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

505 Careers 505 Careers 505 Careers 505 Careers 505 Careers 505 Careers 505 Careers 525 Office Help 525 Office Help

Technology & Technology Sales Career Fair - Toronto

Meet face-to-face with hiring managers! Go directly to the interview! Companies Hiring At This Event

Location / Date / Times
Metro Toronto Convention Centre - Rooms 201 & 202
255 Front Street West, Toronto, Ontario
Thursday, June 19th - 10am to 3pm - On-site Registration Opens at 9:15am
NO ADMISSION FEES - Recruiters are reviewing resumes now...
View Job Descriptions, Pre-Register & Apply Online Today!
www.CareerDoor.com

RCMP-GRC

UNE CARRIÈRE HORS DE L'ORDINAIRE.

JOIN THE RCMP / DEVENEZ MEMBRE DE LA GRC
www.rcmp.ca / www.grc.ca

Join us for our next career presentation
Thursday, June 19
1:00 pm
Milliken Mills Public Library
7600 Kennedy Road, Unit #1
Markham, ON

Joignez-vous à nous lors de notre exposé sur les carrières
Le jeudi 19 juin
13 h 00
Bibliothèque publique de Milliken Mills
7600, rue Kennedy, unité #1
Markham (ON)

Registration/inscription : 1-877-888-0433

Markham Fair

Canada's largest 4 day fair is seeking an **ADMINISTRATIVE ASSISTANT**.

A seasoned office administrator with superior communication skills and diplomacy is required for this rewarding full time position. Dealing with a large volunteer base and Board of Directors you are a team player with the ability to work independently and with year round venue rentals Position reports to the General Manager.

The successful candidate will possess the following skill set:

- Superior Data entry skills
- Proficiency in Microsoft Office Suite programs
- General accounting knowledge - experience with Simply Accounting an asset
- Excellent Scheduling Skills
- Excellent written and verbal skills (English)

Pay level will be based on skill level.

For complete job description visit our web site at: www.markhamfair.ca click on "HR" at top of page.
Please fax, e-mail or mail resume to:
Fax number 905-640-8458
hr@markhamfair.ca
10801 McCowan Road, Markham, ON L3P 3J3
Thank you in advance for your interest in this position. Only those chosen for an interview will be contacted.

FINANCIAL PLANNING ASSISTANT

Required for a fee-only personal financial planning firm in Markham. Applicants should have experience in the financial services industry. Knowledge of income tax, estate/retirement planning an asset. Must be proficient in MS Office (Word and Excel) and have excellent communication and organizational skills. Salary commensurate with experience. Benefit plan available.

Please fax resume and salary expectations to:
Liz Galloway at 905-471-5296
We thank all applicants in advance and advise only those selected for an interview will be contacted.

Bookkeeper / Administrator

Progressive company, located in beautiful Unionville, is seeking a self-motivated individual, with a solid knowledge of accounting, to join our corporate team. The selected candidate will be responsible for all aspects of accounting up to and including month end financial statements. Knowledge of Quick Books is essential. Miscellaneous administrative duties. Part time. Email resume to shari@tagraphics.com. No calls please.

SENIOR REAL ESTATE LAW CLERK

Required for Markham office. Must have an excellent knowledge of Conveyancer and TeraView as well as ability to work well independently. Salary dependent on experience.
Call Katherine at 905-294-7555

PART TIME RECEPTIONIST

for evenings & weekends for busy real estate office. Must have computer/ phones/ real estate experience.
Please fax resume to: 905-947-8070.

SECURITY CALL CENTRE OPERATORS

Full training provided. Day & Night shifts - Keele/Hwy#7
Fax/email resumes: 1-866-277-4086
resumes@apialarm.com

Receptionist/ Office Assistant Needed

Pleasant individual with excellent communication skills. Must have computer experience, & basic math skills. Yonge/ Elgin, R.H.
Fax resume 905-508-8110

SERVICE/SALES ASSOCIATES

We are seeking enthusiastic individuals to be key players in our exclusive Agencies representing The Co-operators. Opportunities are available 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. Ability to speak Cantonese and/or Mandarin would be an asset.

Please email your resume in confidence to:
ron_crabb@cooperators.ca
Only selected candidates will be contacted.

CLAIMS ANALYSTS (2)

Seeking 2 motivated, claims analysts to work from Markham location. Must be a self-starter, have excellent interpersonal & communication skills, superior organizational skills, above-average analytical and negotiation skills, and be able to multi-task, adhering to strict time limits. Occasional overtime is required. Only selected applicants will be contacted. Please email resume & salary expectation to: gaynor.rawson@cgl.com

PROPERTY ACCOUNTANT

Briarlane Rental Property Management, based in Markham, is looking for an experienced Residential Property Accountant. Ideal candidate will have working knowledge of YARDI Gemini and strong verbal & written communication skills.
Fax resume and cover including salary expectations in confidence to: 905-944-9083 Attn: Monish

514 Salon & Spa Help

Salon Stylist and Sr. Stylist Wanted

Award Winning Hair Salon for the Toronto Raptors Dance Pak, is seeking individuals who are willing to work as part of a team & are dedicated to customer satisfaction. Clientele waiting... Send resume to frontdesk@greatlengths.ca

515 Skilled & Technical Help

Paslode is a leading manufacturer and supplier of specialty fasteners and tools to the construction & industrial sector.

We have the following full-time positions available in our Markham facility:

- MAINTENANCE MECHANIC**
 - 2 Years Industrial/Plant Experience and vocational/ technical training is preferred
- WIRE MILL OPERATOR**
 - Familiarity with industrial hand tools and demonstrated mechanical/technical skills.
- HEADING MACHINE OPERATOR**
 - Familiarity with industrial hand tools and demonstrated mechanical/technical skills.

All Positions Require:

- Strong communication skills, ability to work in a team environment and availability for shift work

Please forward your resume stating the position you are applying to:
Human Resources,
ITW Construction Products
Fax: 904-471-7208
E-mail: hrapply@itwconstruction.ca
We thank all applicants for their interest, however, only those selected for an interview will be contacted.

ELECTRONIC ASSEMBLER

- Responsibilities: assembling electronic, electro-mechanical components, assemblies;
- Soldering, manual assembly of electronic components onto circuit boards;
- Fine hand assembly of through hole and surface mount components;
- Installation of components, wiring, harnesses to assemblies using hand and small power tools.

Fax (905) 763-1153 Experience necessary

PAEDIATRIC SHIFT NURSING

S.R.T. Med Staff has immediate openings for R.N.'s and R.P.N.'s for full and part time community assignments throughout York Region. Candidates must have at least 1 year recent paediatric experience.

Please fax your resumé to Hanna Krieger at S.R.T. Med-Staff, Human Resources
416-968-3652 or toll free 1-800-650-8839
or email: hkrieger@srtmedstaff.com

S.R.T. Med-Staff ranked #1 for best agency, is a Canadian owned and operated health care company recognized as a trusted, expert provider of nursing and personal support services since 1981. S.R.T. Med-Staff has been accredited by the CCHSA since 2000.

509 Drivers

DRIVERS:
AZ OwnerOps:
Liquid Bulk. Paid product training. Sign-On/safety bonus. Up to \$1.65/mile. Your success is waiting!
1-866-5HARMAC

525 Office Help

Exp. Telemarketer required between 9 am and 12 pm M-F \$15-20 per hour plus Bonuses
Call Heather 905-470-4108 Ext. 321.

525 Office Help

OFFICE ASSISTANT
For small distribution company in Markham. Duties varied. Full time entry level position.
Fax resume to 905-475-0954 or e-mail marla@lsrec.com

515 Skilled & Technical Help

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EPM GLOBAL SERVICES

A fast-paced, rapidly growing electronics manufacturing company located in Markham is looking for experienced Electronics:

- **Production Supervisor** (Afternoon or Night Shift)
- **Wave Operators** (12:00pm - 8:00pm)
- **AOI Operators** (Afternoon or Night Shift)
- **Hand Solderers**
- **Test Technicians**
- **Test Operators**
- **SMT Operators**
- **SMT Inspectors/Repair**

Compensation will be based on experience and skill set. Please submit resumes indicating which position you are interested in to: torentohr@epmglobal.com or fax to 905-479-6990.