

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 1-800-743-3353 www.yorkregion.com

500 Career Training 500 Career Training 500 Career Training

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:

Stouffville Oct. 3-7, 2005 (905) 508-5791	Newmarket Oct. 11-14, 2005 (905) 836-8973	Richmond Hill Oct. 17-21, 2005 (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**


505 Careers 505 Careers 505 Careers 505 Careers

CAREER OPPORTUNITY AT MATTAMY HOMES EAST GTA DIVISION.

Customer Care Coordinator

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

Qualifications: University or College degree or suitable blend of education and related work experience; Strong interpersonal skills a prerequisite; Experience in service industry an asset; Ability to multi-task in a fast-paced environment with flexible approach to work style.



email: eastgtajobs@mattamycorp.com or
mail to: 140 Renfrew Drive, Suite 206, Markham, Ontario, L3R 6B3
or fax: Customer Care Co-ordinator: (905) 477-5085

525 Office Help 525 Office Help

Customer Care Representative

Richmond Hill, technology company, currently has openings for Customer Care Representatives. Successful candidates will be responsible for coordinating and communicating product and service related programs to all existing dealers and prospective telecommunication distributors in their defined region. Minimum post secondary education, Fluent in English (written and oral), French an asset. Please forward your resume and salary requirements to: humanres@esna.com, or fax your resume to 905-707-9170

A fast-paced mid-sized Manufacturing company is looking for an Receptionist/ Administrative Assistant with strong organizational & communication skills. Also, the candidates must be proficient with Microsoft skills. - specifically Excel & Word. Please fax your resume to 905-479-6990 or email to hr@epmnet.com

JUNIOR A/R POSITION

Canadian Distributor seeking experienced person for A/R and Customer Service. Skills to include excellent phone manners, good computer skills and ability to multi-task effectively. Salary based on experience. Start immediately.

Fax resume to: Rose Harwood, 905-763-8322 or e-mail otipositions@gmail.com

A/R POSITION

Markham distributor seeking experienced person for A/R. Fun place to work for a person with excellent phone manners, good computer skills and ability to multi-task effectively. Salary based on experience. Start immediately.

Fax resume to: Margo 905-948-1692 or e-mail margo@talktyme.com

RECEPTIONIST/SECRETARY

required for Markham's largest Business Centre. Part time/job sharing approx. 20 hours per week for busy switchboard and front desk. Flexibility a must. MS Word, Excel & Powerpoint skills essential. Excellent command of oral/written English.

Fax resume to: 905-946-8971
Previous applicants need not apply.

TELEPHONE INTERVIEWERS

required on both a full-time and part-time basis for a national information gathering organization. Medical background and medical terminology an asset. Good computer and keyboard skills a must. Hours are Mon-Fri. 8a.m - 10p.m., Sat. 9a.m. - 5p.m. and Sundays 11a.m. - 4p.m.

This is NOT telemarketing.
E-mail resume to dwolk@hooperholmes.ca

OFFICE ADMINISTRATOR

required for real estate sales office in Cornell/Markham. Hours: 1-8p.m. Mon-Thurs, Friday 1-6p.m. \$10/hr. Please fax resume to: (905)294-2041

APPOINTMENT SETTERS

Seeking reliable and energetic people with courteous phone manner to help promote Pre-School Child Development Program. Must be fluent in English. No selling.

Hours: Monday-Friday (evenings)
Location: Leslie/Hwy#7
Fax resume to Patricia 905-889-1730

EXPERIENCED RECEPTIONIST

Wanted for Real Estate office. Part-time evening & weekends. Professional environment, central Markham location. Looking for computer experience, reception experience a help.

Please call Mary, (905)471-2000 or fax resume (905)471-3816

LEGAL ADMINISTRATIVE ASSISTANT

Develop the interpersonal skills to become a vital link between lawyer and client. Get the facts about a rewarding career in the legal field.



Call Now!
1-800-764-2186
www.cdi.ca • CDI @ NIGHT - Full-Time

HEAD OFFICE - 2 Bloor St. West Toronto, Ontario
Campuses across Toronto, Scarborough, Mississauga and Brampton

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Top-Notch Opportunities

At OfficeTeam, we can place you on exciting assignments with leading companies.

- Intermed. Administrators with advanced MS Office
- Entry-level Administrators with Reception Experience taking inbound calls on a Multi-Line Switchboard
- Data Entry Clerks W/8000 KSPH
- Word Processors

Please forward your resume to: markham@officeteam.com or call 905-771-8272 for more info. Visit us @ officeteam.com

515 Skilled & Technical Help 515 Skilled & Technical Help

LICENSED HEAVY EQUIPMENT FIELD MECHANIC

- Experience working with heavy operating/crushing equipment.
- Valid G licence (DZ preferred).
- Working knowledge of Cat, Volvo Cummings, Perkins & Deutz essential.

Fax resume to: 905-303-6201

Alu'Die Extrusion Dies

Newmarket

- Die Polishers
- Wire/ Vertical EDM Operators
- CNC Machine Center Operators

Fax resume: 905-898-0199
email: doug@aludie.com

525 Office Help 525 Office Help

Precision Fine Papers Inc

has an immediate opportunity for an **Intermediate CSR**. Must be enthusiastic and have excellent communication skills. The ideal candidate will have Fine Paper/ Graphic Arts experience; however we will train the right person. We need a high-energy individual to service existing customers & help develop new business. Competitive Salary & Full Benefits.

Fax Resume to 905-475-7504 or e-mail pfpc@on.aibn.com

DATA ENTRY/ INVOICING

Required for a very busy company located at Hwy 7/ Keele. This position requires an experienced, energetic person with excellent alpha, numerical, fractions typing skills. 75 words per minute +. Accuracy and attention to detail essential. Relief Reception. Will train. Mat. Leave contract. Hours: 8am-5pm.

Please fax resume to: 905-738-9842

SERVICE CLERK/ADVISOR

required immediately for fast paced service department. Must have computer skills, Excel, Word, etc. Customer service oriented and ability to work within a team environment. Preference to those with AG experience.

Contact: Wesley Brown @ (905)640-2692 Fax: (905)640-2994

WCYR presents **Enterprising Women**

Enterprising Women is a course for women who have a business idea and want to learn key business management skills. This is a five-month course that combines in-class training with individual business coaching. Free childcare is provided during in-class sessions. The next course begins in November with orientation sessions October 4, 6, 11, 13.

Call Kirsten at 905-727-5837 to register for an orientation session.

WCYR gratefully acknowledges support from the Canadian Women's Foundation.

509 Drivers

DRIVERS

with G license. Knowledge of GTA and experience driving cube van or 5 ton truck required. Email: Stephen at stephen@motomedia.ca

525 Office Help

RECEPTIONIST/ ACCOUNTS PAYABLE CLERK

Full time. Working references required. Markham. (905)944-0683

MARKETING ASSISTANT

Excellent computer, administrative & customer service skills. Part time. Please fax resume to: 905-479-9849

514 Salon & Spa Help 514 Salon & Spa Help



PART TIME/ FULL TIME HAIRSTYLISTS WANTED

- Excellent wage and benefit package
- Busy Stouffville location
- No clientele required
- Advanced education
- \$8.00 per hour plus profit sharing
- Qualified stylists need to apply

Please call 905-640-9555

515 Skilled & Technical Help 515 Skilled & Technical Help

Automotive Mechanic Apprentice

Minimum 3 years experience. Must be able to work on all models up to one ton trucks. Scan Tool experience required. Must be able to work well with others in a supportive friendly environment.

Fax: (905)477-1521
We thank you for your interest, only those requested for interview will be contacted.

505 Careers 505 Careers

Kick Start your career! Markham Hyundai

Due to increased growth Markham Hyundai has immediate openings for:

- Sale Professionals

We offer a competitive compensation package, and the opportunity for movement within our organization - which is 12 dealerships strong and growing. If you have initiative and take pride in your customer service skills, please send us your resume immediately.

Markham Hyundai
4641 Hwy. 7 East
Markham, ON L3R 1M6
Email: mgreig@markhamhyundai.com
Fax: 905-948-1762
Confidentiality is assured.