

# york region CAREERS

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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525 Office Help

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**ADVERTISING SALES**  
VAUGHAN CITIZEN

The York Region Newspaper Group has an immediate opening for an Advertising Sales Representative for The Richmond Hill Liberal. The Retail Sales Representative is responsible for servicing and growing our existing client base and will increase sales revenue through new business development.

**Position Accountabilities:**

- Developing sales programs that meet our clients' business needs.
- Prospect new business by contacting advertisers in competitor publications and reviewing new businesses in the area
- Create proposals for prospective advertisers through compelling business cases
- Assist clients in ad design and coordinate with Production ensuring consistency of content and appearance
- Develop and recommend special features and advertising promotions to clients
- Sell in-paper advertising and flyer distribution products

**Skills/Experience Required:**

- Advertising and/or print sales experience
- Strong presentation, sales and telephone skills
- Solid time management and organizational skills
- Ability to make quality decisions within a deadline driven environment
- Must have a reliable vehicle
- Customer-focused with outstanding work ethic
- Relentless drive for results
- Ability to work with quotas and commissions



Making a Positive Difference in Our Communities

If you are qualified and interested in the above position, please email your resume no later than 5:00 p.m. January 11, 2006 to: abeswick@yrng.com

Metroland is an equal opportunity employer. We thank all applicants for their interest; however only individuals selected for an interview will be contacted. No telephone calls, please. All resumes will be kept on file for future consideration.

**Parker Hannifin Canada**, a world-class manufacturer and distributor of motion control systems and components, currently requires an...

**Accounting/Customer Service Clerk**

**Sporlan Valve Facility, Scarborough**

A proactive team player with expert customer relation and computer skills, you will maintain a superior level of service, process client inquiries/orders, invoice customers, and file in a timely, accurate and efficient manner. As well, you will administer A/R and A/P, perform analysis and reconciliation of balance sheet accounts, and participate in report preparation. Preference will be given to candidates who have a college or university education in Business or Commerce or have equivalent experience. Excellent verbal/written communication, organizational and analytical skills, advanced knowledge of Excel, a basic understanding of accounting, attention to detail and ability to work in a team environment would be beneficial. Bilingualism is an asset.

We offer a competitive salary/benefits package and a workplace where we encourage people to make changes and improvements. Please apply, in confidence, quoting the position, by January 6, 2006, to: Judy Adams, Human Resources Manager, Parker Hannifin Canada, Fax: (905) 876-9039 e-mail: hrinfocanada@parker.com



Parker Hannifin Canada is fully committed to employment equity.

Silent Gliss Canada Ltd. in Markham has immediate opening for an outgoing, energetic **CUSTOMER SERVICE REP**. Must be fluent in English with exceptional communication skills, technical aptitude and strong math skills. Experience in Word, Excel and Outlook, with flexible hours. Send resume to hr@silentgliss.ca or fax (905) 470-6906.

**CUSTOMER SERVICE**  
Wholesale tile distributor seeking customer service person. This position requires excellent communication skills and experience in a computer environment. Previous customer service an asset. Please fax your resume and salary expectations to: 416-789-4677 Controller

**REAL ESTATE RECEPTIONIST**  
Full-time position in busy Markham office. Experienced applicants preferred. Fax resume to Rosalind: 905-619-3334

**F/T Experienced Accounting Clerk**  
Required for busy office  
Skills required: Hardworking, Computer proficient.  
Other Admin duties are also involved.  
Resume to : hr@uptownwireless.ca

**PROJECT MANAGER - WATER EFFICIENT LANDSCAPE PROGRAMS**

Resource Management Strategies Inc. provides project management and specialist consulting services to governments, utilities and engineering firms. Our team is currently providing water efficiency program development and implementation for York Region, City of Toronto and Region of Waterloo.

RMSi requires a Project Manager, who will have primary responsibility for York Region's and the City of Toronto's Water Efficient Landscape Programs. These programs provide residential landscape audits, demonstration gardens, workshops and partnerships with retailers and institutions. Project office located in Newmarket, occasional travel required. Visit www.waterfortomorrow.com for information about the York Region program. For more information about this opportunity visit our website at www.rmsi.ca.

RMSi Protecting Resources for Future Generations



530 Sales Help & Agents

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**It's more than just advertising, it's a... PASSION**

Toronto Community Phone Books has an immediate opening for one outside sales representative. The successful candidate will provide our valued customers with creative and effective directory advertising solutions. The incumbent will be responsible for ongoing sales with new and existing clients.

- We are searching for a professional Sales Representative that is:
- Energetic & passionate
  - Able to work in a fast-paced deadline-oriented environment
  - Customer focused with outstanding work ethic
  - Experienced in advertising sales
  - Capable of exceeding expectations

**What we can offer:**

- Full time employment
- Base rate plus commission structure
- Paid training and partial tuition reimbursement
- Sales incentives & contests
- Comprehensive benefit policy
- Unlimited earning potential
- Corporate discount on gym memberships

We are currently accepting resumes for the following opportunity:

- Outside Sales Representative, Phone Directories

Please send your resume to Scott Hamill, Advertising Manager, Toronto Community Phone Books, shamill@insidetoronto.com



www.insidetoronto.com



**TORCAN CHEMICAL**

Torcan Chemical is a research, development and manufacturing company that delivers innovative and quality solutions to our customers in the pharmaceutical industry. Our success is fuelled by our staff and their commitment to building a healthier tomorrow.

**Administrator**

You seek an opportunity to provide administrative support in a professional and efficient manner, including acting as a first point of contact for visitors and clients in relief of the Receptionist.

We seek a detail-oriented candidate to assist in preparing cover letters for legal documents to clients, as well as obtain appropriate signatures for agreements and contracts in a timely manner. In addition to creating new client files and maintaining client documents, you are responsible for entering technical packages into the electronic document management system. You rely on your organizational skills to purchase and restock all office and cafeteria supplies, and you will assist in hosting visitor/client meetings (e.g. ordering lunches, preparing and cleaning up the boardrooms, etc.).

You are a flexible and detail-oriented candidate who possesses a high school diploma with administrative experience, preferably in the pharmaceutical/fine chemical industry. The completion of post-secondary administrative and/or legal courses, as well as legal knowledge/experience is preferred. As our ideal candidate, you possess strong computer software knowledge, as well as effective customer service and communication skills. Furthermore, experience in purchasing and/or inventory management is considered an asset.

If you are interested in contributing to our success, please submit your résumé (quoting the position of interest) to: Human Resources, Torcan Chemical Ltd., 110 Industrial Pkwy. N., Aurora, Ontario L4G 3H4. Fax: (905) 727-7545. E-mail: resumes@torcan.com

Thank you for your interest in our company. We regret to advise you that we will only be able to contact candidates selected for an interview.



515 Skilled & Technical Help

**BOBCAT OPERATORS AND SNOW PLOW TRUCK DRIVERS**  
\$20/hr+  
For Markham.  
(416)688-0100

**CLASSIFIED HOTLINE**  
1-800-743-3353

525 Office Help

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**FULL TIME SALES & MARKETING ADMINISTRATIVE ASSISTANT**  
Required for a busy Distribution Company in Markham. Excellent telephone etiquette, organizational, communication skills with a good command of English are required. Must have strong knowledge of MS Word & Excel. Able to multi-task & prioritize in a team environment.  
**\*\* RESUMES WILL BE ACCEPTED FROM JAN. 2, 2006 ONWARD \*\***  
Please submit your resume to: Fax#905-948-8045 or e-mail: ilonafarleyco@gta.igs.net

540 Hotel Restaurant

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**FOLCO'S**  
42 Main Street Markham  
**NOW HIRING**  
Part-time Experienced Dishwashers & Cooks  
Fax resume to: 905-471-7516 or call 905-472-6336

**Now Hiring**  
• Short Order Cooks  
• Counter Staff/ Cashiers  
for new restaurant in Markham. Call (905)472-5722 or email resume info@gr2go.com



**Accounts Payable/ Cost Controller**  
A small land development and midrise construction company in Markham requires a highly experienced individual who can work on several projects at once to manage invoices from sub-trades, administer contracts and maintain detailed overview of each project. Accuracy and efficiency a must, along with excellent communication skills and current computer knowledge. Fax resume with salary expectations to (905) 479-2934.

**511 Retail Opportunities**  
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**Retail Health & Nutrition Store** looking for:  
**Full Time and Part Time Help.**  
Evenings and weekends.  
Experience necessary for Full Time.  
Fax resume to: 905-475-2702 or phone: 905-475-5366