

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

505 Careers

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520 Computer Data Processing


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The Miller Group is a diversified Canadian company servicing North America. We provide both public and private sectors with road construction, paving, road rehabilitation, engineering, construction, waste management and recycling services, transit operations, winter maintenance services, aggregate-based materials, cement and ready-mix concrete. Our Miller Waste division located in Markham, Ontario is looking for full-time.

DZ Drivers



These are PERMANENT positions for residential curb side Blue Box and Green Bin collection. If you have the ability to provide excellent service to residents, good communication skills as well as a clean driver's abstract, we want to hear from you.

Interested applicants are invited to join us on Thursday November 17th, 2005 from 7:30am until 2:30pm at 8050 Woodbine Ave., in the training room. Please bring a resume as well as current CVOR and Driver's Abstract.

If you are unable to attend please forward your resume, CVOR, and current driver's abstract to: Human Resources, The Miller Group, PO Box 4080, Markham, ON L3R 9R8. Fax: (905) 477-3119 or e-mail: dreamantle@millergroup.ca

BUILDING A FUTURE!
WWW.MILLERGROUP.CA

RECRUITING

Telecommunications Service Centre is currently recruiting for
Customer Service Representative
Position in Markham.

Responsibilities:

- Ensure optimum servicing to our existing client base by promptly and accurately responding to customer inquiries on complex multiple problems.
- Handle incoming call inquiries.
- Evaluate account status inquiries at point of contact by analyzing information and recommending solutions to the customer

Requirements:

- Must be able to speak French
- Must have a minimum of 1 year experience in customer service.
- Advanced computer/keyboarding skills.
- Ability to respond to adverse situations, e.g. irate customers, high call traffic.

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

LexisNexis Practice Management Systems Inc.

is currently looking to recruit three new
Junior Technical Support Representatives to our PCLaw Technical Support Department and inbound call centre.

In this role, you will be required to assist small to medium size law firms with support in using PCLaw and PCLaw Pro. PCLaw and PCLaw Pro are WINDOWS based Time and Billing, Accounting and Office Management Systems. A four to six week training program will be given for selected candidates prior to assisting on the phones.

As a Junior Technical Support Representative, you will provide proactive solutions to user issues of a moderate to complex nature to ensure user productivity, satisfaction and customer retention. You will handle a high volume of both technical and customer service calls, and gathering information to solve their problems quickly. You will be required to use Access to track calls. You will also be required to ensure call volumes and call objectives are being met.

Job requirements

- Must have a post secondary education
- Must have education or strong exposure to accounting and or bookkeeping methods
- Must be able to work in a "Team" environment
- Must be able to work flexible hours
- Must be able to accept "on call" duties and "pager" duties as required
- Must have good command of the English language both verbally and written
- Must have excellent problem solving skills
- Must have advanced software knowledge and computer skills

Job Assets

- Exposure to SQL a definite asset
- Flexibility to work some statutory holidays at a premium rate

The starting salary for this role is approximately \$27,000 per annum. You will be required to work a 40 hour work week. You will be eligible for benefits after three months. There is a six month probationary period.

Qualified candidates please e-mail your resume to recruiting@pclaw.com or fax (416) 496-5596

Please no phone calls, only candidates selected for testing and interviewing will be contacted.
Start date: December 5, 2005

500 Career Training

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509 Drivers

Consider a Career in
DENTAL HYGIENE
OXFORD

- ✓ HIGHLY RESPECTED
- ✓ EXCELLENT INCOME
- ✓ FLEXIBLE HOURS
- ✓ REWARDING
- ✓ IN-DEMAND

Register today for Jan 2006
OPEN HOUSE Nov 22, 7pm - 9pm

1-866-984-3368 or 905-780-9023
www.oxfordnorth.com

OXFORD NORTH TORONTO

Claim Representatives (Auto) Claim Representative (Property)

Working in our Markham Head Office, you will handle claims for either auto or property by investigating liability and the facts surrounding them. You will oversee and maintain pending files through to claim settlement resolution.

The Property Claim Representative will possess a minimum of 1-2 years' experience settling property claims. The Ideal Auto Claim Representative will have some telephone claims adjusting experience, and be dedicated to providing outstanding customer service. You thrive in a fast-paced environment, and are quality-driven, organized and an effective team-player. You have proven negotiation skills, are comfortable with Microsoft Office applications, and are currently pursuing your CIP designation.

Please forward your resume, in confidence, to Ann Kitchingman, Allstate Insurance Company, E-mail: akitchingman@allstate.ca Fax: (905) 475-4924.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. No agencies, please.



DZ DRIVERS REQUIRED

For local trucking company.
Min. 3 yrs. exp.
Call
905-513-9600

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

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NORMERICA

AUTHENTIC POST & BEAM HOMES
North America's leading Designer and Manufacturer of Post & Beam Homes is looking to hire for the position of:

Design Dept. Manager

Normerica is looking for an architect or senior architectural technologist skilled in residential housing design with experience in wood frame residential construction to lead our Design & Engineering Department. Post and Beam experience is an asset.

The successful candidate will lead our ten person design team both creatively and administratively in the development of custom residential post and beam houses and commercial projects. Scope of work will range from initial concept drawings through to permit and shop drawings. This position requires you to possess strong skills in scheduling work for all activities in your department. You are consistently able to set and meet aggressive deadlines. You must also excel in working with the sales group and their clients in helping to develop exciting and practical designs. Good communication skills are essential. Candidates must have significant experience in design of wood framed buildings pursuant to the guidelines of the OBC and possess strong AutoCAD skills. Experience with 3-D design programs such as Architectural Desktop and hsbCAD are a definite asset. Hand drafting and conceptual skills are also an asset.

If this exciting opportunity interests you, please forward resume to:
S. Ahrens by FAX: 905-841-3594 or e-mail to: s.ahrens@normerica.com

Normerica offers career growth opportunities and an excellent benefit package.

normerica.com

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NORMERICA

AUTHENTIC POST & BEAM HOMES

Normerica, Ontario's leading Designer and Manufacturer of Post & Beam Home Packages, is hiring a recent graduate of an Architectural Technology Course or 1-3 years residential construction/quantity survey experience for the following position:

JUNIOR ESTIMATOR

Candidate must know the basics of wood framing construction, the OBC and have excellent computer and technical skills. Estimating, takeoff experience preferred. The successful candidate will estimate the manufacturing costs of our buildings from conceptual drawings utilizing standard details and material where possible.

FAX your resume to M. Horlings at: 905-841-9061 or send by e-mail: m.horlings@normerica.com

Normerica offers career growth opportunities and an excellent benefit package.

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IT Positions

QA ANALYST TESTER
and
JAVA PROGRAMMER ANALYST

See our web site for details
www.srb-intl.com/careers/careers.htm
or email: hr@srb-intl.com



514 Salon & Spa Help

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

515 Skilled & Technical Help

Precision Fine Papers located in Markham has an immediate opening for a
GUILLOTINE OPERATOR.
Minimum 2 years experience. Some lifting required. Dayshift. Competitive rate & full company benefits.
Fax resume to: 905-475-7504

525 Office Help

525 Office Help

530 Sales Help & Agents

Part-time Marketing Position

Canadian publisher located in Markham looking for part-time marketing person. This newly created position's responsibility will be to work on our catalogues, flyers, sell sheets and price lists. The candidate will require previous experience, a proficiency in Photoshop, Quark Xpress, and Microsoft Office applications. Also required is someone who is organized, has a strong attention to detail and can work independently.

Please forward resume with cover letter to: godwit@fitzhenry.ca
We wish to thank all candidates for their interest in advance and advise that only those selected for an interview will be contacted.

SALES AGENT WANTED

part time/full time
Please call
(905)415-0866
or email:
mlalonde@tradebank.com

540 Hotel Restaurant

Unionville House Restaurant requires
Full Time/Part time
COOK
Please bring resumes to:
187 Main St., Unionville.
905-477-4866

545 Teaching Opportunities

ECE required
Full-Time for Kindergarten & School Age Programs at Ballantrae Child Care Centre
Please call Wendy at 905-640-2152

EXECUTIVE ASSISTANT

Large successful distribution company has a great full time opportunity. Seeking a cordial, well organized person for the role of Executive Assistant to the Senior Management Team. Demonstrated skills and experience in Excel, Word, Power Point, Access, Keyboarding, Analytical, Organizational, Letters/Correspondence, Reports, Internet Research. Competitive salary and benefits offered.

Fax resume in confidence to 905-727-9145

Richmond Hill Law Firm requires
Legal Secretary
with fast, accurate typing skills
Real Estate Assistant
with 3+ years experience.
Email: matteer@litowitz.com
Fax: 905.731.6986