

# 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

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Are you thinking about returning to work but aren't sure what the next step is?

Call Job Skills to get... **Back on Track** your return to work strategy

Ask about:

- Career decision making workshops
- Connecting to employment services, programs and supports in your community
- Assistance with funding applications for skills training
- A personalized return to work action plan

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All at no cost to you!  
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It's the **SEASON** for growth

Allied International Credit, located in Newmarket, is experiencing exciting growth and welcomes...

## Collection Agents


**60 new positions!**

(we offer a premium pay to French-speaking candidates)

Join our rapidly growing, dynamic organization. We offer a supportive environment, competitive compensation, comprehensive benefits, incentives, in-house personal fitness training, educational assistance, and an Employee Share Option Plan.

Let your career bloom with us

Please apply by:  
Fax: (416) 649-3270  
e-mail: hr@aicccorp.com




Metroland Corporate Sales has an opening for an enthusiastic

### Sales Support Assistant

**Requirements for the successful candidate**

- Strong computer skills in Microsoft Outlook, Microsoft Excel, Microsoft Word and Microsoft Power Point
- Outstanding oral and written communication skills, and interpersonal skills
- Attention to detail
- Strong organizational skills
- An ongoing record of self-improvement

Reporting to the Corporate Retail Sales Director, you will focus on providing sales, marketing and technical support to Corporate Account Representatives by processing electronic advertising orders and materials, entering and managing computer data, assisting in the preparation of market research presentations and sales proposals. In addition, you will communicate with clients, advertising agencies and newspaper personnel concerning the day-to-day business needs of the Account Representatives, maintain files on customer and newspaper information and other support duties as required.

If you are ready for a new and exciting opportunity at Metroland Corporate Sales, we would like to hear from you by **Friday, April 28th, 2006**

Please forward your resume by email to: Allister Macrae Corporate Retail Sales Director, Metroland Corporate Sales Office  
amacrae@metroland.com

Consider A Career in

## Dental Hygiene

- HIGHLY RESPECTED
- EXCELLENT INCOME POTENTIAL
- REWARDING
- FLEXIBLE HOURS
- IN-DEMAND

**CALL NOW!**  
Very limited seating is still available for May 2006.

**OXFORD NORTH TORONTO**  
Call 905-780-9023

OPEN HOUSE April 25, 7PM - 9PM


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## ADVERTISING SALES VAUGHAN CITIZEN



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 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.

### Community Living York South

We are seeking a mature & responsible person to fill the position of **Human Resources and Payroll Coordinator (Full Time)**

**Qualifications:**

- Min. of five years experience with a computerized HR/payroll system
- Post secondary education in human resources or equivalent
- Proficiency with payroll and H/R software, Microsoft Office
- Good knowledge of employment legislation
- Excellent interpersonal, verbal, & written communication skills
- Detail oriented; well organized; able to handle multiple priorities

**Responsibilities:**

- Administration of human resources
- Maintenance and further development of an in-house computerized human resources/payroll information system
- Administration of employee benefits and liaison with insurance carriers
- Oversee biweekly payroll for 250 employees

Please forward your resume and cover letter stating salary expectations by **May 1, 2006** to:  
Competition #2006-0011SK

Community Living York South  
101 Edward Avenue, Richmond Hill, ON L4C 5E5 Fax: 905-737-3284  
Thank you to all who reply; however, only those chosen for interviews will be contacted.  
No telephone inquiries please.  
Community Living York South is an equal opportunity employer.

501 Career Counseling

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Are you looking for work?


## employment SOURCE

is your key to completing a successful job search.

Contact us about the group and individual employment assistance available throughout York Region at no cost to you!

**1-866-992-9930**  
www.employmentSOURCE.ca

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### Branch Director

Home Health Services

We Care Home Health Services, Canada's largest independently owned home health care provider is currently recruiting for a Branch Director for our York Region location.

Your mandate will be to direct the delivery of services, drive revenue, profitability and growth and to meet strategic objectives. You will co-ordinate the management and administration of the branch operations and promote sales and marketing programs.

Your background includes 4 years of experience in operations and service delivery, coupled with a solid education in health care. Experience in sales and marketing and management experience round out your credentials.

If you are interested in pursuing this exciting opportunity, please forward your resume to Barbara Toccacelli at barbara.toccacelli@wecare.ca for consideration.

### FOR WOMEN ONLY

Contact us about the career exploration Workshops and Special Events available throughout York Region at no cost to you!

Don't looking for a career to fit my busy life. Tasha helped me find the right work for me!

**1.866.992.9930**  
www.employmentSOURCE.ca

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### Are you a Foreign Trained Professional and looking to re-enter your Profession in Canada?

#### OUR EMPLOYMENT SPECIALISTS Can help you

- Learn about Canadian workplace culture
- Explore networking and job opportunities
- Connect to Employers in your field

#### CONNECTING YOU TO YOUR PROFESSION

VISIT US AT OUR LOCATION  
20 Crown Steel Drive, Unit 15, Markham

Services are available at no cost to residents of York Region

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Phone: 905.948.0572  
Free-toll: 1.888.811.4422

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### Real Estate Law Clerk, Aurora

Real Estate Law Clerk, with 5 years+ experience required for a successful residential and commercial real estate law practice. We utilize current technology and offer an enjoyable work environment.

Please submit cover letter and resume to:  
Laurion Law Office  
41 Wellington Street East  
Aurora, Ontario L4G 1H6  
fax: 905-841-3388  
e-mail: jferis@laurionlaw.com

We thank all candidates for their response but only those considered for an interview will be contacted.

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### NOW HIRING

- RECEPTIONIST
- CLASS A MECHANICS
- 10 CLASS A TRUCK DRIVERS (flat bed & float)

Resumes by fax to Michael Anderson  
905-640-3190 or by email at michaelanderson@andersonhaulage.com

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