

# 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

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Work as a Contract Agent Taking Customer Service Calls From Your Own Home-Office. Full or Part-Time.

**COME TO A JOB FAIR**

A 1 hour presentation. Ask questions, find out the facts, face to face.

Wed Feb 9 Courtyard Marriot, Markham 7:00pm  
Thu Feb 10 Courtyard Marriot, Airport 7:00pm

**APPLY ON-LINE**

Pre-qualify for a job now.  
Go to [www.contractxchange.com](http://www.contractxchange.com)

 **ContractXchange**  
Questions? Call our Career Desk  
Tel: 877 987 WORK (9675)

**BOOKKEEPER** Needed. Approx. 5-10 hrs per week. Knowledge of Simply Accounting a must. Position available immediately. Call (905)472-4845

**EXPERIENCED LITIGATION SECRETARY**  
404/16th, Richmond Hill. Full time. Fax resume to: 905-731-6986

**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 Feb. 14-18, 2005 (905)508-5791  
Newmarket Feb. 21-25, 2005 (905)836-8973  
Richmond Hill Feb. 28-Mar. 4, 2005 (905)508-5791

Available to Unemployed Residents of York Region **AT NO COST** to the Participant. This program is funded by **Canada**

**ATTENTION**

Due to the alarming number of returned cheques and declined credit cards used to pay for advertising, any such transactions will incur a **\$25 service charge.**

**GRANITE GOLF CLUB IS LOOKING FOR PEOPLE WITH DRIVE!**

**OPEN HOUSE**  
Saturday, February 19, 2005  
11:00 am to 3:00 pm  
Location: Granite Golf Clubhouse  
2699 York/Durham Rd. 30, South of Bloomington Sideroad, Stouffville

We are currently seeking service-oriented individuals to join our 2005 team for the following full-time seasonal positions:

- Golf Course Maintenance Staff
- Golf Operations Staff
- Marshalls/Starters
- Pro Shop Attendants
- Camp Counsellors
- Locker Room Attendants
- Food & Beverage Servers
- Culinary Staff

We welcome the opportunity to meet with you, however if you are unable to attend the Open House please submit your resume to:

Human Resources - Granite Golf Club  
Fax: 905-642-2192  
E-mail: [golf@graniteclub.com](mailto:golf@graniteclub.com)

For directions to Granite Golf Club, please visit our website at [www.graniteclub.com](http://www.graniteclub.com)

**515 Skilled & Technical Help**

**irpinia KITCHENS** Irpinia Kitchens Requires **CABINET MAKERS and SPRAY PAINTERS** for hi-end kitchen manufacturer. Yonge/ Major Mac. area. Excellent wages/ benefits. Fax resume to Att: Joe 905-780-0554 or email: [jmarc@irpinia.com](mailto:jmarc@irpinia.com)

**525 Office Help**

Markham Giftware Company seeking individuals for: **EDI CLERK**. Processes orders and invoices via EDI. Must have excellent EDI, computer skills and detail accuracy. Min. 2-3 years exp. Exp. with B.V. an asset.

**P/T JR. ACCOUNTING CLERK** Assists in general accounting clerk functions. Must have car for banking purposes. Min. 1-2 years exp. Email or fax resume by Feb. 11, 2005 to [thardy@burkartassociates.com](mailto:thardy@burkartassociates.com) or (905) 479-4723

**P/T or F/T Bookkeeper & Administrator**

Required for Manufacturing company in Markham. Responsibilities include: AR, AP, order entry, inside sales and phone reception. Successful candidate will have experience with QuickBooks & MS Office suite as well as a good telephone manner. Email resume and cover letter to [hr@taymer.com](mailto:hr@taymer.com)

**Receptionist/Administrative Assistant**

Required for a busy office in Richmond Hill. Previous office experience, strong command of English and excellent telephone manner required. Forward your resume to: Fax: 905-224-2221 or email: [dcheung@cmssoftware.com](mailto:dcheung@cmssoftware.com)

Legal - Immediate openings for **LEGAL ASSISTANTS OR LAW CLERKS** with exper. in the areas of civil litigation & real estate. We are a dynamic North Toronto law firm offering a congenial environment, excellent salary & benefits & state-of-the-art technology. Fax resume to (416) 218-1851 or e-mail to [chaitons@chaitons.com](mailto:chaitons@chaitons.com)

Expanding fashion wholesaler in Markham hiring: **Order Entry/Customer Service, A/R System Maintenance**. Applicants must be fluent in English, French an asset. Good telephone manner. Typing 45wpm+, good knowledge of computers, love fashion. Fax your resume & salary expectations to: 905-940-9911

**Myron** is a world leader in imprinted promotional material. We have been in the business of helping our clients grow their business for over 50 years. We are currently recruiting outbound sales reps to make new prospect follow up calls to potential customers in North America:

**North American Telesales**

**We offer:**

- Base plus commission plus bonuses with a minimum guarantee of \$14/hr
- No cap on earnings
- Monday to Friday 9:00am to 5:00pm
- Comprehensive Benefits Package
- Paid Training - Modern office facilities including Employee Gym
- Company paid Parking and other Great Perks
- Located in N.E. Corner of Scarborough with easy access by Highways and TTC
- Fast paced sales environment

**We require:**

- Motivated and progressive entrepreneurial individuals
- Excellent English language skills, both verbal and written
- Competent basic computer skills
- Strong negotiating and closing skills
- Professional and courteous telephone skills

Qualified candidates interested in rising to the Myron Challenge are urged to forward their resumes by email to: [hrcda@myron.com](mailto:hrcda@myron.com) or by fax to 416-291-8786 or access our recruitment hotline at 416-291-1834 ext 599. Quote Ref: NA2004

**Myron**  
Myron encourages all qualified applicants to apply. However, only those who are being considered for an interview will be contacted.  
[www.myron.com](http://www.myron.com)

**Research Assistant** - You will perform research with respect to children's websites and games and prepare reports on findings. You must have a degree or diploma in Marketing or Business Administration and one year of related experience.

**Accounting Clerk (contract)** - Duties include preparing A/P vouchers, processing cheques, A/R adjustments, preparing GST and PST returns and performing bank reconciliations and journal entries.

**Office Clerk** - Duties include inputting packing information, preparing shipping schedules and filing.

**Inventory Assistant (contract)** - Duties include preparing purchase orders, reviewing various reports and making adjustments and communicating with overseas offices and vendors.

All positions require excellent computer and communication skills. Please forward your resume to: Human Resources Department, Fax: (905) 856-4647, e-mail: [hrcanada@ganz.com](mailto:hrcanada@ganz.com)

**GANZ**

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Mon.-Fri. 8 am-6 pm

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- Body Shop Manager
- Service Advisor
- Tire Specialist
- Service Technician
- Detailing Specialist

If this is you, please fax your resume with compensation expectations to Jonathan Ison at (905) 947-8133 or email to [jonathani@carmagic.ca](mailto:jonathani@carmagic.ca). Only candidates selected for an interview will be contacted.

**525 Office Help**

Experienced Legal Secretary required for small Richmond Hill law firm. Knowledge of real estate/commercial leasing/corporate an asset. PCLaw, MSWord and Wordperfect required. Please forward resume to: Box #221 C/o The Liberal, 1550 16th Ave. P.O. Box 390, Richmond Hill, On. L4C 4Y6