

# 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](http://www.yorkregion.com)

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## Looking for Work? Don't Know Where to Start? Get Connected with Job Connect!

If you are....

- ✓ 16-24 years...
- ✓ Unemployed and not in school...
- ✓ Interested in showing employers what you can do...
- ✓ Want to become successful but don't know where to start...

We can help you!

We have a growing pool of potential job leads and motivated staff to help you get the start you need.

**Call our Job Connect Employment Team**

**Markham (905) 201-8662**

**Richmond Hill (905) 780-9622**

**Or visit our web-site at....**

**[www.senecac.on.ca/rhecs](http://www.senecac.on.ca/rhecs)**

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## LOOK TO THE FUTURE...

### Get Your Grade 12!! Pass the GED test!! Go to College!!

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#### Seneca College's ADULT ACADEMIC UPGRADING PROGRAM

Math, English and Science

- NO COST
- Flexible scheduling
- Work at your own pace
- Continuous intake

**Markham: 905-201-8662 ext. 229**

**Newmarket: 905-898-6199 ext. 228**

**North York: 416-491-5050 ext. 4772**

**Scarborough: 416-491-5050 ext. 6620**

**Education - Yours for the learning.**

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

### Supply Chain Planner

This position will be responsible for ensuring fulfillment of Trade product in a cost effective, timely manner. Using the Manugistics Supply Planning module, duties will include:

- Review set up of Trade displays and current Trade products; ensuring accuracy with product setup and sales information.
- Responsible for product fulfillment for assigned sku designation.
- Provide backup support to the Trade Demand Planner.
- Prepare for, and participate in, internal collaborative sessions.
- Assist with metrics, reports and analyses as requested.
- Establish and maintain collaborative relationships with Marketing, Warehouse and other Supply Chain Group planners within Canada and the US.

The ideal candidate will have a College education coupled with purchasing, logistics training/experience and a good working knowledge of Supply Chain functions and Manugistics or like systems. The incumbent will be highly organized with well-developed communication, negotiation and problem solving skills along with an exceptional analytical background. Strong mathematical and statistical knowledge and proficiency with AS400 functions, along with PC software programs (Windows, Excel, Word) is required. Experience preferred.

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)  
[www.scholastic.ca](http://www.scholastic.ca)

All resumes must be received by December 17th, 2004.

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

SCHOLASTIC

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

### Inbound Traffic Coordinator 16-month Contract

This position will be responsible for ensuring all inbound freight to Scholastic Canada & Scholastic Book Fairs is cleared through Canada Customs and meets the requirements of Revenue Canada while ensuring it is received in the most cost effective, timely manner.

The position will also be responsible for the daily coordination and routing of inbound freight through various transport companies ensuring shipments are entered for Canada Customs clearance into the Online ACROSS system.

The ideal candidate has a College education, coupled with logistics/inventory experience and at least two years experience in a Traffic/Customs importation environment. Purchasing, negotiation and problem solving skills as well as good organization and communication skills are essential, along with an exceptional analytical background. Proficient knowledge of AS400 functions, along with PC software programs (Windows, Excel, Word) required.

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

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Scholastic Canada Ltd.

175 Hillmount Road

Markham, Ontario L6C 1Z7

Fax: 905-887-3639

E-mail: [resumes@scholastic.ca](mailto:resumes@scholastic.ca)

[www.scholastic.ca](http://www.scholastic.ca)

All resumes must be received by December 15, 2004.

*We appreciate the interest of all applicants, however, only those selected for an interview will be contacted.*

*No telephone calls or agencies please.*

SCHOLASTIC

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## Career Opportunities at Mattamy Homes New East Division.

### Customer Care Coordinator

Acts as on-going point of contact for homeowners from post purchase through to post warranty periods.

Qualifications: relentless positive approach; superior problem solving skills; Experience in homebuilding industry an asset; Ability to multi-task in a high volume environment with a flexible approach to work style.



email: [csrgcjobs@mattamycorp.com](mailto:csrgcjobs@mattamycorp.com) or  
mail to: 140 Renfrew Drive, Suite 206, Markham, Ontario L3R 6B3  
or fax: Customer Care Co-ordinator: (905) 477-5085 Attn: Matthew Gilgan

## Career Opportunity at Mattamy Homes New East Division.

### Customer Care Manager

Directly manages the day to day Customer Care operations by providing homeowners with superior customer service from pre-purchase to post warranty. Develop practices and philosophies to improve customer service, build teamwork, improve systems and prevent problems relating to the homeowner. Work directly with senior management for continuous improvement and training within the Customer Care Department. Qualifications: Minimum five years progressive customer service experience and three years supervisory/management experience.



email: [csrgcjobs@mattamycorp.com](mailto:csrgcjobs@mattamycorp.com) or fax: Customer Care Manager: (905) 477-5085 Attn: Matthew Gilgan  
office located at 140 Renfrew Drive, Markham, Ontario L3R 6B3

525 office help

525 office help

530 sales help & agents

530 sales help & agents

535 hospital, medical, dental

535 hospital, medical, dental

### OFFICE ASSISTANT

Full-time entry level admin position. Must have excellent communication/computer skills. Typing 50+ WPM, proficiency in Microsoft Office applications. Resumes to: [jcrawley@evolvetec.com](mailto:jcrawley@evolvetec.com)

**PERMANENT-PART TIME**  
in Stouffville, 4 hours per day (9am-1pm) Pleasant telephone manner for marketing contact work & front desk. Positive personality. Computer knowledge.  
Fax resume to: 905-642-2660

### PART-TIME RECEPTIONIST

Required for busy Markham doctor's office some evenings & some weekends.  
Fax resume to: (905) 475-3581

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

### Network Support Analyst

This position will be responsible for set-up and installation of PC and server equipment; support of users and all desktop hardware and software; installation and support of network hardware; support of network and WAN communications; and the support of network servers and server applications.

The ideal candidate will have a post-secondary education in computer related studies, as well as at least 2 years of practical support experience. Appropriate Microsoft or Cisco certifications are a definite asset.

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

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Scholastic Canada Ltd.

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Fax: 905-887-3639 E-mail: [resumes@scholastic.ca](mailto:resumes@scholastic.ca)

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