT
Magazine Publishing company, Warden/Steeles. Requires an independent team player to undertake a variety of projects and analytical assignments. Proficient in MS Excel is essential.
Fax Resume Attn: Doris: 905-475-9246

532 retail sales help

CARPET SALES PERSON
Experienced, dependable, enthusiastic person required for excellent opportunity.
416-566-7708

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

535 hospital, medical, dental

Full time, qualified **MEDICAL SECRETARY** wanted for established surgical practice in Richmond Hill. Please fax resume: 905-833-4461
Suitable applicants will be contacted for an interview.

BILINGUAL RECEPTIONIST (Part/ Full-Time)
We require a Bilingual Receptionist with an interest in cosmetics.
Fax your resume to 905-477-4283

530 sales help & agents

530 sales help & agents

530 sales help & agents

wilson niblett
G.M. Dealership in Richmond Hill has an opening for a **SALES REPRESENTATIVE**
(Chinese or Italian speaking preferred but not required)
You must possess the strong desire from within to make things happen. Sales experience is an asset with a proven track record or we will train the right candidate. You will be required to work evenings and Saturdays. Dealership is proud of very low staff turnover.
We offer:
• Richmond Hill is the fastest growing community in Canada.
• Canada's #1 Corvette Dealer
• 43 years in business
• Above Average Commission Plan
• Company car program
• G.M. Career Builders Program
• Opportunity to sell New and Used & In-house Leasing Company
• Strong & mature management & sales team to offer support
• Huge inventory
• State-of-the-art facility opening soon.
If you can offer an above average desire to succeed, high communication skills, professionalism and expect above average results, then this opportunity is for you.
Contact: Danny Brackett, General Sales Manager or Domenic Cannito, Business Manager
Phone: (905)884-0991 Fax: (905)884-0033
email: dbrackett@wilsonniblett.com

540 hotel restaurant

Hwy #48/16th Ave.
• F/T & P/T Cooks
• Line Cooks
Fax resume to: (905)294-8947
F/T & P/T Servers
McNicol Ave. & Markham Rd. (south of Steeles)
Apply within


Quiznos Sub
NOW HIRING
770 Kennedy Rd.
All positions
Contact 416-451-5931

509 drivers

509 drivers

CHAUFFEUR/ DRIVER
Part-time, daily, weekdays. Markham resident preferred. Clean driving record required. Must have suitable parking facilities as car stays with driver.
Ideal for recent retiree.
Fax resume to: (905)415-1814

CHECK YOUR AD!
YRNG Classifieds request that advertisers check their ad upon publication, as we cannot be responsible for more than one incorrect insertion. There shall be no liability for non-insertion of any advertisement. Liability for errors in ads are limited to the amount paid for the space occupying the error. Please be advised that all advertising content is subject to the approval of management of YRNG Classifieds (The Era-Banner, The Liberal, Vaughan Citizen, Markham Economist & Sun, Stouffville Sun-Tribune, Georgina Advocate).



RECEPTIONIST/ ADMINISTRATIVE ASSISTANT QUICKBOOKS A MUST
This is a temporary position to cover for a maternity leave located in North Markham. You would be responsible for answering the phones, invoicing in Quickbooks, and performing general office duties.
If you are interested, please forward your resume to the attn: of Karen to york@hunt.ca

LEGAL SECRETARY
Markham/Unionville General practice
Minimum 15 years experience
Computer literacy essential
Email resume: markvillelawyer@hotmail.com

COLLECTIONS/ADMIN
Warden/Steeles publishing office. Requires an independent worker experienced in Microsoft Office, with collections experience.
Fax resume Attn: Gloria 905-475-9246

CARDS APPLIANCES Sales Person
We require a casual team player who can close the best deals in town. We also require a part time Delivery Person who can deliver the best deals in town.
Please drop in 5758 Main St., Stouffville

510 general help

Pool Tech/Helpers
F/T & P/T York Region. Immediate. Outdoor, physical work. **Openings, Maintenance, Closings.**
Car req'd. Top \$.
(416)990-7946

ROOFERS/ LABOURERS
wanted for Markham/ Stouffville area.
Call Don 905-642-3745

NOW HIRING!!!
Alpa Roof Trusses Inc.
Due to rapid growth in this industry, we have immediate openings for:
• AZ Drivers
• Assemblers
• Labourers
• Forklift
• Sawyers
Full-time, team atmosphere, will train. No calls. Apply in person.
2 locations
5532 Slaters Road, Vandonr
10311 Keele St., Maple

Licensed Mechanic
Local Automotive Service Centre requires a licenced mechanic.
Competitive wages.
Please fax resume to 905-642-3841 or e-mail pronto@on.aibn.com

CLASSIFIED HOTLINE
1-800-743-3353

530 sales help & agents

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