

505 Careers

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JOIN OUR BARRIE COMPUTER CENTRE TECHNOLOGY TEAM

www.bmo.com/careers

We have several exciting technology opportunities available at our new Barrie Computer Centre in the Mapleview West Business Park, and invite qualified individuals to join our team in the following roles:

- Senior Analyst Enterprise Directory
- Senior Communications Analyst
- Senior Network Analyst
- Senior Systems Support Analyst
- Senior Technical Specialist
- Senior Production DB Administrator
- Systems Support Technical Specialist

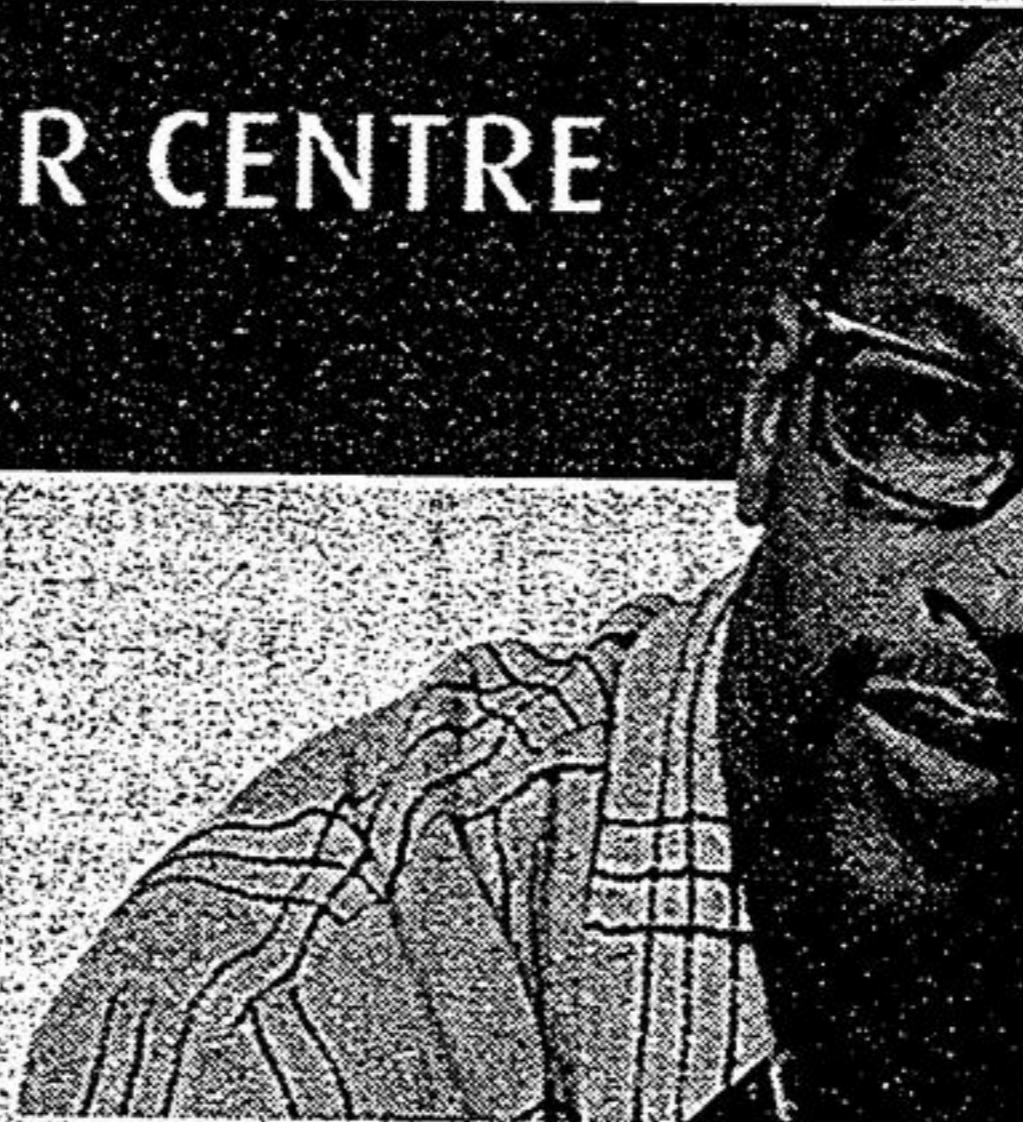
- Information Security Analyst
- Data Warehousing Service Co-ordinator
- Database Administrator
- Systems Administrators (Wintel, Unix)
- Computer Systems Operator (Operations Analyst)

Don't miss this opportunity to get in on the ground floor of this new venture. We value our employees and offer an excellent compensation plan, lifelong learning and development opportunities, and

a competitive Share Ownership Plan.

For more information, please visit our website or e-mail ray.corlett@hewitt.com.

At BMO Financial Group, we are committed to diversity and equitable opportunity for all individuals.



CLASSIFIED DEADLINES

TUESDAY EDITION

Help Wanted
Deadline: Monday at 12 Noon
Word Ads
Deadline: Monday at 2pm

THURSDAY EDITION

Help Wanted
Deadline: Wednesday at 12 Noon
Word Ads
Deadline: Wednesday at 2pm

Business & Professional Directory
Deadline: Tuesday at 5pm

SATURDAY EDITION

Help Wanted
Deadline: Friday at 12 Noon
Word Ads
Deadline: Friday at 2pm
Business & Professional Directory
Deadline: Thursday at 5pm

To place your ad, call:
1-800-743-3353

SCHOLASTIC

SCHOLASTIC CANADA LTD.

The leading publisher of children's books is seeking a **BILINGUAL CUSTOMER SERVICE REPRESENTATIVE** (English and French)

A position is available in our incoming Call Centre (Major MacKenzie & Hwy. 404 area) for an experienced Customer Service Representative. This position will promptly handle all customer inquiries to ensure appropriate action is taken to maintain a high degree of customer satisfaction and loyalty. The ideal candidate must have excellent communication skills and be fluent in both English and French. Excellent telephone manner and exceptional listening and organizational skills are also required. Rate of pay is \$11.50/hour.

If you are interested in the above position, please forward a copy of your resume to:

Human Resources Division
Scholastic Canada Ltd.
175 Hillmount Road

Markham, Ontario L6C 1Z7
Fax: 905-887-3639 E-mail: resumes@scholastic.ca
www.scholastic.ca

All resumes must be received by February 13th, 2006
Please indicate your shift availability on your cover letter
We wish to thank all candidates for their applications in advance and advise that only those selected for an interview will be contacted.
No telephone calls or agencies please.

515 Skilled & Technical Help

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Telecommunications Service Centre is seeking for **TECHNICIAN**

Qualifications:

- 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
- Work environment including scheduled overtime for maintenance shifts and be available, upon request, to work overtime

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

525 Office Help

525 Office Help

525 Office Help

CANADIAN BABY PHOTOGRAPHERS LTD.

Warden/Steeles
Tel: (905) 940-9661
Fax: (905) 940-6115

TELEPHONE CLERK

We are seeking a reliable individual to work from our Head Office, Monday to Friday 9:00a.m. to 2:00p.m. Telephone experience will be an asset. Must be fluent in English (orally and written). Training will be provided. (Must be able to start immediately.)

Call Extension-249

Please call between the hours of 9:30a.m. & 2:00 p.m. to arrange for an interview.

****Please state which position you are applying for** THIS IS A NON-SMOKING ENVIRONMENT.**

520 Computer Data Processing

Computer Technician req'd
Must have strong understanding of PC hardware and construction.
Excellent communication skills.
E-mail to: dvinfo@watchnetdvr.com

525 Office Help

C.A. Firm requires Senior Accountant
Caseware & TaxPrep.
Fax Resume to: (905)474-3200

BRIGHOLME INTERIORS GROUP CLIENT SERVICE REPRESENTATIVE

A leading Haworth contract furniture dealership in Markham, currently looking to fill an internal position in the client service department.

The candidate needs to be proficient in MS Office programs. Experience in industry software Team Design and CAP is preferred, but training would be available. Minimum 2 yrs. Experience in a client service function a must.

Please send resume via e-mail only to address found @ www.brigholme.com

PURCHASING ASSISTANT

Required by a well-established, rapidly growing Richmond Hill area mfr. Duties include: creating reports using Excel, follow-ups with suppliers for order confirmation & delivery, research on products, issue Purchase Orders & quotes. Skills: math, communication in both written & verbal, work independently, thorough, aggressive, responsible, able to multi-task and take initiative.

Please send your resume to: **AMICO CORPORATION**
Email: hr@amico.com
Fax: (905)764-0862

CUSTOMER SERVICE REPRESENTATIVE

Compliance Management Inc., a small administrative outsource company in Markham, is seeking an individual to assist in servicing clients for a national company. Duties would include telephone support, document processing, including outcalls for missing information, data entry and follow-up, and other miscellaneous clerical and telephone duties. This is a contract position for six months with a monthly salary of \$2,600 to \$3,000 depending on qualifications and experience. The position may also convert to full time employment depending on the results of the individual.

Please forward resumes to: position@ckcgroup.com or fax to 905-479-9914.

Only those that are being interviewed will be contacted.

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Unique career opportunity in Newmarket for a Senior Manager/Project Estimator

We are in the process of recruiting a front-line professional with expert organizational and time management skills in the Plumbing, Pipeline/TV Inspection Industry. You will successfully manage multiple projects (large and small) from conception to completion. Your solid business acumen combined with positive decision making, estimating and negotiation abilities will enable you to oversee scheduling, procurement, financial management and safety requirements. Capable of developing and nurturing key business and supplier relationships, you will reduce costs, identify project risks and facilitate these requirements unique to individual projects. The successful candidate should possess a collective minimum of 7 years of practical field experience and blueprint knowledge, combined with the ability to handle staff and day-to-day project demands while making pragmatic project sensitive decisions.

Decisive, detailed oriented and skilled in negotiation, you will complete and accurately prepare quotations to achieve successful and profitable estimates within project specified parameters and time constraints. A team player who knows how to plan, organize and work effectively with others, you will take part in the facilitation/presentation of major proposals and deal with trade pricing for adherence to specified parameters of the quotation.

If you are an industrious individual, consider a company that offers exciting challenges, personal/professional achievement, excellent compensation and comprehensive benefits. Please state salary expectations.

BRAYWOOD SERVICES INC. 2075 Green Lane East, Newmarket, Ontario, L3Y 7V1
Fax (905) 853-5493/email: braywoodservices@aol.com

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YORK CATHOLIC DISTRICT SCHOOL BOARD

320 Bloomington Rd., West, Aurora, ON L4G 3G8
Tel: 416-221-5051 or 905-713-1211 Fax: 905-713-1809

York Catholic District School Board is a dynamic, growth-oriented organization currently operating 80 elementary and 13 secondary schools.

HUMAN RESOURCES CO-ORDINATOR

Reporting to the Superintendent of Human Resources, you will provide HR services to a designated area of schools and education centre departments. This will entail co-ordinating employee recruitment, staffing and counselling, dealing with employee discipline and performance issues, collective bargaining and resolving grievances, and identifying and co-ordinating training needs. To meet these challenges, you must have a degree in Human Resources or equivalent, a CHR designation, and 5 years of experience as an HR generalist dealing with recruitment, selection, HR information systems, staff consultation, and labour relations. The ability to maintain excellent employee relations, and advanced computer skills will enhance your success in this role. The salary range for this position is \$54,000 to \$68,000.

Written applications, outlining qualifications and experience, will be accepted until **February 15, 2006**, and should be sent to: **Sheila Haley, Senior Manager of Human Resources**. E-mail: anne-marie.lewandowski@ycdsb.ca

Elizabeth Crowe
Chair of the Board

Susan F. LaRosa
Director of Education and Secretary of the Board