



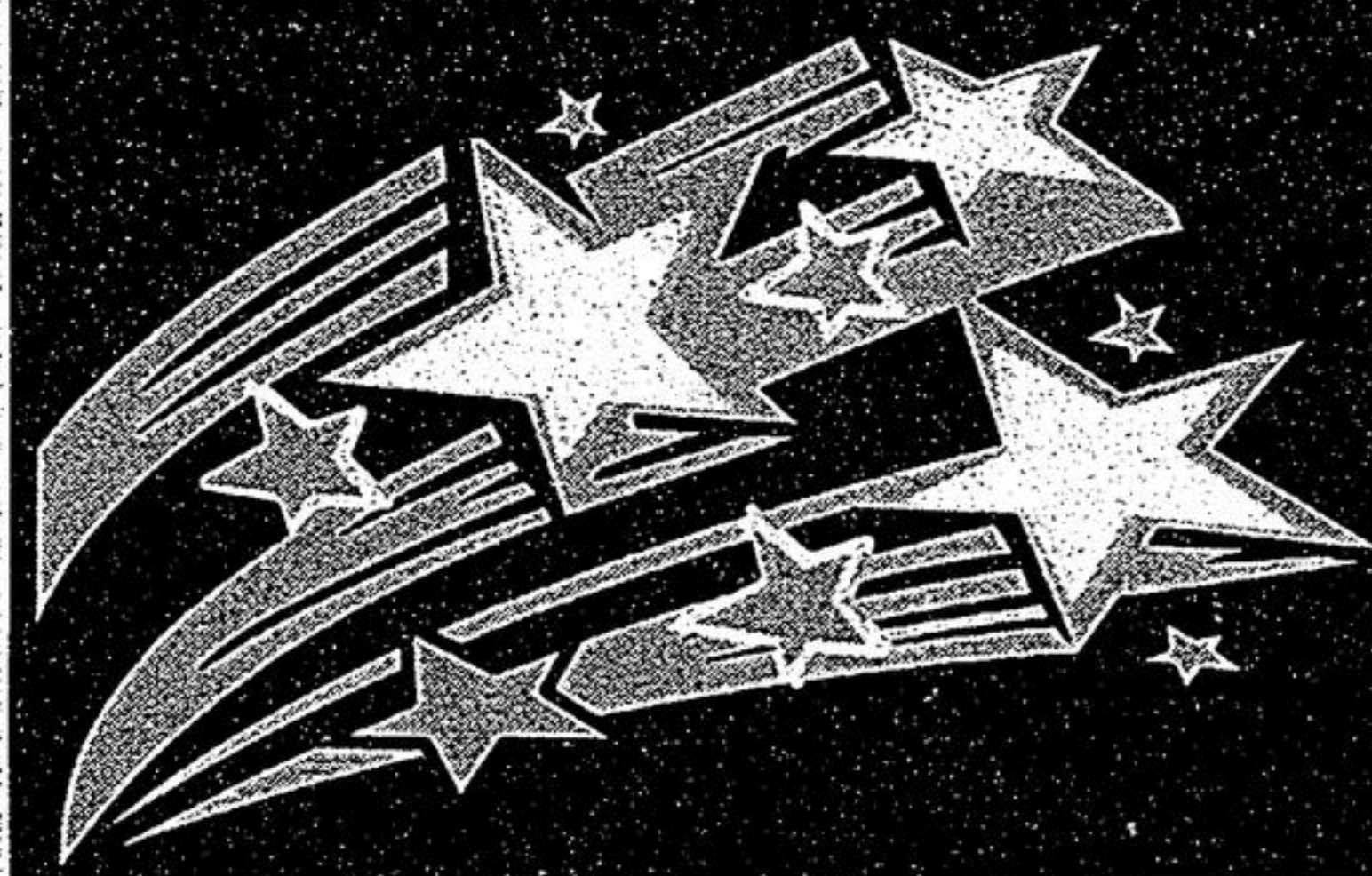
READER'S CHOICE AWARDS

WIN A \$250.00 SHOPPING SPREE

We want to know all your Markham favourites from the categories listed below

- Best Place for Food & Drink • Best Entertainment
- Best People • Best Business/Services
- Best Shopping • Best Health Services

Please look in the Tuesday December 15, 2005 edition of the Markham Economist & Sun for our entry form.



Every entry form will have a chance to win a \$250 Shopping Spree at Markville Shopping Centre



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

505 Careers

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executive assistant

Metroland is seeking a progressive team member to join our organization in the capacity of Executive Assistant to support the Vice-President, Marketing and Corporate Sales, and the Director, Marketing and Corporate Sales, with various administrative and business development activities.

Principal key result areas of the role are:

- Acquire a strong understanding of Corporate Sales strategy and operations, and develop, streamline and maintain department administrative processes to support the Vice-President and the Director.
- Produce and revise documents as required: reports of analysis, presentations, correspondence, forms, spreadsheets and other required documents.
- Coordinate events and scheduling for the Vice-President and the Director
- Cultivate professional relationships with all internal and external customers.
- Special projects and other duties as assigned.

Qualifications:

- A high level of computer literacy, including excellent knowledge and proficiency in Word, Excel and Power Point.
- Strong ability to prioritize.
- Ability to work both independently and as part of a team.
- Excellent communication skills (both verbal and written).
- Solid organization and time management skills.
- Sense of urgency when dealing with time sensitive materials.
- Practices confidentiality and discretion at all times.
- Senior level administrative experience required.

Please apply by e-mail by Friday December 23, 2005 to:
Alvin Brouwer, Metroland Corporate Sales, careers@metroland.com



Metroland Community Newspapers 10 Tempo Ave., Willowdale, Ontario, M2H 2N8

Thank you for considering Metroland Community Newspapers as a potential employer, however, only those candidates selected for an interview will be contacted.

505 Careers

EXECUTIVE ASSISTANT
Primary job duties will include working in the Corporate Department supporting the President and other members of the team. The ideal candidate will have three or more years working in a busy environment in land development, real estate or property management. Advanced MS Word and MS Excel are necessary, and Intermediate Power Point and Access are considered assets. A calm demeanor and ability to multi-task are considered a must.
Fax resume and salary expectations to 416-495-8820.

505 Careers

525 Office Help

JUNIOR BOOKKEEPER
required for small contracting firm located in Gormley. Simply Accounting an asset. Other administrative duties are also involved.
Fax resume to 905-888-5856

535 Hospital, Medical, Dental

P/T DENTAL HYGIENIST
Fax: 905-471-9100

540 Hotel Restaurant

Earl of Whitchurch Pub 6204 Main St. Stouffville requires immediately:
PART TIME EXPERIENCED WAIT STAFF
KITCHEN LINE COOKS Flexible hours. Great pay. Great working environment.
Apply in person or fax 905-640-9960

509 Drivers

W/C VAN DRIVER
for York Region. Full time only will train right person.
Call Ross 905-470-2399

520 Computer Data Processing

Bilingual Support/Service Technician
required. Strong computer background with emphasis on LAN/Network. Must have excellent communications skills.
e-mail: dvinfo@watchnetdvr.com

Company developing Distribution business of body care products requires:
Qualified Person with strong marketing/organizational skills.
Email: lome@sensational.ca

540 Hotel Restaurant

SWISS CHALET.
ROTISSERIE & GRILL
NOW HIRING DRIVERS
required for Swiss Chalet Delivery.
Apply in person 15 Sandale Road, Stouffville

540 Hotel Restaurant

525 Office Help

Full-Time Inbound Customer Service Representatives Wanted
Skills required: • Hardworking • Computer proficient • Able to independently multi-task in a busy call-centre environment.
Starts at \$10/ hour.
Email resume to

525 Office Help

Admin. Assistant for busy Real Estate Agent. R.E. experience preferred. Must be organized, good computer skills, complete tasks quickly and efficiently.
Email resume to: onerealtteam@yahoo.ca

540 Hotel Restaurant

FT Experienced COOK & PT Counter Help REQUIRED MON. - FRI. FOR OFFICE CAFETERIA
404/ HWY# 7 Call (416)388-8614

510 General Help

SNOW SHOVELLERS NEEDED Great Pay!
Call (416)876-5296