


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

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Main Office - 742 Arlington Park Place, Kingston, ON K7M8H9

PROMOTIONAL PRODUCTS/ PREMIUMS/INCENTIVES
Wilson Dunn Promotions have a vacancy for an **Account Executive**. Only applicants who have at least **two years experience** in our field will be considered. Our commission rate at up to 65% of Gross Profit, is reputed to be the highest in our industry. Wilson Dunn Promotions is ISO Certified. Our focus is on quality products and outstanding service. www.wilsondunn.com
Please telephone **Chris Dunn** or **Athena Dunn** in confidence at **905-940-0332**.

MAGAZINE PUBLISHER LOOKING FOR ASSISTANCE
in data gathering and management. Proficient in Mac based Quark, Microsoft Access, database management and some basic knowledge of Photoshop and Illustrator. Assist in maintenance of online community search programs and client link sections and to collect and enter information on Ontario builders for multiple print purposes. Ideal for recent graduate. Must be dependable, precise and enthusiastic. Good command of English, spoken and written
E-mail Resume to nsicilia@homesmag.com

Production & Service Administrator for rapidly growing business. Full Time. Excellent communication skills, great computer knowledge, good command of English language.
Email at: info@clarkebasementsystems.com or fax 905-295-8960
NO CALLS

BOX

Looking for a change. Become a member of the team.

**Large Format Specialist
Accountant/Bookkeeper
Receptionist
Account/Sale Representatives**

Visit www.whentobox.com for more info

POSITIONS AVAILABLE

OFFICE MANAGER
Local Markham based company seeking experienced office manager. Must be a quick learner & be fluent in English. The qualified candidate will have excellent computer skills, a strong accounting background and be able to manage a small, growing office with 5 staff. The company is a sales driven business. Candidate should be comfortable with lots of variety and deadlines.
Please fax resume to: 905-415-1526

Experienced Bookkeeper required for an established Accounting Practice. The successful candidate must have excellent communication skills and a good working knowledge of Quickbooks and Simply Accounting software as well as the ability to create Excel spreadsheets. Tax preparation knowledge an asset.
Please apply in person to 339 Main Street North or fax resume to 905-201-8063

Immediate Positions!
GHME-Richmond Hill
The largest and fastest growing vacation ownership company in Ontario is looking for motivated people, regardless of age, who are looking for a career opportunity in the fastest growing segment of the vacation industry. Successful candidates will be outgoing, energetic and interact well with people.
Full Time positions now available for:
Vacation Counselors - Sales
Guaranteed Base, Commissions, Bonuses and Health Benefits.
Targeted earnings well in excess of \$70,000 annually.
All positions to start immediately (Saturdays, Sundays -daytime & Tues/Wed/Thurs -evenings)
Career minded people have rapid advancement opportunities
Weekdays contact Linda between 10am-4pm (416) 490-0222 Ext.234
Weekends contact Richard (905)482-0419

Greenbelt Volkswagen
Markham/ Unionville
Sales Person Wanted

- With proven experience and commitment to superb Customer Satisfaction
- Outstanding earning potential
- Opportunity to join a progressive team
- Comprehensive benefit package

Please fax your resume (905)477-7530 or e-mail frank@greenbeltvw.com

Out-Side Sales Position
for a rapidly growing business. P/T & F/T. Good command of English language.
E-mail at: info@clarkebasementsystems.com or fax 905-294-8960
NO CALLS

509 Drivers

DRIVER/YARD PERSON
Required immediately experienced driver with DZ license, to pickup and deliver equipment locally. Duties include some shipping/ receiving, yard work, mechanical ability an asset. Safety shoes and drivers abstract required.
Call Wesley Brown, 905-640-2692 or fax 905-640-2994



515 Skilled & Technical Help

A company based in Markham is in need of the following position:
Mechanic (full-time permanent)
Interested applicants are requested to visit the career section of our website:
www.walkerequipment.com
Phone 905-294-8333
Fax 905-294-1739

525 Office Help

Receptionist/Administrator for office in Markham. Knowledge of Microsoft Word. Good command of the English language.
Fax resume: 905-477-3611 or email info@casa-fire-sprinkler.org

Promotional products/Marketing company in Markham seeking the following:
Order Entry Production Clerk
Must be fluent in English, have good computer skills & very good attention to detail. The successful candidate will work well in fast paced environment/understands deadlines & be a quick learner.
Fax number 905-415-1526

535 Hospital, Medical, Dental

IF YOU'VE GOT A LOT TO OFFER, SO DO WE!
We are looking for a smart, self-motivated and experienced **DENTAL ASSISTANT** who will feel right at home at **Dentistry In Oak Ridges**, a brand new aesthetic, family & implant dental office.
Must be level 2 certified and able to work Monday through Friday including two evenings a week.
If you're an experienced, successful, extremely motivated Dental Auxiliary looking to take your career to the next level, we invite you to come, join our team of talented professionals. There's no better place to grow your career.
Show us what you have to offer, and we'll do the same.
Fax your resume to: 905-771-6232
Email: 4sterns@sympatico.ca
Only those selected for an interview will be contacted.

MARKHAM INDUSTRIAL HIRING. DRIVER
For small and large deliveries using company truck. Full-time position. Good driving record required.
Please Call Joe or Dino 905-477-5192

TRUCK MECHANIC
Licensed, required for afternoon shift. \$24.25/hr. Full benefits, tool allowance, safety bonus, work boot allowance.
Please submit resume to apply@scottwoodstransport.com or fax 905-832-9933 or in person to 140 Maloy Street in Maple

OPTOMETRY ASST/ RECEPTIONIST.
Full-time including evenings and weekends.
Please fax resume with reference "mes" 905-948-8915

Debt 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

535 Hospital, Medical, Dental

Part-time Receptionist (Stouffville)
To work evenings and weekends. Good typing and computer skills and pleasant telephone manner. Real estate experience preferred.
Fax resume to: 905-640-0889 or call Pat 905-640-0888
Sutton Group Town and Country Realty Ltd.

515 Skilled & Technical Help

KEMFLO CANADA, a fast growing progressive Custom Injection Moulding Company, in Vaughan needs a

MOULD MAKER
For Mould maintenance and up keep of production tooling repairs, including grinding, welding, machining and polishing. Must also be able to perform Mould troubleshooting through production process.

SHIFT SUPERVISORS (Afternoon & Night Shift)
Responsible for directing the operations during the shift - including quality of production and supervise personnel. Must have injection moulding experience.

SET UP TECHNICIANS (Afternoon & Night Shift)
To set up moulds and start up and troubleshoot production process. Must have prior injection moulding experience. PVC and CPVC processing would be an asset.

GENERAL LABOUR - MACHINE OPERATOR - ALL SHIFTS
Needed to take parts from machine, packing and assembly work.
Interested applicants can apply in person (ask for Cathy) at 2175A Teston Road (Keele & Major Mackenzie) / fax resume to 416-352-5688 or e-mail to cadres@kemflocanada.com

ROOFING SERVICE PERSON
(for on-site repair work) needed asap. Must be experienced and have knowledge of all aspects of roofing. Must be hard working, reliable and honest. Company vehicle and benefits included.
Please fax contact info to: 905-640-4680

535 Hospital, Medical, Dental

Seeking Dental Assistant Level 1 Permanent part-time. Fluent in Cantonese an asset.
Please call (905) 477-6220 to enquire or email resume.markham-dental@hotmail.com

Full-Time Inbound Customer Service Representatives Wanted
Skills required: • Hardworking • Computer proficient • Able to independently multi-task in a busy office environment.
Starts at \$10/ hour.
Email resume to vincent.drm@gmail.com

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Please call Barb between 8:30am and 4:30pm @ 905-642-3515.

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Mon.-Fri. 8 am-6 pm

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Please email resume to: jcross@amvex.com

TECHNICIAN wanted for repairing DVD's, Camcorders, LCD tv's.
Call 905-305-8800 Ext. 230

For rates and information on the Business and Professional Directory, please call Jan Black at 1-800-743-3353