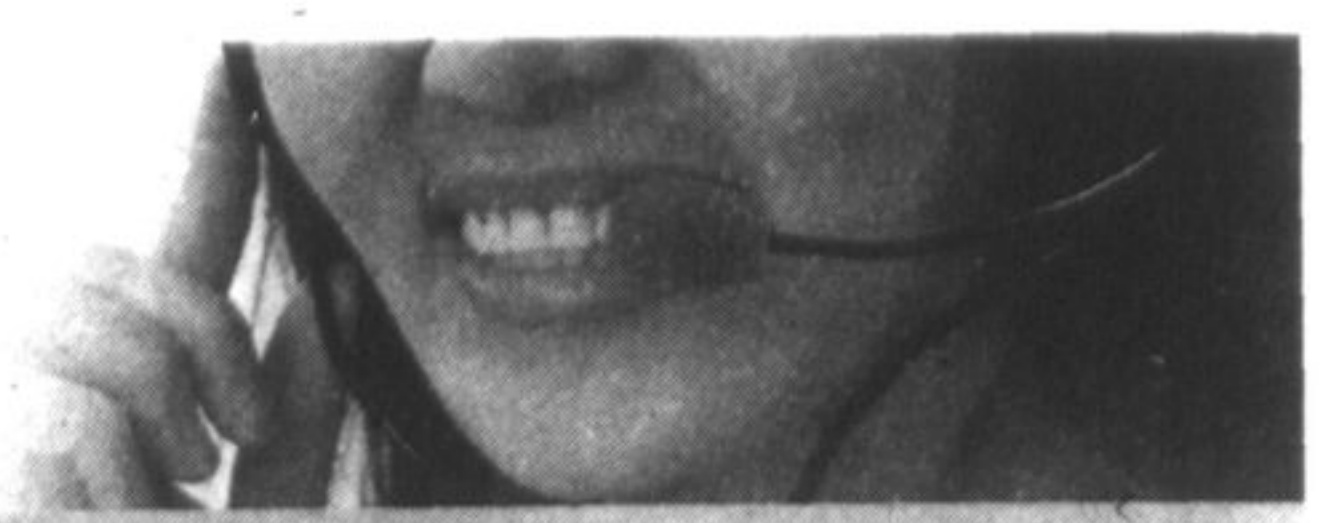


Stouffville Sun-Tribune **careers** yrmg



Serving York Region through the Aurora/Nowmarket Era-Banner, Richmond Hill/Thorhill Liberal, Vaughan Citizen, Markham Economist, Stouffville Sun/Tribune, Georgina Advocate and Bradford Topic

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

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Career Services for Experienced Workers

ReNEW offers personal coaching, workshops and special events each month at NO COST to you!

NEXT WORKSHOP:

Richmond Hill - February 11

NEXT SPECIAL EVENT:

Richmond Hill - February 20, 1-4pm

Money Matters: Managing your finances while unemployed.

Space is limited call NOW!

1-866-992-9930

Delivered by the Career & Employment Programs of the York Region District School Board. Employment Ontario programs are funded in part by the Government of Canada.

MARKHAM

A career with the Town of Markham offers the chance to make a difference by providing the highest quality customer service to our growing community. With us, you will enjoy being part of a multi-cultural workforce with a dynamic culture and a desire to be the best. We have the following new opportunities in our Recreation Services Department...

Planning & Policy Development Manager

As a key member of our department's senior management team and dedicated to meeting the future growth demands of our community, you will lead the operational planning group for the recreation services department, provide strategic policy support for community centre operations and a full range of programs, lead consolidation and standardization of department-wide processes, and integrate QA and risk management best practices. Your client-centred approach will serve you well in this highly consultative role. Responsibilities within this key portfolio affect 1,800 recreation staff and volunteers, over five million facility users, 80,000 program participants, and 450 community groups. With an annual budget in excess of \$20 million, we operate seven days per week from our 17 recreation facilities. Your degree in business, public administration, recreation or a related discipline and at least eight years' progressively responsible experience in municipal recreation/public administration are supported by supervisory success and significant exposure to policy development, master plans, feasibility studies, business and financial planning including price modelling, business process integration, QA, risk management, dispute resolution, and user group management.

Facility Allocations Coordinator

Utilizing superior customer service, negotiation, and organizational skills, you will take responsibility for developing, integrating, and overseeing seasonal facility allocations, bookings, and associated contracts for all Town-permitted facilities including ice, sports fields, halls, meeting rooms, pools, gymnasiums, and other Town indoor and outdoor facilities. As you will be dealing with over 450 community groups, you will attend relevant meetings, manage revenue streams, orchestrate facility promotions, and provide guidance and training to associate staff. Additionally, you will monitor user trends, conduct surveys, develop policies, and ensure agreements are updated for risk management purposes. You have a diploma in business/public administration, recreation, recreation facilities management or a related discipline, at least three years' municipal multi-facility permitting success, and superior interpersonal, presentation, mediation research, and report writing skills. You also have basic accounting, cash handling, MS Office Pro Suite, and CLASS Systems/facility booking module experience. A valid Ontario driver's licence and reliable vehicle are necessary.

Business Analyst

You will coordinate and expedite financial, purchasing, information technology, human resources, and other business support functions and act as first-line departmental liaison to contacts on departmental business support matters. Highly organized, you will also be responsible for all aspects of departmental operating and capital budgets/business plans, forecasting, coordinating IT and purchasing needs, database development and maintenance, related staff training, business process analysis, preparing job descriptions, coordinating postings, and troubleshooting business support issues. Additionally, you will conduct audits at satellite facilities and update policy/procedure and risk management manuals. You have a degree in business/public administration, finance or a related discipline, CA, CMA or CGA designation or minimum 3rd year completed, and at least three years' experience in municipal finance preferably in a recreation services environment. You are adept at developing business plans, coordinating large budgets, and implementing process improvements. You are highly skilled in coordinating and troubleshooting business support issues, have sound knowledge of business process improvement, risk analysis and QA measures, statistics, and audit methods. A client-centred approach and commitment to service excellence are equally important through demonstrated successful experience working with multi-departments and stakeholders influencing buy-in and facilitating solutions. You are proficient with MS Office and also have exemplary research, report-writing, project management, and presentation skills. A valid Ontario driver's licence and reliable vehicle are necessary.

Administrative Assistant

An integral member of our recreation services department, you will provide general administrative, clerical, and secretarial support to department managers and the Planning and Policy Branch and assistance to the Facility Allocations Coordinator in booking ice, sports fields, halls, and other Town indoor and outdoor facilities as well as respond to related inquiries. In addition, you will provide front-line reception for the department at the civic centre location. Your related diploma or certificate is supported by at least three years' administrative success in a municipal recreation department and one year in a multi-facility booking function. Your outstanding customer service, secretarial, organizational, and front-line reception skills are coupled with basic knowledge of accounting, computer proficiency in MS Office and the CLASS system/facility booking module, and solid multi-tasking skills. A valid Ontario driver's licence and reliable vehicle are necessary.

For more information on these opportunities, please visit our website. We welcome interested candidates to apply online at www.markham.ca by Tuesday, February 19, 2008.

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

www.MARKHAM.ca

A company based in Markham is seeking an **ACCOUNTANT (contract position)**. Interested applicants are requested to visit the career section of our website: www.walkerequipment.com or email resume to eonna@walkerequipment.com

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HEADLINES SALON & SPA

a recent finalist at the Contessa Awards for Canadian Salon Team and Ontario Stylist of the Year, is now looking for a stylist to join our ongoing success. Full and Part time positions available. email: HeadlinesSalonSpa@bellnet.ca or call: 905-642-0336

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Alpa Roof Trusses Inc. We have immediate openings for

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- Assemblers

Full-time, team atmosphere, will train. No calls. Apply in person: 5532 Slaters Road, Vardorf

SEEKING SHEET METAL WORKERS

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525 Office Help

CNC Production Programmer/Machinist
3-5 years Experience
Newmarket
Enquire: human.resources@palcam.com

RECEPTIONIST required full time. Pleasant telephone manner, good command of the English language. Must be computer literate. Call (905)305-0337

525 Office Help

525 Office Help



Canada's leading Debt Settlement firm is hiring:

Jr. Customer Service Rep. (\$23K+)
You are enthusiastic, an exceptional relationship manager and communicator, can negotiate resolutions to problems and are skilled with MS Office. Training will be provided.

Sr. Customer Service Rep. (\$25-30K)
You possess the above skills and have experience in one of the following areas: CCS, bankruptcy, or debt collection.

Executive Account Manager (\$30-45K)
You possess all the above skills and have experience in negotiating settlements on unsecured debt, in mortgage underwriting or as a agent.

If you see a strong fit for any of these roles please send your resume to rcooper@totaldebtfreedom.ca

Richmond Hill office that will be moving to North York shortly, seeks individual for an **ADMIN/ACCOUNT PAYABLE** position. Skills must include excellent phone manners, high attention to details, good computer skills and ability to multi-task effectively. 2-3 years experience required. Email resume with salary expectations to: ournwpositons@gmail.com

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Your opportunity has arrived to work with a "World Class Call Centre" & Contact Centre Employer of Choice

CAREER FAIR

for CUSTOMER SERVICE REPRESENTATIVES

Wednesday February 13th 1:00 p.m to 7:00 p.m

Davis + Henderson Head Office, 939 Eglinton Ave East Suite 119
Arrive with a current resume and be prepared for an on the spot interview.

- A motivating, team environment
- Comprehensive paid training
- Competitive Wages
- Full time and part time open ended contracts
- Morning, Afternoon & Evening Shifts
- Bilingual Premiums (French, Cantonese, Mandarin)
- Pickering, Toronto & Markham locations

The ideal candidate will have a proven track record in customer service and have a passion for exceeding customer expectations utilizing excellent listening and problem solving skills.

Not able to make it to our Career Fair? Submit your resume to: Human Resources, Davis + Henderson
Fax: 416-696-4311 Email: jobs@dhltd.com

We thank all that apply however only those under consideration will be contacted

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509 Drivers

Looking for a PARTS SUPERVISOR & F/T HEAVY DUTY MECHANIC

to fill two immediate positions in a fast-paced, rapidly expanding company. We offer competitive wages, full benefits, and a continuing education program.

Fax/Email your resume ATTN: All Only serious candidates will be contacted.
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required for growing home & office bottle water delivery company. Clean abstract. Permanent full-time. Knowledge of GTA area. Voted Markham's #1 water company. Fax resume to: 905-479-5537