

# 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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**The Home of Innovation. The Heart of Community.**

A career with the Corporation of the Town of Markham is packed with challenge, change and the opportunity to make a difference. We offer a wide range of benefit and wellness programs.


**TOWN ARCHITECT**  
Reporting to the Director of Planning & Urban Design, and as the head of the Urban Design division, you will be accountable for guiding the urban design, built form and open space vision for the Town of Markham. You will also provide architectural and urban design input and facilitate design changes through the review of various planning applications and studies, provide oversight and management to Town initiated urban design studies, as well as manage, direct and support staff.

With an accredited university degree in Architecture and a minimum of 15 years' experience in a related position, you possess a membership with the Ontario Association of Architects. You also have strong leadership and managerial skills with the ability to empower reporting positions to manage their workload independently. The ability to negotiate with applicants and their professional architects/designers, while soliciting cooperation in achieving Town objectives round out your qualifications. **Salary: \$98,278.00 - \$115,629.00**

Interested candidates are asked to forward all applications and inquiries to:

Sean Dawson, Blue Lime,  
21 Atlantic Avenue, Suite 300,  
Toronto, Ontario M6K 3E7.  
E-mail: info@bluelime.ca

*No phone calls, please. The Town of Markham is an equal opportunity employer.*



www.markham.ca

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**Publisher**

The Nanaimo News Bulletin has a circulation of over 33,000 copies every Tuesday, Thursday and Saturday, and is complemented by a free Daily Monday through Friday.

We are seeking a Publisher with proven leadership skills & a record of community involvement to continue the strong growth this paper has experienced. Ideally, you should have a thorough understanding of all facets of community newspaper operations, with an emphasis on sales, marketing and financial management.

As publisher of the award-winning Nanaimo News Bulletin, you will report to the president of Black Press Vancouver Island division, and will help develop a business strategy to reinforce our position.

Black Press is Canada's largest privately held, independent newspaper company with more than 100 community newspapers and 19 dailies, located in B.C., Alberta, Washington State, Ohio & Hawaii. We offer a generous compensation and benefits package, as well as the opportunity for career advancement.

Forward resume & cover letter by **November 6, 2006 to: Mark Warner, President, Black Press, Vancouver Island** (f) 250 480-7195 (e) mwarn@blackpress.ca



www.blackpress.ca

515 Skilled & Technical Help

Mopal Construction requires a **FULL TIME Class "A" MECHANIC** With DZ license Call 905-888-9777 or Fax 905-888-9779

525 Office Help 525 Office Help

**SALES SUPPORT PERSON**

needed in rapidly growing promotional products business located in Markham. Excellent written/verbal English skills and good computer knowledge required. This position has lots of variety supporting our sales staff, product sourcing, customer quotes, trade shows, client events, etc. The ideal candidate will be outgoing, quick to learn and enjoy the fast-paced environment.

Please fax or email resume to:  
Fax 905-415-1526  
tcanto@hardwarepromo.com

525 Office Help

Markham home builder looking for an enthusiastic **RECEPTIONIST** Willing to learn and able to multi-task. email: info@esquirehomes.ca

**Great job opportunity for RECEPTIONIST With Legal Knowledge**

Ideal candidate will have completed or is enrolled in a legal assistant program; be friendly, professional and conscientious. Responsibilities include: Greeting clients, filing, switchboard handling, letter writing, opening files, retrieving information. Room for advancement in the firm.

Please fax resume to Office Administrator at 905-882-1082 or email: avumbaca@virgiliolaw.com  
Only qualified candidates invited for an interview will be contacted.

505 Careers

**FLENDER POWER TRANSMISSION INC.**  
www.flender.com

located in Markham, Ontario, is currently seeking experienced **ASSEMBLERS** to fill three positions in our assembly centre. Ideal applicants should have at least 2-3 years experience in assembly of gear reducers or transmissions and mechanical aptitude. Min. Grade 12 or 13 education required.

Please email resume to: info@flenderpti.com (no calls or agents, please)

515 Skilled & Technical Help

MicroCraft, High-Tech Electrical Testing company looking for **Excellon Driller** with 1+ years experience. Excellent pay, benefits and growth potential. must be flexible to multi-tasking with fixture building and electrical testing. Fax resume 905-258-0024 or jobs@usamicrocraft.com

**PURCHASING CLERK**

Markham manufacturer. Placing purchase orders, part number set-up, expediting, forecasting and receiving of items. Strong computer skills and purchasing/inventory experience required.

Please send resume to: hr@fstoolcorp.com

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**Specialty Care**

Dedicated to family-centred care, Specialty Care has been meeting the evolving long term care and retirement living needs of Ontarians for more than 25 years. Our Enabling CHOICES™ philosophy of care enhances the quality of life, not only of residents, but also of staff.

Located in Stouffville, Specialty Care Bloomington Cove offers quality Long Term Care to seniors and adults with special needs, specializing in Alzheimer's and complex dementia care.

**OFFICE MANAGER**

Reporting to the Administrator, you will demonstrate your total understanding of bookkeeping practices and your accounting knowledge in determining proper entries, preparing reports and reviewing records. You are a strong multi-tasker, experienced in accounts payable and receivable, computerized payroll, benefits administration and personnel file maintenance, and proficient in Word and Excel. As part of the management team, you will also use your excellent interpersonal skills to assist families with financial matters and oversee reception staff.

**REGISTERED NURSES**

These are part-time and casual opportunities for quality-focused, caring professionals to plan, direct and co-ordinate activities for the effective operation of the Resident Home Areas. You hold a current certificate of competence from the College of Nurses of Ontario, and current CPR certification. Your strengths as a leader will also enable you to supervise the services provided by RPNs and PSWs. Experience in long term care or rehabilitation nursing with dementia care or the GENTLECARE® approach is preferred. Computer skills are required.

We also have casual openings for Registered Practical Nurses who have a current certificate of competence as an RPN from the College of Nurses of Ontario, with successful completion of a Medication Administration Certificate course.

For more information about joining our growing team, visit us online. Please send your resume and covering letter, by **November 17, 2006**, to: Bernard Boreland, Acting Administrator. Fax: 905-640-0995. E-mail: bernard.boreland@specialty-care.com.

We thank all candidates for their interest; only those selected for an interview will be contacted.

www.specialty-care.com

**Director Classified Advertising**

Black Press publishes 19 community papers & 7 dailies on Vancouver Island, reaching 291,265 homes & businesses.

This new position will be responsible for building a sales team for the Island Classified Business Centre and developing sustainable growth with local walk-in traffic at each paper. You report to the President of Black Press Vancouver Island and will be based in Victoria.

Duties will include increasing revenue through category development, cross market selling and promoting all Black Press print & online products. Additional duties will include sales training, setting targets, and monitoring performance of sales & service to our customers and readers. You will aggressively compete against all classified-based products to build measurable market share and revenue while working with the Production Managers to ensure all deadlines are met.

Please send your resume and cover letter by **Nov. 6th, 2006 to: Mark Warner, President, Black Press, Vancouver Island** (f) 250 480-7195 (e) mwarn@blackpress.ca



**WESTBROOK TECHNOLOGIES**

Looking for an exciting career in Business Development? Westbrook Technologies, a distributor & manufacturer of anti-corrosion chemistries, located in Scarborough, seeks a self-motivated, well-organized individual with strong oral & written communication skills to work inside to generate new business opportunities (not close sales). Experience in a similar role is a plus. \$36K (negotiable) base + benefits & bonuses after 6 months. Interested candidates should email resume to: hr@focus-america.com listing Westbrook in your email subject.

515 Skilled & Technical Help 515 Skilled & Technical Help

**SNOWPLOW / SALTER DRIVERS**

Experienced drivers required. Pick-up size trucks, G Licence. Must be avail. 24/7, all winter. Great additional income source. Markham/Stouffville area residents preferred. Potential for full-time work starting in spring, maybe now too? Bobcat operator and mechanics' experience an asset. Or use your own truck and plow?

Call for info: (416)688-0100 or fax resume to 905-472-1494

525 Office Help 525 Office Help

**PRODUCT DEVELOPMENT / ADMINISTRATIVE ASSISTANT.**  
Directly Home Décor - On-line Retailer  
Markham, Ontario, Canada

**Summary:**  
This new position requires a very energetic and creative individual to work closely with the Executive Vice-President. The successful candidate will act as liaison to all vendors for a new line of products in addition to providing outstanding customer support.

**Requirements:**

- Education in business & marketing an asset, or equivalent experience
- Familiar with e-commerce initiatives preferred
- Knowledge of web graphic design preferred
- 1-2 yrs. experience in both wholesale/retail an asset
- Ability to work in a fast-paced environment
- Excellent communications & organizational skills

If your qualifications include the above, and you are eager to learn, please send your resume along with a cover letter to: resume@directlyhomedecor.com

**Legal**

Tired of commuting.....

We are seeking a **LEGAL ASSISTANT** with a minimum of 3-5 years commercial financing and commercial transactional experience. The candidate should have strong organizational skills, experience with Word Perfect, PC Law, Conveyancer and Teraview. A strong team player and able to work within a team environment. Salary commensurate with experience.

Fax resume to Dorothy Jones 905-760-2900 email jobs@bratty.com

**FULL TIME LAW CLERK MARKHAM**

Andrew Feldstein & Associates  
Experience in family law & knowledge of Divorcemate, PC Law and Word an asset. Law Clerk Diploma required.

Please e-mail resume to: melanie.rain@andrewfeldstein.com

**BOOKKEEPING / ACCOUNTING**

3-5 hours per day, flexible. Good working knowledge of Business Vision software. Located in Gormley. Competitive hourly rate.

Contact Basil 905-888-9998

**ADMIN ASSISTANT/ RECEPTIONIST**

for rehab clinic in Markham.

Fax resume to: 905-887-3671

**EXPERIENCED LEGAL SECRETARY**

Full/part time for wills, estates and municipal law practice. Microsoft Office, PCLaw.

Resumes and salary requirements to be sent by fax to: (905) 294-5688 or to: donald@cattanach.ca.

CA Office in Markham requires full time **Receptionist/Bookkeeper**. Strong communication and computer skills required. Must be fluent in English and proficient in Quickbooks and MYOB.

Fax resume to 905-474-3200.