

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

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514 salon & spa help

Neighbourhood Employment Resource Centre

LOOKING FOR WORK!!
The Stouffville Employment Resource Centre can support you with:

- Job Search Workshops
- Interview Tips
- Resume & Cover Letter Writing
- Internet Access
- Fax, Copier & Telephone Services

at NO COST to you.

Visit or call today to see how we can assist in your return to work.

Stouffville Employment Resource Centre
28 Sandford Drive, Unit 7
905-640-2856

The Stouffville Employment Resource Centre is pleased to present:

Dealing with Difficult People
June 9 9:30am-3:30pm

Learn to identify and cope with prickly people in your life.

Personality Dimensions™
Discover what motivates your positive attitudes and behaviours and those of different personalities.

Limited Seating.. Call to book your space today!
Stouffville Employment Resource Centre
905-640-2856



PRESIDENT & CHIEF EXECUTIVE OFFICER
MARKHAM BOARD OF TRADE

MEMBERSHIP MEANS BUSINESS MBI

The Markham Board of Trade is the "voice of business" in Markham, ON, Canada's hi-tech capital, and one of Canada's most culturally diverse communities.

We are seeking an experienced executive to give dynamic leadership to a growing and vibrant business organization in one of the fastest growing communities in Canada.

The successful candidate will have executive experience in business or association management and will be a visionary leader, capable of strategic thinking and organizational change. The new CEO will be asked to motivate and develop staff and volunteers to grow and strengthen the Board of Trade into an increasingly effective networking and advocacy organization.

A track record of success, and strong interpersonal, communication, motivation, planning and leadership skills are essential. An in depth understanding of public policy issues affecting business, and the analytical skills, knowledge and diplomacy needed to lobby and influence change are required. An understanding of or experience with volunteer boards and not-for profit organizations would be an asset.

If you are up to the challenge of this demanding position and want to be part of an organization that will make a difference in this community, please forward your resume by mail before 4:00 p.m. June 15, 2004 to:

Search Committee
The Markham Board of Trade
c/o Stantec
7270 Woodbine Avenue
Markham, ON L3R 4B9

No faxes, emails or phone calls please.
Only those who will be interviewed will be called.

Established Unionville Law Firm seeks a **LEGAL ASSISTANT** with at least 5 years of strong litigation experience in **PERSONAL INJURY/FAMILY**, preferably in York Region, salary commensurate with experience. Forward resume/transcripts in confidence to: **N. Krestina at admin@minken.com, Minken & Associates.**

EXPERIENCED NAIL TECHNICIAN or ESTHETICIAN Needed.
Hwy 7 & Main Street, Unionville
Please call (905)944-0043

SENIOR HAIRSTYLIST NEEDED
for Unionville salon.
Call Sharon (905)477-8694

Maple Star
specialized foster care

CHILD & YOUTH WORKERS
Part time to full time
C.Y.W. B.A. or equivalent.
\$15/hour. Car required.
Fax resume to: 905-475-1636
or call for more information (905)475-1630

515 skilled & technical help

Automotive Mechanic/Technician
3rd/4th year apprentice or licensed. Full or part-time. Great pay. Required for busy shop.
Call Nick (905)642-9200

FINANCIAL PLANNING ASSISTANT

Required for a fee-only personal financial planning firm in Markham. Applicants should have experience in the financial services industry. Knowledge of income tax, estate/retirement planning an asset. Must be proficient in MS Office (Word and Excel) and have excellent communication and organizational skills. Salary commensurate with experience. Benefit plan available.

Please fax resume and salary expectations to Liz Galloway at 905-471-3623

We thank all applicants in advance and advise only those selected for an interview will be contacted.

Local water treatment company seeks **INSTALLER/SERVICE PERSON**
Must have own vehicle.
Fax resume to: (905)642-9078 or email to: service@triaquawater.com

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:

Markham June 7-11 905-508-5791	Newmarket June 14-18 905-836-8973	Richmond Hill June 21-25 905-508-5791
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Available to Unemployed Residents of York Region **AT NO COST** to the Participant. This program is funded by **Canada**

PalCare NETWORK
Palliative Care... It's all about living

Palliative Care Network for York Region, is a community based non-profit charitable organization providing leadership in the provision of palliative care since 1987.

Regional Clinical Nurse Consultant/Educator

As a member of our Regional Pain and Symptom Management Consultation Team you will ensure excellence in evidence based practice and health care delivery by supporting and enhancing quality palliative and end-of-life care. Responsibilities include pain and symptom management consultations wherever an individual may reside in York Region and palliative care education programs for volunteers and health care providers. You possess excellent clinical decision making skills concerning difficult end-of-life issues.

You are a Registered Nurse with a BScN and an Oncology/Palliative Care Certificate. You have an understanding of the principles of adult education, demonstrated teaching skills and expertise in clinical assessment. Computer literacy is essential along with a comprehensive knowledge of community health services in York Region. A valid driver's license and vehicle are required.

If you are interested in working for a progressive, innovative organization, please email or mail your resume by **June 11th, 2004** to:

Executive Director, PalCare Network
194 Eagle Street, Newmarket, ON L3Y 1J6
Email: pvde@palcarenetwork.org
We thank you for your interest,
However, only those under consideration will be contacted

505 careers

JOIN THE WINNING TEAM!
OFFICE TEAM
Specialized Administrative Staffing
We have opportunities for all levels of:

- EXECUTIVE ASSISTANTS
- ADMINISTRATIVE ASSISTANTS
- RECEPTIONISTS

Minimum one year experience within the applicable field. Successful applicants will be task orientated and have a positive work ethic.

Candidates who are interested, please register online @ OfficeTeam.com and quote the Job Order or call 905-771-8272 for more info.

535 hospital, medical, dental

DENTAL RECEPTIONIST
with dentrix experience for Thornhill office.
Fax resume to: (905) 764-6113

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CLIENT SUPPORT SPECIALIST

Join our Client Support team of industry professionals in supporting state-of-the-art technology for the financial industry. We develop a quality software solution for the financial industry to support retail delivery, term deposits, mortgages/loans, investments and accounting systems.

We are currently looking for talented, motivated customer-oriented individuals to join our team who have experience in ALL ASPECTS of Term Deposit and Investment Management OR Mortgages and Loans.

Qualifications

- 5 Years experience in the financial industry.
- Proficient in using industry standard software packages
- Self-motivation relative to meeting timelines and aggressive deadlines
- Maintains accurate and comprehensive documentation
- General accounting experience would be considered an asset.
- Outstanding oral and written skills and telephone manner
- Quality Control/Software Testing experience would be an asset

To Apply:
If you have the necessary skills and experience, please forward your resume to:

Strategic Information Technology Ltd.
37 Sandford Dr., Suite 304
Stouffville, ON L4A 7X5
Fax: (905) 640-0809
E-mail: barbarab@stratinfotech.com

509 drivers

MARKETING CO-ORDINATOR

Working closely with the Director of Marketing, you will be responsible for managing the production and creative content for marketing collateral from start to finish.

The ideal candidate has previous experience in a marketing type role and is:

- A detailed-oriented team player who can organize multiple simultaneous projects in a deadline-driven environment
- Proficient in MS Word, Excel and PowerPoint
- An excellent communicator with strong interpersonal skills who can correspond effectively with vendors, store groups and other departments

Qualified candidates should fax or email their resume to:
Premier Salons Inc.
3780 14th Avenue, Suite 106
Markham, ON L3R 9Y5
Fax: 905-470-8027
Email to: cfollino@premierlasons.com

509 drivers

Help us drive the future.
Children are our future
And helping them get to school will ensure the future is bright. If you'd like to drive a School Bus, we'd like to hear from you.

We're Northstar Passenger Services, Ontario's fastest growing School Bus Transportation Company.

We offer:

- New routes in your neighbourhood
- Late model buses
- Paid training
- Charter work is available

Interested? Just call 905-853-5555 and help drive the future. (1-800-263-7476)

NORTHSTAR PASSENGER SERVICES LTD.
Get On The Bus With Us

LAB TECHNICIAN required P/T for busy Markham medical office. Mandarin/Cantonese speaking an asset.
Please fax: 905-897-1190

510 general help

Group Home Counsellors required for group home. Must have CYW qualifications or equivalent.
Mail resume to: Eva
48 Jaffray Rd.
Markham, ON L3S 1G6