

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

500 Career Training 500 Career Training 500 Career Training 500 Career Training 505 Careers 505 Careers 505 Careers 505 Careers 505 Careers

JOB CONNECT

16 - 24 years of age?
Out of work? Need a job?
WE CAN HELP!
At no cost to you!!!

- Information on careers and occupations •
- Resume, cover letter and interview assistance •
- Job development placement services •
- Information on apprenticeships and training •
- Summer Jobs Services •

Richmond Hill
(at Elgin Mills)
10610 Bayview Avenue,
Unit 12
Richmond Hill, Ontario
905-780-9622

Markham
(at Main Street)
6061 Highway #7 East
Markham, Ontario
905-201-8662

www.senecac.on.ca/cms/
community/etbs.jsp

Ontario Seneca

ONE COMPANY
CLUBLINK
More Opportunity

ClubLink, Canada's largest owner, operator, and developer of golf clubs in Ontario and Quebec, is gearing up for another great season.

JOB FAIR

Saturday, February 10th 10 a.m. ~ 3 p.m.

Highland Gate Golf Club
Rolling Hills Golf Club
Station Creek Golf Club
King Valley Golf Club

Golf Operations
Starters, Marshals,
Golf Shop &
Back Shop Staff

Hospitality
Bartenders, Servers,
Beverage Cart,
Kitchen & Housekeeping Staff

Turf Operations
Turf Labourers & Gardeners

King Valley Golf Club will be accepting applications for our Lake Joseph Resort in Port Carling.
Club locations, directions, and additional job fair dates are available on our website.
If you are unable to attend our job fair, please visit our website to apply online.

www.clublink.ca

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Advertising Sales Representative

Metroland is a dynamic media company delivering vital business and community information to millions of readers across Ontario each week. Metroland is a wholly-owned subsidiary of Torstar Corporation. The Corporate Sales Office, located in Toronto (Steeles & Hwy 404) has an opening for an enthusiastic Careers & Classified Advertising Sales Representative.

COMPETENCIES:
Action Oriented, Learning on the Fly, Perseverance, Time Management, Drive for Results, Customer Focus, Functional Technical Skills.

EXPERIENCE and KEY RESPONSIBILITIES:
The ideal candidate will possess strong skills in selling careers & classified advertising over the phone in a fast-paced, deadline-driven environment. This position is responsible for growing classified revenue through outbound sales (cold calling), handling incoming advertiser calls, and executing sales strategies. The candidate selected will have an entrepreneurial spirit, media experience and the ability to respond to industry trends while maintaining a professional work ethic. The ability to manage multiple projects is a must as our industry is ever changing and our clients' needs are ongoing. The ideal candidate will have a proven track record in sales either in an outside media sales capacity or inside sales business development environment.

This is a fantastic opportunity to work with a highly energized, competitive team in an innovative, fast paced environment.

Metroland Media Group Ltd.

Please email your resume to rscapin@metroland.com by February 20, 2007.
Thank you for your interest. Only those candidates selected for an interview will be contacted.

515 Skilled & Technical Help

Graphic Designer

to develop real estate brochures, flyers and other marketing material.
Please fax resume to: 416-298-9275

525 Office Help

OFFICE ASSISTANT

A/P, A/R. Business/Vision. Excellent communication skills, experience in collections/accounting functions.
Email resume to: dvrinfo@watchnetdvr.com

RECEPTIONIST

With light office duties. Immediate position.
Call (after Feb.6) (905)470-6366, ext. 240 or email: anner@litcosys.ca

RECEPTIONIST

For local insurance brokerage. Excellent phone skills. Strong command of English language. Exp. req'd.
Call John (905)471-3868, ext. 229

EXPERIENCED REAL ESTATE LAW CLERK

For Markham Law firm
PC Law, E-Reg and Conveyancer.
Fax resume to: 905-477-3978

525 Office Help

Join one of Canada's leaders in large format printing and advertising. We have openings for the following positions:

- PRESS OPERATOR
- PRINT PRODUCTION HELP

Preference will be given to those who hold experience in Seaming, Airbrushing, Mounting and Lamination, Vinyl Cut or Zund Cut machinery.
You must be in excellent health, energetic and enthusiastic and able to work in a fast paced environment. Consideration will be given to those who are self motivated and possess strong interpersonal skills. Print industry experience a definite asset!

Fax your resume to: 905-889-2874 or e-mail to: Careers@iconprint.com
No agencies please.

BOOKKEEPER - 3 days a week

Manages and reconciles bank accounts and cash flows, manages accounts payable and receivable, prepares and administers bi-weekly payroll and employee RRSP plan, prepares T4's, liaison with company benefits provider. Also prepares internal monthly financial statements, monthly journal entries, accruals, manages inventory and fixed asset schedules; prepares annual budget in consultation with President & Manager; prepares books for audit. Manages bookkeeping for prepaid funeral plans. Salary commensurate with qualifications and experience.
Fax resume to: Jessica Competiello, Manager at 905-305-8128 or email it to: eric@chapelridgefh.com
Chapel Ridge Funeral Home
8911 Woodbine Ave
Markham, ON L3R 5G1

PURCHASING ASSISTANT

Required by a well-established, rapidly growing Richmond Hill area mfg. 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, and take initiative.
Please send your resume to: AMICO CORPORATION
Email: hr@amico.com
Fax: (905) 764-0862

525 Office Help

G4S Security Services (Canada) Ltd. is hiring a:
BILINGUAL (FRENCH/ENGLISH) COLLECTIONS ASSISTANT

Responsibilities:
• Make business to business collection calls to customers in Canada particularly Quebec.
• Assist A/R in data entry, reports, reconciliations, etc.
Knowledge of billing, collections and accounting concepts required.
Please forward resume to: jobs@ca.g4s.com

COMPUTER PAYROLL PROCESSOR

(Stouffville)

- Payroll experience/knowledge
- Computer skills/own transportation
- Fluent in English/detail oriented
- Customer service/telephone skills
- P/T with possibility of F/T

Would suit mature individual. Benefits package available.
Submit resume to: bolster@dmgroup.com or fax: 905-830-4496

Local advertising firm requires a F/T
Assistant Controller
M-F, 8:30-5pm, preparing financial statements, reports reconciliations, PST, GST filing, supervise AP. Must be CGA/CMA enrolled, computer literate, MYOB & Simply Acct. a plus. Opp for growth, must be reliable, have excellent comm. skills and own vehicle.
Apply to: HR@creativeoutdoor.com

TELEMARKETER WANTED

To make outgoing calls into our contact database
- Fluent English mandatory, French an asset
- Pleasant but confident speaking voice
- Self starter with good work habits
- Intermediate computer skills
- Experience in call centre and/or high-tech an asset
- Competitive compensation with growth opportunities.
Fax: 905-477-0874
dblackburn@qdata.com **qdata**

Growing manufacturing company in Markham requires full time
CLERICAL ASSISTANT
Duties include handling e-mail, printing invoices, proof reading orders, answering phones. Must be fluent in spoken and written English. \$12/hour.
Fax resume to: 905-475-7488 or email sales@marking.ca

SERVICE/SALES ASSOCIATES

We are seeking enthusiastic individuals to be key players in our exclusive Agencies representing The Co-operators.
Opportunities are available in Bill Bachra's Insurance Agency in Markham.
You will be responsible for all aspects of sales and client service in person and by phone. Your role will include assisting clients and prospective clients with their insurance needs through the sales and service of Home, Automobile and other lines of insurance.
The ideal candidate will have, or be willing to acquire, a General Insurance License. Previous experience within the insurance industry is an asset but not essential.
Please email your resume in confidence to: lisa_crawford@cooperators.ca
Only selected candidates will be contacted.

MECHANICAL ENGINEER

We are a rapidly growing medical mfg. looking for a Mech. Eng. with 3-5 yrs design exp. & strong SolidWorks skills.
Please send resume to: szadeh@amvex.com

515 Skilled & Technical Help 515 Skilled & Technical Help

SERVICE TECHNICIAN/INSTALLER

Unionville Heating & A/C Ltd.
Salary plus bonus package. Company vehicle provided.
Fax resume: (905)479-1317
Call John: (416)990-1535