

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

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Unemployed...

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

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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.

Student Express

A progressive, growing school bus company located in Richmond Hill requires a full time **ACCOUNT MANAGER** to manage a large School Board contract. You will liaise with School Board officials, parents, and Student Express drivers & staff to provide on time, safe transportation for students. The successful applicant will:

- Have strong knowledge of roads in Toronto and York Region
- Possess strong interpersonal skills
- Speak French
- Have experience dealing with customers
- Be computer literate
- Demonstrate superior organization skills

Fax or email resume to: **905-883-6667 marnie@studentexpress.org**

Scholastic Canada Ltd.
The leading publisher and distributor of children's books requires a

DEVELOPMENT EDITOR
1 year Contract

Scholastic Canada has an immediate opening for a Developmental Editor in our Education Division to cover a one-year maternity contract.

This position is responsible for:

- substantive editing, writing, and rewriting of student and teacher materials;
- consolidating and assessing Educator reviews and making necessary changes;
- working to maintain project schedule;
- working with Production Editor to set and maintain copy edit style;
- working with Permissions Editor to ensure all necessary materials are properly contracted.

The successful applicant will have a Post secondary education with a B.A. in English or graduation from a recognized Publishing Course and a minimum of 2-years developmental editing experience. Knowledge of Canadian education systems and curricula is also required. The applicant must have the ability to multi-task, prioritize and have demonstrated communication and organizational skills. Proficiency in Microsoft applications, desktop publishing, and database software is required. Knowledge of French is an asset.

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
www.scholastic.ca

We appreciate the interest of all applicants, however, only those selected for an interview will be contacted. No telephone calls or agencies please.

SCHOLASTIC

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:

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

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Get On The Bus With Us.

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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.

WEB ADMINISTRATOR
(one-year contract)

You will lead or assist in managing content and in the enhancement of the Town of Markham's growing and evolving Web site. To qualify, you must have a diploma in Web site Administration, Information Technology or a related discipline, complemented by excellent communication and computer skills, as well as a good working knowledge of the Internet and its associated tools and technologies (ASP, Access, Visual Basic, Net, Adobe suite of products, IIS, Apache/Tomcat, etc.). With a strong understanding of Web technologies and analytical/logical thinking skills, you also have experience in software development.

Interested candidates should e-mail their résumé and cover letter, quoting file #04-73AME, no later than July 7, 2004, to: hrinfo@markham.ca

For detailed information about this and other exciting career opportunities with The Town of Markham, please visit us at: **www.markham.ca**

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

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www.markham.ca

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514 salon & spa help

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NOW AVAILABLE AT
Svengali Salon & Spa
Drop resume off to 39 Main Street, Markham or call: 905-471-6662

515 skilled & technical help

515 skilled & technical help

NOMA

CABLE TECH

Cable Tech is a leading specialized manufacturer of wire and cable products. We currently have an opening available in the following area:

Industrial Maintenance Mechanic (Millwright)

As the successful candidate, you will be equipped with a valid Ontario license, your own tools, and 3+ years of industrial millwrighting experience. Temporary position, may lead to full-time. Rate of \$ 25.66 per hour. Please submit your resume in confidence to:

Noma Cable Tech
Human Resources Department
Box 1149
Stouffville, Ontario
L4A 8A2
Fax: 905-640-0084

Allstate
You're in good hands.

SR. HUMAN RESOURCES ASSISTANT

We have an immediate need for a Sr. Human Resources Assistant to join our team of Human Resources professionals. In this challenging role you will investigate and respond to routine, written and verbal enquiries from employees, management and external sources, process paperwork for employee changes and submit to payroll or the benefits area, and also provide strong administrative support to the HR manager.

The successful candidate will have a minimum of 3 years office experience in an administrative support capacity plus 2 years additional work experience in a HR environment. You must also be well organized, able to constantly adapt to changing priorities, proficient with MS Office, have well developed analytical skills, an aptitude for detail oriented work and excellent administrative skills.

If you are interested in this position please forward your resume in confidence to **careers@allstate.ca** or via fax to **905-475-4924**. No agencies or phone calls please.

We thank all applicants for their interest however, only those candidates who are being considered will be contacted.

Allstate Insurance Company of Canada © Allstate Insurance Company

SPRAYER/ FINISHERS

F/T, exp for woodworking company.
Gemini Store Fixtures in
Stouffville at Hwy 48 & Aurora Rd.
Call 905-640-7071

P/T Graphic Designer / Desktop Publisher
Required by fast paced, Richmond Hill marketing company to work P/T, weekends and/or occasional weekdays. Applicants must have a good working knowledge of Photoshop and Illustrator on MAC, Macromedia FreeHand is an asset. Willing to train the right person.

Please email resume to **michelle@grantonmarketing.com** or fax 905-764-4730.

how to write an ad THAT WORKS!

When placing a Classified ad, include all of these elements for a message that sells:

- Start the ad with the item, service or job you are advertising.
- Provide as much information as you can. The more information, the better the response.
- Always include the price of the item.
- Use large type, white space, borders or graphics - any thing that will make your ad stand out.
- To get maximum exposure, run your ad for multiple days. There are new readers every day.
- Use only standard abbreviations, to avoid confusion.
- Most important, call 1-800-743-3353 to place your ad.

ECONOMIST & SUN/Sun-Tribune

Commercial Insurance Broker Account Manager
position immediately available for a bright, positive RIBO licensed service broker, with min. 2 yrs. C.I. experience. TAM & PolicyWorks experience preferred. Competitive salary & great location.

Send resumes to **employment@sinclaircockburn.com**

CLASSIFIED HOTLINE
1-800-743-3353

525 office help

525 office help

OFFICE MANAGER

Small but prestigious international retail consulting firm based in Old Unionville requires an experienced bookkeeper for full-time office administration (including reception, bookkeeping, telephone answering, etc.). Excellent English, extensive experience with MS Office Professional & Simply Accounting (or equivalent) and a working knowledge of computer graphics packages are essential. A second language and knowledge of computer network maintenance would be helpful. Starting August to cover maternity leave. Could lead to permanent position.

Visit our website then email **ONLY** your customized CV with references and your expected starting salary to: **jobs@talbotconsultants.com**