

# york region C·A·R·E·E·R·S

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Monday - Friday 8:00 am - 6:00 pm 1-800-743-3353 www.yorkregion.com

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## Customer Assistance Associate • CAA Insurance, Thornhill

Dedicated to outstanding customer service and public relations, you will provide insurance quotations and advice and process policy changes. Skilled in customer retention strategies, you will provide first-call resolution and direct customer contact and provide input to standards, procedures, and special projects. You have the flexibility to work shifts and a minimum of one year of insurance and/or call centre environment success along with the attainment of or eligibility to obtain an OTL licence within three months of employment. A highly effective communicator with strong listening skills, you have solid problem-solving skills, a resourceful nature, and a keyboarding speed of at least 30 wpm.

Please apply to:  
 Human Resources,  
 CAA Insurance  
 60 Commerce  
 Valley Drive East  
 Thornhill, ON L3T 7P9  
 e-mail: jobs@caasco.ca  
 fax: (905) 771-3447

www.caasco.com

## CELEBRATING OUR DIVERSITY...

A career with the Town of Markham is packed with challenge, change, and the opportunity to make a difference. If you share our passion for providing high quality service to our community, we want to hear from you!

### Senior Urban Designer

#### Design Group, Planning & Urban Design Department

Working in our Central Planning District which includes Markham Centre, an emerging sustainable, mixed-use, compact downtown, you will be responsible for a variety of planning and design activities at an advanced level of proficiency, negotiate with applicants, and evaluate and write reports on development applications. You will manage and coordinate projects involving community planning and design as well as site, streetscape, and parks planning design and development. Process oriented and working in an interdisciplinary team environment, you will be involved in creating and implementing the policy framework for an intense urban environment, contributing to several Markham Centre built form and public realm studies and support the team on a variety of other development initiatives. Your degree in urban design or a related discipline and seven years' progressively responsible experience are supported by sound architectural, urban design, and landscape architectural skills, excellent design, presentation, and communication abilities (both verbal and written), computer proficiency, a valid G2 driver's licence, and a satisfactory driver's abstract (as a condition of employment).

### Administrative Assistant

#### Information Technology Services

Resourceful and team oriented, you will provide general support by scheduling appointments, producing reports, managing expense accounts and supplies, preparing presentation materials, and general reception duties. Highly organized, you will prepare and record meeting minutes, maintain filing systems, and participate in special events. You have an interest and aptitude for the information and technology field, at least three years' related experience, and strong team based and independent work skills. A quick learner with strong communication and interpersonal abilities, you have established customer service and public relations skills, proficiency with MS Office software, and ideally experience assisting with special events.

We offer a wide range of benefit and wellness programs. We welcome interested candidates to apply online at [www.markham.ca](http://www.markham.ca) by July 26, 2007.

No phone calls, please. We are an equal opportunity employer and our employees reflect the diversity of our community.



www.MARKHAM.ca

Equation Technologies, a Sage Software (Accpac) Solution Provider, requires a Senior Client Care Coordinator.

**JOB SUMMARY:**  
 You will apply your technical knowledge and exceptional organizational skills to coordinate client care and service commitments. You will assess client needs and schedule assignments for consulting team. You will professionally resolve client concerns and continuously improve quality levels. With a minimum of 5 years Canadian business experience, preferably in a technology environment, you are an exceptional communicator (verbal & written) with excellent computer skills (Microsoft Office). You should be solution oriented, articulate and have a high energy level.

**FUNCTIONS OF THE POSITION:**

- Handling daily calls from very demanding clients and providing first level of technical support for the applications that we represent (application training provided)
- Resolve issues quickly, being proactive to exceed client/team expectations
- Act as a liaison between project managers, sales and clients
- Helping to schedule projects and general support
- Assist with consulting invoicing

**Additional Qualifications:**

- Professionalism and maturity to take ownership of his/her work
- Strong ability to juggle multiple tasks and situations
- Able to work & execute tasks independently

Email your resume in Word/PDF format to [hr@equationtech.com](mailto:hr@equationtech.com). Only those candidates selected for an interview will be contacted.

500 Career Training 500 Career Training

### Mortgage Agents Wanted

Information session for experienced and potential new mortgage agents, on Tuesday July 24th, at 7:00pm.

Please call (905) 895-1777 x.120 or email: [jessica@homeguardfunding.com](mailto:jessica@homeguardfunding.com).

To confirm your reservation.



Find a JOB!

Watch your career take shape.


## Administrator

### Long-Term Care and Seniors Branch

This challenging leadership role is an ideal opportunity to apply your 5 years of management experience in a unionized environment, including staff supervision, nursing program service delivery, and budget administration within the long-term care (LTC) sector. A provincially certified Long-Term Care Administrator, you will assume the day-to-day administration and management of an LTC facility and related programs, from medical and environmental services to outreach activities. You will be responsible for ensuring that services provided to clients and visitors reflect our commitment to a safe, secure, customer-focused environment. You hold a degree in a clinical discipline, Health Services Management or another relevant area, and are familiar with applicable legislation, standards and best practices, continuous quality improvement and risk management. This position, located at the Newmarket Health Centre at 194 Eagle Street, Newmarket, offers an annual salary range of \$92,181 to \$108,458.

To learn more about this position (Job Posting LN7129), and how to apply by July 20, 2007, please visit [www.york.ca](http://www.york.ca)

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 905-294-5104  
 30 Heritage Rd. Markham L3P1M4

515 Skilled & Technical Help

### Wanted Hydraulic Mechanics

- 1 top Mechanic with several years outside service troubleshooting & installation exp.
- 1 Jr. Mechanic (both with tools)

Fax Resume to: 905-303-7130

525 Office Help

### Exp. Full Time Administrative Assistant

required for a publishing company. Experience in Excel, Word, typing & internet are essential. Send resumes to: [bmanager2001@yahoo.ca](mailto:bmanager2001@yahoo.ca)

532 Retail Sales Help

### Retail Sporting Goods seeks

F/T Bondable Cashiers  
 Reliable, mature. Apply with refs. 8365 Woodbine Ave. Markham

### DRIVER

F/T Position in Scarborough. Immediate. Delivery/ pick up around GTA. Fluent English. Some heavy lifting. Forklift license an asset. Salary plus benefits.  
 Fax resume and driver abstract to Operations Manager 416-321-1230

Promote your company's INTERNET PRESENCE in the Classifieds. Be sure to include your WEB ADDRESS