

york region

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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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525 Office Help

BILINGUAL EXECUTIVE ASSISTANT

For small and dynamic Council (Fluent English/French)

Challenging position for the true office professional, providing executive support, relationship management, and coordination of office and projects. Qualified applicants will have demonstrated knowledge of business protocols; understanding of stakeholders' concerns; proven analytical/business and problem-solving skills; excellent English/French written and oral skills. Must have proficiency in Microsoft Office, be self-directed, and able to travel (Canada) on an occasional basis. Must have a minimum of five years progressive professional experience.

Full time, three year contract, competitive salary.

Qualified applicants only, please send resumé to:
nancy@buscouncil.ca Fax: 905-762-0415



Women's Shelter of Georgina, Inc.
Human Relations Manager

Position Type: Permanent/Full Time Posted: October 28, 2005
Job Region: York/ GTA Deadline: November 14, 2005
Location: Jackson's Point, Ontario Experience: 5-7 Years

Sandgate is a full-service non-profit organization mandated to provide services to women and their children in York Region who have experienced violence against women. We are a feminist organization that supports and advocates a commitment to anti-racist/anti-oppression work. The primary function of this position is to provide leadership, support, direction and planning to staff and clients as well as guidance to the Board and Management Team. You will be an active and collaborative participant in the Management Team. The major focus for the first year of this position will be on promoting equity in compliance with an existing organizational work plan.

Major Responsibilities:

- Evaluate & maintain all equity/diversity initiatives
- Ensure all policies/procedures are considered equitable & address diversity issues
- Maintain personnel files and website for organization
- Guide management in all Human Resource functions - including recruitment, supervision, training, morale, discipline, scheduling and job documents
- Participate with adherence to collective agreement and contract negotiations
- Ensure effective systems are in place to provide seamless service to clients, including program evaluation
- Create and maintain all internal forms and processes to facilitate transparent communication linkages throughout the agency
- Meet with service users and staff as required (ex: in response to complaint procedures, program recommendations, training, evaluations, exit interviews)
- Participate on committees and public speaking as requested

Qualifications:

- 5-7 years HR experience in unionized setting
- HRPAO or CHRP designation required
- Ability to manage a website using appropriate software
- Experience with violence against women sector
- Ability to problem solve current and long term challenges
- Fluency in a second language spoken by a significant regional population and required by Sandgate
- Excellent written, oral, time management and organizational skills
- Feminist analysis with a commitment to anti-racist/anti-oppression work
- Knowledge of all relevant legislation including Human Rights, Ontarians with Disabilities Act, Labour Relations Act, Employment Standards and Occupational Health & Safety

In keeping with our ongoing efforts to promote equity and reflect the diversity of York region, we strongly encourage candidates who speak Farsi or Cantonese and Aboriginal Women to apply. Additionally, we welcome applications from Women of Colour, Asian, Immigrant, Lesbian, Women with Disabilities, Francophone and women from other diverse groups to apply.

Please forward your resume immediately to the Executive Director at Sandgate Women's Shelter of Georgina, Inc. P.O. Box 248, Sutton West, Ontario L0E 1R0 or hrjobsmgr@sandgate.ca or fax (905)722-8416.

We thank all applicants, only those considered for an interview will be contacted. No telephone calls or other enquiries please.

Bell Technical Solutions Inc., a Bell Canada company has an immediate need for skilled and motivated people to join our team as...

Installation & Repair Techs

GTA

You will install, repair, and maintain residential phone lines and associated equipment. Strong English communication skills, the ability to work varied shifts, including evenings and weekends, and a valid Ontario driver's licence (G2 or greater) are essential. The starting hourly rate of \$12.20, may be adjusted based on experience.



Please apply to: Human Resources,
Bell Technical Solutions,
e-mail: resumes@belltechsolutions.ca
Fax: 1-800-379-9918

We thank all applicants; however, only those selected for an interview will be contacted.

www.techsolutions.bell.ca

... We deliver skilled people solutions ...

JUNIOR ACCOUNTING CLERK/RECEPTIONIST
for busy Exhibit company in Markham
Fax resume to: 905-479-1765

TYPESETTER
required full time. Proficient in Illustrator and/or Corel Draw. Excellent English skills. Start at \$14/hr. Fax resume to: 905-475-7488

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.

509 Drivers

Mopal Construction Limited requires **DRIVER** with AZ license. Fax 905-888-9779 or call 905-888-9777 ext. 17

525 Office Help

INBOUND CUSTOMER SERVICE/OFFICE CLERK

Fulltime/Temporary, approx 14 months (To cover training and maternity leave)
Rate of Pay \$11.00 to \$13.00 per hour.
Duties include customer inquiries, quotations, complaints, record statistics, printing/processing daily paperwork and posting payments. Fluent English, verbal and written. Excellent computer skills required. Office, retail and/or hospitality experience an asset.
Apply by fax 416-292-7600 or e-mail lmckinnon@natech.ca

525 Office Help

Markham-based Company seeking qualified individuals for the following positions:

Reception/Administrative Assistant

- Minimum of 2 years reception experience
- Intermediate level MS Word and Excel

Accounting Administrator

- University degree or professional designation an asset
- Minimum two years experience in an accounting role

Marketing/Design Assistant

- Minimum two years related work experience
- Excellent working knowledge of the following programs:
 - Photoshop
 - Quark Express
 - Illustrator
 - Microsoft Office suite

Please forward resumes to the attention of Carla Aedo at (Fax): 905-479-5235 or carlaa@yogenfruz.com. We thank all candidates for their interest, however, only those under consideration will be contacted.

514 Salon & Spa Help

CHRYSLIS MEDI-SPA SALON

Busy high-end Salon & Spa in Markham requires:
• F/T & P/T RECEPTIONISTS
• NAIL TECHNICIANS
• R.M.T.s
Excellent remunerations.
Dynamic & friendly environment
Please fax resume to: 905-307-1951 or call Spa Director at 905-307-3073

514 Salon & Spa Help

STI-LEH SALON & SPA IS EXPANDING!

Opening soon, a prestige Woodbridge location
NOW HIRING-ALL POSITIONS
Nov. 6, 7, 13 & 14, 2005
11 am - 4 pm.
(905) 851-0022
Join the STI-LEH team, info@stileh.com

515 Skilled & Technical Help

ARAMARK CANADA LTD is seeking a Maintenance Representative for the Markham area. The individual will be responsible for general maintenance, shipping and receiving duties. The successful candidate must possess excellent customer service skills, advanced communication skills, and a fork-lift license. Please send your resume to Joseph Liscio via fax at 416 307-8302 or email: Joseph.Liscio@td.com

515 Skilled & Technical Help

ACCOUNTS RECEIVABLE

A well-established Commercial Property Management Company in Concord is seeking an experienced Accounts Receivable person. Successful candidate must be computer literate, analytical, be able to multi-task and have the ability to work with others in a busy office. Experience with GEAC is preferred but not essential.

Please submit resumes via fax: (905)669-0440, Attention: Controller.

RECEPTIONIST

Entry level position for full time reception and office administration. Must have excellent English communication skills. Stable and professional work environment, located at Woodbine and Steeles.

Apply on-line at www.QUEUESystems.net.

532 Retail Sales Help

HAND ME DOWNS
P/T SALES positions available at children's clothing store. Computer retail exp. preferred. Apply within at 5051 Hwy. 7 (South side, by Party Packagers) or leave message at 416-580-9875

525 Office Help

Markham home décor distributor seeking individual for:
Accounts Receivable/Collections Clerk
Min. 2 years exp. with A/R and collections in a computerized environment.
Email or fax resume by November 16, 2005 to thardy@burkartassociates.com or (905)479-4723.

525 Office Help

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

535 Hospital, Medical, Dental

PHYSIOTHERAPIST
Registered Required for expanding multi-disciplinary programs. F/T positions & P/T evenings. Fax resume to: Markham Physiotherapy Clinic 905-471-3751

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EXPERIENCED BILINGUAL CUSTOMER SERVICE/ACCOUNTS RECEIVABLE (English/ French)
Person required for a leading medical instruments company. Located in Markham. Please forward resume: Attn: Theresa 905-943-9001

