

SCHOLASTIC
SCHOLASTIC CANADA LTD.
 The leading publisher of children's books is seeking:
CUSTOMER SERVICE REPRESENTATIVES
 English & Bilingual (English and French)

Several positions are available in our incoming Call Centre (Major MacKenzie & Hwy. 404 area) for experienced Customer Service Representatives. These positions will promptly handle all customer inquiries to ensure appropriate action is taken to maintain a high degree of customer satisfaction and loyalty. The ideal candidate must have excellent communication skills in English (bilingual positions must be fluent in English and French), excellent telephone manner, and exceptional listening and organizational skills. Preference will be given to bilingual candidates. Keyboarding, order entry skills as well as previous customer service experience are an asset. Also required is the flexibility to change shifts based on customer calling patterns.

Rate of pay is \$10.50/hour. A rate premium will apply for bilingual positions. This position will commence August/September 2005. A variety of shifts are available including:

- 3:30 p.m. to 8:00 p.m. plus Saturday (9:00 a.m. - 1:30 p.m.) Minimum of 3 evenings per week.
- 12:00 p.m. to 8:00 p.m. Monday to Friday (4 weekdays) plus Saturday (9:00a.m.-1:30p.m.)
- Some day shifts are available for bilingual positions only.

If you are interested in the above positions, 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

All resumes must be received by July 29th, 2005. Please indicate on your cover letter, your shift availability and if you are applying for a bilingual position. We wish to thank all candidates for their applications in advance and advise that only those selected for an interview will be contacted. No telephone calls or agencies please.

EXECUTIVE DIRECTOR - WILLOWGROVE

Willowgrove is a Christian organization with a wide programme offering which includes Fraser Lake Camp, Glenbrook Day Camp, Willowgrove Primary School and Willowgrove Outdoor Centre. Located in Stouffville, Ontario with a second camp in Bancroft, the programmes serve over 35,000 children per year with an annual budget in excess of \$1 million. A self-sustaining, non-profit organization, Willowgrove enjoys the enthusiastic volunteer and financial support of a large membership base and is affiliated with the Mennonite Church of Eastern Canada. Willowgrove is looking for a dynamic Executive Director to build on its past success.

The new Executive Director will work closely with Willowgrove's Board to:

- Build & execute upon a dynamic vision for Willowgrove's programmes
- Direct and supervise a highly capable staff including camp leadership, teaching staff and a large volunteer staff.
- Establish and administer the annual budget.
- Oversee programme development.
- Develop and execute effective public relations and marketing plans.
- Develop and participate in fundraising efforts.

The successful candidate will preferably have worked in a Christian organization, will have demonstrated success in managing a diverse organization and will have worked closely with a Board of Directors. He/she will have managed a budget and be comfortable being visible in the community, directing staff and making presentations. A strong Christian faith and an enjoyment of working with children is a must.

Interested candidates should respond in confidence to:
 E-mail: willowgroveresumes@sympatico.ca Fax: 905-640-9630
 Attention: Chairman of the Board

Metroland Corporate Sales
 has an opening for an enthusiastic
Sales & Marketing Assistant

Requirements for the successful candidate

- Strong computer skills in Microsoft Outlook, Microsoft Excel, Microsoft Word and Microsoft Power Point
- Outstanding oral and written communication skills, and interpersonal skills
- An ongoing record of self-improvement

Reporting to the Corporate Retail Sales Director, you will focus on providing sales, marketing and technical support to Corporate Account Representatives by processing electronic advertising orders and materials, entering and managing computer data, assisting in the preparation of market research presentations and sales proposals. In addition, you will communicate with clients, advertising agencies and newspaper personnel concerning the day-to-day business needs of the Account Representatives, maintain files on customer and newspaper information and other support duties as required.

If you are ready for a new and exciting opportunity at Metroland Corporate Sales, we would like to hear from you by Friday, July 29th, 2005
 Please forward your resume by email to: Allister Macrae Corporate Retail Sales Director, Metroland Corporate Sales Office
 amacrae@metroland.com

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YORK SUPPORT SERVICES NETWORK
 Provides Case Management and Community Crisis Response Service (310-cope) within York Region.
 •CRISIS RESPONSE WORKERS
 4 Full-Time & 1 Part-Time, 17.5 hrs permanent positions
 •CRISIS RELIEF WORKERS - on call shifts.

Responsibilities include providing telephone and mobile community response to individuals experiencing a mental health crisis. Other duties include the Crisis Bed Program and the Mental Health Support Team (a partnership with York Regional Police).

B.S.W. or equivalent education. Minimum two years related experience required. Advanced clinical, assessment and crisis skills for adults and children experiencing a mental health crisis is essential. Knowledge of the local service system is required.

A valid driver's license, insurance, and reliable vehicle are required. YSSN provides competitive benefits & a progressive work environment.

Please forward resume by August 5th, 2005-state position & source.
 Human Resources Department, York Support Services Network
 102 Main Street, South, Unit #3, Newmarket, Ontario L3Y 3Y7
 Fax: (905) 898-1171, Email: jobs@yssn.ca (Word 2002/earlier) www.yssn.ca

HIRING
 We are seeking for
Technician
 in Markham

- Technician in either Telecommunications or Electronics
- Two years manufacturing experience in a maintenance role, ideally with wireless telecoms equipment
- Troubleshooting and circuit is an asset
- College graduate in electronics.

Fax resumes to 905-415-2688 or email
 katie.chan@futuretel-service.com

515 Skilled & Technical Help

BARRYWOOD SERVICES INC.
LOOKING FOR A CHANGE? A NEW CHALLENGE?
 We are looking for 4 licensed plumbers to compliment our existing force in the York Region area. Commercial experience an asset. Excellent wages & benefits available.
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Cintas is the leader in corporate identity uniform programs helping companies of all sizes. Whether it's the styles and colors of our uniforms or the various products we offer from floor mats, restroom supplies, mops and shop towels, we assist companies in presenting a clean and professional look.

We have the following positions available:

- Outside Sales Reps
- Service Sales Reps
- Ultra Clean Service Technician
- Office Clerk
- Shirt/Pant Hangers (2nd shift)
- Loader/Unloaders (2nd shift)
- Mat Rollers (2nd & 3rd shift)
- Management Trainees

We offer excellent benefits, including a retirement plan, and career advancement opportunities. Please visit www.cintas.com/careers select Current Opportunities and Canada, ON, Newmarket. EEO M/F/D/V.

CINTAS
 HERE SERVICE PROFESSIONALS

WWW.CINTAS.COM/CAREERS

ADMINISTRATIVE ASSISTANT

We are looking for a well-organized administrative assistant for our Amusement Toy Department. Duties include communication with vendors, sales reps and other Ganz offices, handling customer service inquiries and trade show bookings. You will also prepare purchase orders, price lists, invoices and maintain various schedules. This position is on a 15-month contract basis.

MARKETING ASSISTANT

Our ideal candidate will have 1-2 years of marketing experience complemented by a post-secondary education in Marketing. Duties include the processing and coordination of a variety of assignments, as well as administrative support and maintaining a variety of databases, product information and department files.

Both of these positions require excellent knowledge of Word and Excel, along with excellent communication skills. Knowledge of AS400 is an asset.

Please forward your resume to: HR Dept.,
 E-mail: hrcanada@ganz.com
 Fax: 905-856-4647

GANZ

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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.