

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**

HAVE YOU CONSIDERED A CAREER IN REAL ESTATE?
Take the job for a test drive in our **REAL ESTATE SIMULATOR**. Go to www.suttonheritage.ca, click on career information, then skills assessment and take a free on-line, confidential assessment to determine if you have the skills and personality. For more information or an invitation to our **Career Night** Call us at 905-471-2000

505 Careers **505 Careers**

SHAW
Local leading distributor of premium window and door products is looking for experienced, motivated individuals:
• **SALES PROFESSIONAL**
• **WINDOW INSTALLERS**
Candidates applying for these positions should have a minimum of five years experience in construction, ideally in the window and door industry. Applicants are invited to forward a resume to info@shawwindows.com or fax 905-841-7429 before March 16, 2007. Only those selected for an interview will be contacted, no phone calls please.

Fenn & Fenn COMMERCIAL INSURANCE BROKER
Insurance Practice Inc.
Fenn & Fenn Insurance Practice is a growing insurance brokerage in York Region looking for a professional Insurance Broker to join our internal client service team. Candidates must possess a minimum of 10 years experience in commercial insurance, be licensed by RIBO, and be customer service oriented. Local candidate with CAIB or CIP designation and TAM/Agency Manager experience preferred. Email resume to Ms. Wendy May, Manager of Operations at wendy@fenninsurance.com or fax to 905-836-9814. Only selected candidates will be contacted.

509 Drivers **509 Drivers**

LANGLAW EDUCATION SERVICES
SCHOOL BUS DRIVERS
Routes available in your area
• Training provided to suitable applicants
• Part time hours
• Great for stay at home parents or retirees
• Competitive wages
• "B" license signing bonus
Please contact our recruitment team
905-294-5104 1-800-268-5584
30 Heritage Rd., Markham L3P 1M4

515 Skilled & Technical Help **515 Skilled & Technical Help**

Eager to start your career in design/print?
Join our enthusiastic team. We are looking for a junior graphic designer with a young and energetic attitude to fill a part-time/full-time position. Must have knowledge in most industry standard design/creative platforms. Must be willing to learn how to operate digital printers, and be willing to be involved in all other aspects of the printing industry.
Fax or E-mail Resume to:
(905) 471-7453
info@minitprint.com

505 Careers **505 Careers** **505 Careers**

CHATS Community Home Assistance to Seniors
CHATS is a not-for-profit organization providing a comprehensive range of home and community support services. Since 1980, we have been dedicated to supporting the independence of seniors living in York Region. CHATS is proud to deliver these services to more than 3,500 seniors and caregivers through our dedicated team of 750 staff and volunteers.

CLIENT CARE SUPERVISOR/TEAM LEADER
Full-Time, Permanent, 35 hours per week

Reporting to the Director of Client Services, you will lead and provide client care needs assessment, case management and clinical field support for Client Care Supervisors and Service Supervisors to deliver safe and effective personal care & homemaking services which meet client care needs; agency contractual & quality improvement obligations and promotes client safety.

Key qualifications are: a Registered Nurse or foreign-trained nurse in the process of provincial certification, with 4 years relevant experience working with seniors and/or provision of client services in the Health Care sector. Degree in Nursing or Gerontology preferred. You have demonstrated supervision, teaching and coaching skills, as well as excellent assessment, communication and problem solving skills. Strong computer skills with proficiency in word processing and spreadsheet applications are required. Fluency in other language(s) is an asset. A valid Ontario driver's licence & a vehicle are required. It is a work from home opportunity.

CHATS is an equal opportunity employer
CHATS - Community Home Assistance to Seniors
126 Wellington Street West, Suite 103, Aurora, ON L4G 2N9
Fax: 905-713-1705 or toll-free 1-877-613-6111
hiring@chats.on.ca www.chats.on.ca
live well, age well, be well

EMPLOYMENT OPPORTUNITIES
A New Job Is Waiting For You!

Spherion CCS is seeking qualified candidates for the following positions:

- **Credit Analysts** (English/Cantonese/Mandarin)
- **Team Managers** (English & Cantonese/Mandarin)
- **Administrative Assistant** (English & Cantonese/Mandarin)
- **Customer Service Reps** (English & Cantonese/Mandarin)

Please submit your resume and cover letter (stating position of interest) to:
Spherion Staffing Team
E-mail: css_toronto@spherion.ca
or Fax: (416) 596-8150
spherion recruiting and staffing excellence
www.spherion.ca

514 Salon & Spa Help **514 Salon & Spa Help** **514 Salon & Spa Help**

PART TIME/ FULL TIME HAIRSTYLISTS WANTED
• Excellent wage and benefit package
• Busy locations
• No clientele required
• Advanced training provided
• \$8.00 per hour
Please call Jen
905-640-9555
First Choice Haircutters
AFFORDABLE, PROFESSIONAL HAIRCARE GUARANTEED™

525 Office Help
A/R CLERK
Duties include collection calls, accounts receivable functions and back up reception. Full time. Immediate opening.
Email resume: hr@fstoolcorp.com or fax 905-475-5250

We need **PHONE PROFESSIONALS** to prospect for a financial services company. Telephone experience is an asset.
Call **(905)709-1145**

520 Computer Data Processing **520 Computer Data Processing**

MDG Looking for **Computer Service Technician**. Preferably with a strong aptitude for software trouble-shooting. 2 years experience minimum. Contact santi@mdg.ca or send resume by fax to 905-898-4412

525 Office Help **525 Office Help**

LEO Pharma Inc.
ACCOUNTING ASSOCIATE
7-month Contract Position
ACCPAC and accounts payable & receivable collection experience required.
2 RECEPTIONISTS
Permanent/Part-time Positions
Experience operating NorStar Digital Key telephone system, and using Word/Excel. Bilingual English/French preferred.
Please email resume to linda.greig@leo-pharma.com no later than March 6, 2007

Octacom Limited, a leading information management services company is looking for **F/T RECEPTION/ADMIN SUPPORT** for its Richmond Hill location. Entry level position. Must have excellent computer and communications skills and fluent English. Minimum 1 year experience or equivalent education. References and background checks will be required.
Email resume to dionne@octacom.ca or fax (905)737-7185

GENERAL OFFICE HELP
Permanent F/T for Developer/Property Management firm at Woodbine/ Denison. Excel and Word- fluent in English, professional telephone manner, strong communication skills, well organized multi-tasker. Own vehicle required.
Fax 905-940-1913 or email: mgmt@geistproperties.com

BOOKKEEPER POSITION
National Distributor in Richmond Hill seeking full-time bookkeeper. Candidate must possess excellent computer skills and 2 years experience in A/R and A/P.
Email resume to: ournewpositions@gmail.com

FRONT DESK/ RECEPTION SUPERVISOR
Upscale Health & Fitness club in Markham seeks F/T Front Desk/ Reception Supervisor.
Mon- Fri 8am - 4pm. Must have related exp., be reliable/ outgoing.
Fax resume to: 905-475-1817

COOK/ COUNTER HELP
Upscale Health & Fitness club in Markham seeks Cook/Counter help. Full Time evenings. Must have related experience and be SmartServe certified, reliable and outgoing. Good opportunity for the right person.
Fax resume to: 905-475-1817

SECURITY CALL CENTRE OPERATORS
Full training provided.
Day/night shifts - Keele/Hwy#7
Fax/email resumes: 1-866-277-4086
resumes@apialarm.com

Entry Level Credit Investigator required immediately. \$20,000 salary a year. Skills required: excellent verbal/ written/ telephone skills and computer skills.
Send resume to olagos@qcsl.com or fax 905-470-4220

525 Office Help **525 Office Help**

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

FRONT DESK ADMINISTRATOR
Full time temporary (Maternity leave approx. 1 year) required for busy real estate office. Experience in Quick Office, Microsoft Word & Switchboard. Call Diane at 416-736-6500 Ext: 131

530 Sales Help & Agents **530 Sales Help & Agents**

MDG Looking for strong **Sales Representative** for in-store computer sales. Minimum 2 years retail sales experience. Contact santi@mdg.ca or send resume by fax to 905-898-4412

MDG Looking for cashier, preferably sales oriented with good attention to detail. Contact santi@mdg.ca or send resume by fax to 905-898-4412

530 Sales Help & Agents **535 Hospital, Medical, Dental**

Full time STORE MANAGER & CASHIER, Busy retail store, fluent English & Mandarin/Cantonese, experience preferred. Fax: 905-944-8115
DENTAL ASSISTANT Orthodontic Office FT Mon-Thurs. No Evenings. Experience an asset. Fax or email: 905-731-7993 orthodontist905-job@yahoo.ca

535 Hospital, Medical, Dental **535 Hospital, Medical, Dental**

Bethany Lodge, a LTC home in Unionville, is looking for energetic self motivated p/t staff to work evenings and some weekends providing therapeutic programs to our residents. Applicants must have good communication skills with experience working with seniors. Diploma or certificate in Activation required.
Please forward resume to Christina M at christinam@bethanylodge.org or fax to 416 782 1582.
Successful candidates will be contacted for an interview.

Part-Time Dental Hygienist required. Bayview/Hwy 7 Richmond Hill 2 Fri. mornings a month 9am-1pm; 2 Sat. mornings a month 9am-1pm. No summer Saturdays. Top wages.
Part-time Dental Assistant required. Flexible hours, top wages. Some Mon, Wed., Fri., Sat. Please call (905)886-6198

DENTAL RECEPTIONIST for Richmond Hill office. Our growing practice is searching for a bright & energetic person who really enjoys people. Computer & phone skills needed. If you feel you are the multi-talented person we need fax resume to: 905-707-1195.