

505 Careers

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525 Office Help

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530 Sales Help & Agents

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535 Hospital, Medical, Dental

ADVERTISING SALES VAUGHAN CITIZEN



Making a Positive Difference in Our Communities

The York Region Newspaper Group has an immediate opening for an Advertising Sales Representative for The Vaughan Citizen. 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

If you are qualified and interested in the above position, please email your resume by April 12th to skane@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.

French/English speaking Customer Service Rep Required

Busy NE Scarborough Co. looking for upbeat individual with a positive attitude and excellent communication skills. Require two years Order Desk & Customer service experience. Written and spoken English and French are mandatory. Please fax your resume and salary expectations to 905.887.7488

Seeking a PRE-OWNED SALES ADMINISTRATIVE ASSISTANT

Candidate must possess excellent organizational skills, possess a valid G drivers lic. with a clean abstract and must be able to drive a manual transmission. Previous automotive experience is an asset, but not required. Please email your resume to: cs@tcbmw.com

RECEPTIONIST

required for Hwy 404/407 based growing residential property management company. Must be energetic, willing to learn and work as part of a team in a progressive environment and own a reliable vehicle. Computer and communication skills important.

Fax resume including salary expectations in confidence to: 905-944-9083 attn: Monish

RECEPTIONIST

Required for progressive vehicle leasing company located in Markham. Ideal candidate enjoys working in a fast-paced environment. Experience is a must. Please fax resume and salary expectations, in confidence, to Sheryl Terzo at Landmark Vehicle Leasing: 905-477-5902 sterzo@landmark-leasing.com

Account Receivable Administrator Permanent Part-time

Must possess good accounting skills, be proficient with XP & MS Office. Professional, have excellent communication & organizational skills and able to work well independently. Fax resume to Kathy at 905-475-3081. Qualified candidates will be contacted.

CREDIT/COLLECTION TRAINEE

Collection Agency located at Kennedy & Progress has immediate position available. Good salary and bonus incentives. Will train suitable applicants. Must be computer literate. For appointment call Jody Kwan (416)297-7077 ext. 292 or email: jkwan@commoncollections.com

LEGAL REAL ESTATE ASSISTANT

required for Richmond Hill Law Firm (P/T or F/T) Conveyancer and Teraview an asset. Email: matteer@litowitz.com Fax: 905.731.6986

OFFICE PHONE HELP REQUIRED

Strong command of the English language a must. No selling. Send resume to: Box# 218 c/o The Era Banner 580B Steven Court, Newmarket ON, L3Y 4X1

REAL ESTATE SECRETARY/LAW CLERK

Full time/Part time Flexible hours: Hwy #7 (Thornhill), 5 yrs. exp. in Commercial/Residential. Proficient in Conveyancer, Teraview, E-reg, Word, PCLaw Word Perfect. Email: les@toronto-legalservices.ca

Please Recycle



530 Sales Help & Agents

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Hardwood flooring company requires Experienced Service person

Full time position. Must be experienced in all types of hardwood and laminate flooring. Must have references. Please fax resume to: 905-770-1901 or email: darmagahardwood@bellnet.ca

Managers in Training Assistant Managers & Sales Counselors

We opened in Toronto in Jan. 2005 ad we are rapidly expanding! Expanding to 40 locations this year!



Customer Service focused & passionate about sales. Sales/Customer Service experience desired. Training Provided, benefits and opportunities for advancement. Outstanding Compensation

Email: stephanie@lawlontario.com Fax 1.705.727.0180 Various locations across Toronto, Markham and Scarborough. Apply Today.

HAVE YOU CONSIDERED A CAREER IN REAL ESTATE?

Take the job for a test drive in our REAL ESTATE SIMULATOR. www.suttonheritage.com go to career information, then skills assessment and take a free on-line, confidential assessment to determine if you have the skills and personality. Please R.S.V.P. if interested in attending our Career Seminar, April 19th, at 7 p.m. 6061 Highway 7, Markham. Call Lyn at 905-471-2000

535 Hospital, Medical, Dental

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PART-TIME DENTAL ASSISTANT

required. Bayview/Hwy 7. Flexible hours, top wages. Some Mon, Wed, Fri., Sat. Please call (905)886-6198

RN

for busy family practice in Unionville. One day per week (Thursday) Fax resume to (905)305-8571

PART TIME DENTAL RECEPTIONIST

2 Saturdays per month & 2 weeks in summer. Logitech Program. Will train. Markham, north area. Email: jctc@interlog.com

PERSONAL SUPPORT WORKERS

S.R.T. Med Staff has immediate openings for full and part time assignments throughout York Region. Candidates must have a P.S.W. certificate and 1 year recent experience.

- High Pay Rates • Travel Reimbursement
 - Weekly Pay (inc. Travel) or Daily Instant Pay
 - Benefit Plan • Paid Inservices
- Please fax your resume to Wendy Hobson at S.R.T. Med Staff, Human Resources 416-968-3652 or toll free 1-800-650-8839 or email: humanresources@srtmedstaff.com



LEGAL REAL ESTATE ASSISTANT

required for Richmond Hill Law Firm (P/T or F/T) Conveyancer and Teraview an asset. Email: matteer@litowitz.com Fax: 905.731.6986

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530 Sales Help & Agents

541 Part-Time Help

PT Administrative/ Customer Service Summer position available.

Preferably University Student with good command of English language. Fax Resume: (905)479-4600

545 Teaching Opportunities

Home Visitor

required part time by Wee Watch Enriched Home Child Care to service the Markham and/or Richmond Hill area. You must have your E.C.E. Diploma and at least 2 years in the child care field. Please fax your resume to 905.479.2580



We are growing! ECE ASSISTANT & SUPPLY TEACHERS needed for daycare in Stouffville. Please fax resume to: 905-640-4872

509 Drivers

Napa Auto Parts Stouffville requires Part Time Driver Position Fax resume 905-640-3031

514 Salon & Spa Help

Experienced HAIR STYLIST Full or part time. Salary \$500+ Markham area. Please call (905)477-6597

525 Office Help

Wilson Vukelich LLP the leading Business and Tax Law Firm in York Region is seeking a Junior Accounting Admin. Assistant for a minimum 6 mos. contract starting in late May or June of this year. PCLaw experience and/or education in the accounting field is required. This position involves preparing cheques, posting client disbursements, daily banking, accts payable and accts receivable, responding to various requests from staff and lawyers with respect to billings, possible backup reception duties, attending at the post office, and other duties as assigned. A car is necessary for this job. Qualified candidates should submit their resumes indicating salary expectations by email or fax to: Cathy Whittaker, Office Manager WILSON VUKELICH LLP Fax: (905) 940-8785 email: information@wilsonvukelich.com We appreciate the interest of all applicants, however only those under consideration will be contacted.

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Account Receivable Administrator Permanent Part-time Must possess good accounting skills, be proficient with XP & MS Office. Professional, have excellent communication & organizational skills and able to work well independently. Fax resume to Kathy at 905-475-3081. Qualified candidates will be contacted.

515 Skilled & Technical Help

LANDSCAPING & GROUNDS MAINTENANCE POSITIONS CREW LEADERS & LABOURERS Experience an asset, but will train. Call (905)472-4842 Fax (905)470-8426

515 Skilled & Technical Help

Busy Pool and Hot Tub builder/retailer looking for a self motivated highly organized individual to fill position of OFFICE COORDINATOR ASAP. Position to start in Markham Store location for training purposes. Primary duties include accounts payable and warranty submissions. Upon successful completion of training, a Full Time permanent position in our Newmarket Store Location would be granted. Duties would include accounts payable and receivable, invoicing, generation work orders, follow up with service, sales, and customers on outstanding amounts daily cash receipts and banking. Forward Resumes to cori@seawaypools.ca or via fax 905 294 8030 Attn Cori.

CREDIT/COLLECTION TRAINEE Collection Agency located at Kennedy & Progress has immediate position available. Good salary and bonus incentives. Will train suitable applicants. Must be computer literate. For appointment call Jody Kwan (416)297-7077 ext. 292 or email: jkwan@commoncollections.com

LEGAL REAL ESTATE ASSISTANT required for Richmond Hill Law Firm (P/T or F/T) Conveyancer and Teraview an asset. Email: matteer@litowitz.com Fax: 905.731.6986

LICENSED INDUSTRIAL ELECTRICIAN required for a fast paced Woodworking Industry in Stouffville. Must be able to work with 3 phase 600 volt, minimal supervision. Own tools. Salary \$20-23/ hr. Call: (905)640-4788 or fax resume: (905)640-8862

Woodworking company in Stouffville is now hiring full time positions: MACHINE OPERATORS GENERAL LABOUR First or Second Shift jobs available. Please fax resume to KORA GROUP INC. 905-642-0675

STEEL ART SIGNS CORP Markham, ON Customer Service/Accounts Receivable A custom manufacturing company located in SW Markham has an opening for a customer service/accounts receivable person. Responsibilities include order entry, customer service, invoicing, collections, cash postings and other duties as required. Strong communication and organizational skills along with good computer working knowledge is important. Candidate should have a minimum of 2 years experience. Fax resume to: 905 474-5155

OFFICE PHONE HELP REQUIRED Strong command of the English language a must. No selling. Send resume to: Box# 218 c/o The Era Banner 580B Steven Court, Newmarket ON, L3Y 4X1

REAL ESTATE SECRETARY/LAW CLERK Full time/Part time Flexible hours: Hwy #7 (Thornhill), 5 yrs. exp. in Commercial/Residential. Proficient in Conveyancer, Teraview, E-reg, Word, PCLaw Word Perfect. Email: les@toronto-legalservices.ca

SHIPPING RECEIVING/MATERIAL HANDLER Full time. Tow motor & Raymond Reach license required. Fax resume to: 905-472-1476

Fax us your ad 1-(905) 853-1765

540 Hotel Restaurant

Nava Restaurant & Bar 125 York Blvd, Richmond Hill (404 & Hwy #7 area)

A new and exciting restaurant and nightlife venue is now hiring: SOUS CHEFS PREP COOKS WAITSTAFF BARBACKS HOSTESSES (M/F) LINE COOKS DISHWASHERS BARTENDERS BUSSERS SECURITY STAFF Call (905) 763-2749 Send resumes to: Fax (905)889-0248 Email: info@navarestaurantandbar.com