

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

505 Careers 505 Careers 505 Careers 505 Careers

Web Development Contractor

Required for 3 month placement

Successful applicant will work on site (Brampton) as a team member developing and debugging existing and new enterprise web solutions for a variety of online media initiatives. Remuneration will be on a 'time and material' basis. Contract is to begin June 2007 and may be renewable.

Key Responsibilities:

- Work as a team member of Interactive Initiatives Metroland Media Group Ltd. on delivering enterprise web solutions for a variety of online media initiatives that will further extend our hyper-local core competency online to meet the needs of our local communities and advertisers.
- Develop applications and corresponding data models translated from business requirements and corporate goals.
- Ability to work independently and to excel with in a team environment.
- Maintain communication with lead developers to ensure online activities are achieved and aligned with respective corporate business goals.

Responsibilities Include:

- Intermediate/Advanced programming skill sets and database methodologies such as Object-Oriented Programming (OOP), Design (OOD), Analysis (OOA)
- Intermediate/Advanced Experience - MVC [The Model-View-Controller] concepts, development, framework.
- Intermediate/Advanced Experience - Server scripting languages (PHP, AJAX, MING, ACTION SCRIPT-1,2)
- 4+ years experience web development within Open Source LAMP environments.
- Intermediate level knowledge of SQL or MySQL Relational Database architecture design.
- Junior/Intermediate level knowledge of C#, VB, C++
- Knowledge of emerging and emerged online technologies and industry trends



Please send resume/curriculum vitae, with a cover letter, expected hourly rate and availability to programmer@northpeel.com. We welcome all qualified applicants, however only those selected for an interview will be contacted.

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CUSTOMER SERVICE REPRESENTATIVES

A minimum of 2 years' experience, preferably in a high volume customer service environment is required. Experience assisting sales reps, completing credits, and resolving customer issues round out your functions. Strong prioritization and follow-up skills are essential.

CUSTOMER ACCOUNT REPRESENTATIVES

A minimum of 2 years' experience in collecting accounts and/or providing customer service in a computerized environment is required. Persuasive communication skills are essential with exposure to US commercial accounts preferred.

NEW ACCOUNTS ASSISTANTS

Responsibilities include credit investigations, analyzing and approving credit limits, other general duties and communicating with sales reps and customers. You must possess excellent organizational skills and the ability to process high volumes of paperwork.

ORDER PROCESSING ASSISTANTS

Responsibilities will include one or more of the following: entering and amending orders received electronically, resolving problems with orders, maintaining customer/employee information, ensuring pending orders are updated and updating UPS address filings. You must have fast and accurate data entry skills and excellent communication skills. One must also possess experience in EDI.

PURCHASING PLANNER

We require a Purchasing Planner with experience in finished goods purchasing, forecasting and inventory control. You have strong communication and organizational skills along with exposure to Excel and AS/400. Experience dealing with Far East suppliers is a definite asset.

Please forward your resume to: Human Resources Department, Fax: (905) 856-4647. E-mail: careers@ganz.com Websites: www.ganz.com & www.webkinz.com.



525 Office Help 525 Office Help

Direct Marketing/Flyer Management Agency in Markham, specializing in flyer distribution and direct mail analytics for major retailers, requires a key individual to join their busy team.

Data Entry/Data Specialist to be responsible for interface & data acquisition from newspapers and flyer media and database maintenance and integration.

For further information, responsibilities and qualifications required, please visit marketfocusdirect.ca/jobpostings.html

OFFICE ADMINISTRATOR required.

Must be computer literate (MS Office) with experience in Quickbooks. The successful candidate will be organized, neat, possess good telephone manners with strong English language skills. Able to work independently in a small office environment. Send resume to: fax-905-946-8584 or via email to: info@nitriflexcanada.com

Only those to be interviewed will be contacted. No phone calls please.

RECEPTIONIST

Required for a rapidly growing Richmond Hill area manufacturer. Applicant must be proficient with computers and able to handle a Meridian phone system with 20+ lines.

Please send your resume to: Email: hr@amico.com Fax: (905) 764-0862

Private investigation company in Markham has 2 vacancies:

•RECEPTIONIST •ADMINISTRATIVE ASSISTANT

Proficient computer skills. Excellent English and grammar with excellent typing skills. Fax/email resume: Fax: 416-444-5841 reports@northwood-pi.com No Phone Calls Please!

Personal Assistant to the President

- Preparation and organization of paperwork
 - Communicating with various departments
 - Organizing and maintaining the files
 - Booking appointments & related telephone skills
 - Reception desk & some bookkeeping duties
- Salary range is \$26,000 - \$29,120 Forward resumes to: rini.sarkar@qs.on.ca

P/T RECEPTIONIST/ADMINISTRATOR

for busy Real Estate office. Real Estate experience preferred but willing to train. Must have strong computer skills and open availability. FAX RESUMES TO: 905-471-3816

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. E-mail resume and salary expectations to: newotipositions@gmail.com

525 Office Help 535 Hospital, Medical, Dental

Medical office in Markham seeks: **PART-TIME RECEPTIONIST** 3-4 days per week. Good communication skills required. Fax: 905-472-5436 email: drwenger@canada.com

Chiropractic office looking for energetic **P/T CHIROPRACTIC ASSISTANT** to help the doctor directly in the management of patients. Will train the right person. Fax resume to (905) 294-3958

509 Drivers 509 Drivers

TRANS-NORTHERN PIPELINES INC. Requires a JUNIOR ACCOUNTANT

- Qualifications:
- A secondary school diploma & post secondary education in bookkeeping/accounting.
 - Two or more years experience with a software accounting system.
 - General knowledge of office procedures and accounting principles.
 - Solid experience with Microsoft Excel & Word.
 - Must be fluent in English.
 - Possess an Ontario driver's license.

The Company offers a comprehensive benefits package and flexible working hours.

Apply in writing by July 15th, 2007 to: Trans-Northern Pipelines Inc. Suite 310, 45 Vogell Road Richmond Hill, Ontario L4B 3P6 Attn: M. Donovan or e-mail to info@tnpi.ca

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
- \$10.00 per hour
- receive a 4GB iPod

Please call Jen 905-640-9555



AFFORDABLE, PROFESSIONAL HAIRCARE GUARANTEED™

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ACCOUNTING CLERK (1 year contract)

We are currently seeking a Junior Accounting Clerk. Your role will be to process firm cheque requisitions, deposits, accounts receivable, accounts payable and filing. Qualified candidates will have previous experience in accounting function, law firm experience an asset. You must be accurate and work well within a team. Please forward resume to Dorothy Email: jobs@bratty.com Fax: 905 760 2900

GEOSCAPE LANDSCAPE CONTRACTORS MARKHAM, Ontario

Immediately requires the following FULL TIME EMPLOYEES

- **MACHINE OPERATORS EXCAVATOR, DOZER, BACKHOE** Skilled, professional operators to perform above average landscape site work.
- **MULCH BLOWER OPERATOR** -AZ licence req'd.
- **DRIVER - AZ License** Experienced with roll off and equipment floating. *Machine operating/landscaping exp. preferred.*
- **WATER TRUCK DRIVER - DZ License**
- **WORKING FOREMAN (M/F)** Plant identification knowledge is required. Wage commensurate with experience.
- **Experienced (only)**- individuals must be motivated, responsible and hard working.

COMPANY BENEFITS INCLUDE Fully paid group medical & dental plan **PERFORMANCE BONUS (Year end)** Individuals must have own transportation. Fax your resume and abstract to: 905-887-5595

525 Office Help 525 Office Help 525 Office Help

DEPARTMENT ADMINISTRATOR REQUIRED

A busy contracting company in Markham requires a department administrator for it's service department to start immediately. Computer skills an asset. \$30-\$34,000/ year to start. Email resumes to: katie@rfporter.com

525 Office Help 530 Sales Help & Agents 530 Sales Help & Agents

Full-time and/or Part-time Receptionist For busy specialty medical office. email resume to patpend@bellnet.ca Or fax to: 905-947-8532

OUTSIDE SALES

Markham area with right personality. No experience required. Must have own vehicle. Reply to wsymonds@solvit.ca or fax W. Symonds 905-294-6201

515 Skilled & Technical Help 525 Office Help

Portable sanitation company located in Stouffville & Concord looking for DZ SERVICE DRIVERS

Many existing staff over 10 years. Consistent hours, benefit package, overtime available and good pay.

Please send resume and abstract to Mr. Perry Gilbert fax 905-760-2405 or email pgilbert@naturescall.ca

Cad Operator-Electrical Markham consulting firm seeking person with 3 years AutoCAD experience. Send resume: info@lumentech.on.ca

Exp. Full Time Administrative Assistant required for a publishing company. Experience in Excel, Word, typing & Quick Books are essential. Send resumes to: bmanager2001@yahoo.ca

