

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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509 Drivers

509 Drivers

525 Office Help

525 Office Help

525 Office Help

SUPPORTING OUR COMMUNITIES THROUGH SERVICE EXCELLENCE

The community spirit found in York Region's nine urban and rural communities makes it a truly great place to live and work. At the heart of our success as the fastest-growing part of the Greater Toronto Area are our challenging, diverse career opportunities, ideal location and excellent quality of life.

Emergency Management Co-ordinator

TRAINING, EXERCISES AND PUBLIC EDUCATION

This is an exciting opportunity for a leader with 3 years of emergency management program implementation experience, including training, exercises, public education and quality assurance functions. Through initiative and teamwork, you will co-ordinate the development and implementation of a comprehensive Emergency Management Program to ensure that the Region is in a state of operational readiness in the event of a natural or human-caused emergency. Your degree in Public Administration or a related discipline is combined with additional emergency management courses, and knowledge of applicable legislation, industry standards, disaster exercise initiatives, and current emergency management practices. Demonstrated flexibility and skills in managing projects, analysing demographic information, writing reports, and communicating effectively will reinforce your success in this key role.

This position offers an annual salary range of \$71,765 to \$84,387. Please forward your resume, quoting Job Posting L5776, by January 31, 2006, to the address indicated. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

The Regional Municipality of York
Corporate Services Department
Human Resource Services Branch
17250 Yonge Street
Newmarket, ON L3Y 6Z1
Fax: 905-895-4232
E-mail: yrkhr@york.ca



www.york.ca

ROLL-OFF DRIVERS

With AZ or DZ License

MECHANICS ASSISTANT

Experience with Roll Off Trucks an asset

- Competitive Wages
- Benefits
- Profit Sharing
- Family run business in Stouffville

Please fax resume & driver abstract to:
905-640-9232 or 905-642-6977

515 Skilled & Technical Help

515 Skilled & Technical Help

Experienced Cutter/Sewer

Required for an established Markham manufacturer of custom designed and made to measure garments, for dance, skate etc. Exp. with stretched fabrics on industrial machines. Excellent opportunity for advancement.
Fax (905) 474-3180
Email: gail@kats-designs.com
www.kats-designs.com

525 Office Help

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OFFICE ASSISTANT

Full-time position in leather wholesale company (hides and skins) in Richmond Hill. Duties include: fulfilling of orders, customer service, invoicing, phone, faxing, e-mailing, filing, courier arrangements, etc. in long term position @ \$12.00/hour. Must be either Canadian citizen or permanent resident with social security number.

Please fax or e-mail resume
Fauck Canada Ltd.
Fax: 905-886-8301
E-mail: fauckleather@bellnet.ca
Qualified applicants will be contacted.

MARKETING ASSISTANT

With previous marketing experience preferred for National distributor in Richmond Hill reporting to Vice-President of Product. Skills must include: strong organizational and communication skills, detail oriented, self motivated/self directed, proficient in Excel and Word, familiar with Adobe Photoshop/Adobe Illustrator. Salary mid 30's+.
Fax resume to 905-763-8322 or e-mail otipositions@gmail.com

DATA ENTRY MANAGER

Growing Markham business searching for an individual who has extensive working knowledge of Microsoft Access and Excel with MOUS certification. Individual will manage part time staff and be responsible for quality control of all data entry and will prepare final client reports. Qualifications will include excellent communication & computer skills, detail oriented, can multi task while meeting deadlines. Qualified applicants need only apply. Computer skills will be tested.

Send cover letter & resume to:
elainew@linkage-group.com
or fax to 905-415-2299
Quote job #DE 3000

BOOKKEEPER/SECRETARY

Only 1 weekday per week
\$15-\$25/hr
MS Office, Lotus, Corel, Quickbooks
Assist with all office functions.
Please specify why
1 day per week suits you.
Mail resume to:
Box 730, The Economist & Sun
145 Renfrew, Unit 160
Markham, ON
L3R 9R6

RECEPTION/ CUSTOMER SERVICE

Full Time Position, Cellular Store in Markham. Experience not Necessary but Would be an Asset. Monday to Friday from 10am-6pm
Fax Resume to (905) 477-3255
Only those being considered will be contacted.



The Lake Simcoe Region Conservation Authority is seeking a

ADMINISTRATIVE ASSISTANT - CORPORATE SERVICES

Full Time Opportunity, Newmarket, Ontario
Salary Range: \$33,594.00 - \$41,992.00
Start Date: March 3, 2006

Reporting to the Director of Corporate Services the successful candidate will provide administrative support to the Director and three Managers in the Division. The Administrative Assistant will be responsible for the preparation of correspondence, reports and memos as requested, as well as the monitoring of department planning and scheduling information. The successful candidate will assist with the administration of the office, including maintenance of the corporate file management and information system database.

A post-secondary education in office/business administration with three to five years' experience as an executive assistant is preferred. In addition to professional minute taking in either short hand or electronic formats, excellent communications skills and a strong customer service approach are essential.

For further details, please visit www.lsrca.on.ca. Please forward resume with references by February 3, 2006 to info@lsrca.on.ca. Attention: Human Resources.

A Watershed For Life

120 BAYVIEW PARKWAY
NEWMARKET, ON
L3Y 4X1

TEL: 905.895.1281
FAX: 905.853.5881
1.800.465.0437

INFO@LSRCA.ON.CA
WWW.LSRCA.ON.CA

ADMINISTRATIVE SUPPORT PERSON

required for busy Markham insurance brokers office. Duties to include filing and data entry. This position requires excellent communication skills, computer experience and individuals must be fluent in written and spoken English.
Fax resume to Linda 905-475-0447.

OFFICE STAFF

3 days/ week (9am-5:30pm)
Able to handle and balance cash.
Computer skills a necessity.
Must have pleasant personality to deal with customers. Email or fax only:
chamber@whitchurchstouffville.ca
Fax: 905-642-8966

OFFICE ADMINISTRATOR

8-12 months maternity leave position.
Proficient in Word, Excel, Outlook, knowledge of South African culture an asset.
Excellent verbal and written English as well as good customer service skills!
E-mail resume to: michelle@proteaimports.com or fax to (416) 493-4804

Bill Collector (for Law Office)

Must be fluent in English (other languages an asset) and have basic computer skills. Position involves mostly phone work and requires strong communication skills. Able to work flexible hours. Preference to candidates with A/R experience, but willing to train.
Reply by fax to: (905) 474-3636

JUNIOR OFFICE CLERK

A well established Commercial Property Management office in Concord is seeking a Junior person to assist in a busy office.
Please fax resumes to
Controller (905) 669-0440

Markham home decor distributor seeks:

OFFICE CLERK - IMPORT DEPT
General office duties. Must be very detailed, have excellent data entry, Word and Excel skills.
Min. 2-3 yrs exp. Import exp. preferred.
Email or fax resume by January 27, 2006 to:
thardy@burkartassociates.com
or 905-479-4723

CANADIAN HOME CARE COMPANY

seeks Compassionate Go-Getters to open, grow and manage new areas. Young or old, if you have the right stuff we're looking for you!
Call (905) 773-0959

Join our Team of EMERGENCY RESPONSE OPERATORS

Full training provided.
Day/night shifts
Keel/Hwy#7
Fax/email resumes:
1-866-277-4086
mporter@apialamm.com
Attn: Mark

Real Estate Appraisal Office

requires support person
10-6pm,
some Sat. 10-4pm
MLS experience an asset.
Please fax resume
(905) 886-9054

535 Hospital, Medical, Dental

Markham Physiotherapy Clinic requires:
Registered PHYSIOTHERAPIST
F/T position & P/T evenings.
Registered MASSAGE THERAPIST
Fax resume to:
905-471-3751

Promote your company's INTERNET PRESENCE in the Classifieds. Be sure to include your WEB ADDRESS

Telecommunications Service Centre is currently recruiting for the following positions in Markham.

Technician

- Technician in either Telecommunications or Electronics.
- Two years manufacturing experience in a maintenance role, ideally with wireless telecoms equipment.
- Troubleshooting and circuit is an asset
- College graduate in electronics

Customer Service Representative

- 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

509 Drivers

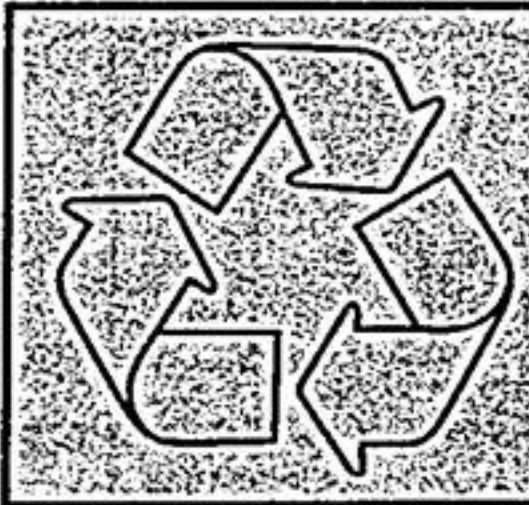
TOW TRUCK WANTED

Min. 2 years experience.
Also apt. available for right candidate.
Call
(905) 852-3447

514 Salon & Spa Help

HAIR DRESSER

Experienced for Aveda Concept Salon in Stouffville.
\$500/weekly.
Call Andy or Carmen
(905) 640-2299



SOMERSET KIDS DAY CAMP, Est. 1996
Wanted: Camp Director for Summer 2006
Somerset Kids Camp is an activity camp and sports camp for children from 4-12 years old. If you are creative, organized, enthusiastic, and kid friendly, with a recreation certificate and a minimum of 3 years camp leadership experience, Somerset Kids Camp is looking for you!!!
Send resume to:
Camp Director, Somerset Academy
7700 Brimley Rd, Markham, ON L3R 0E5

509 Drivers

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Battlefield Equipment Rentals

Experience "G" Class Driver
Currently requires 2 experience full time "G" Class Driver for our Gormley location. You will travel the surrounding areas delivering equipment and meeting our customer's deadlines. Must have clean drivers abstract, excellent written and oral skills, and the ability to drive standard transmission vehicles. We offer excellent compensation, benefits and a pension plan. Fax your resume along with your attached drivers abstract to:

Human Resources
Battlefield Equipment Rentals
(A Division of Toromont Industries Ltd.)
12385 Woodbine Ave
Gormley, ON L0H 1G0
Fax: 905-887-3592 Email address:
BattlefieldHR@Toromont.com
No Phone Calls Please

We thank everyone who applies; only those candidates selected for interviews will be contacted.

509 Drivers

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TRUCK DRIVER REQUIRED (GTA AREA)

Driver required to join the team of a reputable fast past growing semi-trailer rental company located in York Region area. Driver will responsible for performing trailer shunt pick-up and delivery services. Position is full-time 5 days Monday through Friday. Applicants must possess AZ license and have minimum of 3 years experience.

Please fax or e-mail resume to the attention of: Dan Forfar
Fax: 905.888.6061 E-mail
d.forfar@gatrailer.com
We thank all candidates in advance for their interest however, only those selected for an interview will be contacted.