

# Stouffville Sun-Tribune

Place your Classified ad 24 hours a day, 7 days a week. Log onto [www.yorkregion.com](http://www.yorkregion.com) and click on **your classifieds**

**your classifieds.ca**  
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**Our phone lines are open:**  
Monday-Friday 8:00am-6:00pm  
1-800-743-3353

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

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**Scholastic Canada Ltd.**, the leading publisher and distributor of children's books, currently requires team players at our incoming Call Centre at Major Mackenzie and Woodbine Ave. as...

## Customer Service Representatives

- English and Bilingual (French)
- Starting August/September 2008

Your focus is to promptly handle client calls to ensure appropriate action is taken to maintain a high degree of customer satisfaction and loyalty. You must have excellent communication skills in English and for bilingual positions, fluency in French and English (preference will be given to bilingual candidates). A demonstrated telephone manner and exceptional organizational and listening skills are required along with, ideally, keyboarding, order entry and customer service skills. The flexibility to change shifts based on customer calling patterns is necessary. The rate of pay is \$12.00 per hour. A rate premium will apply for bilingual positions. A variety of shifts are available including:

- 3:30 p.m. to 8:00 p.m. plus Saturday (9:00 a.m. - 1:30 p.m.) Minimum of three evenings per week
- 12:00 p.m. to 8:00 p.m. Monday to Friday (four weekdays) plus Saturday (9:00 a.m. - 1:30 p.m.)

Please apply, indicating the shift availability and if you are interested in a bilingual position, by **July 18, 2008**, to: **Human Resources Division, Scholastic Canada Ltd., 175 Hillmount Road, Markham, ON L6C 1Z7 Fax: 905-887-3639 e-mail: [resumes@scholastic.ca](mailto:resumes@scholastic.ca)**

We wish to thank all candidates for their applications in advance and advise that only those selected for an interview will be contacted. No telephone calls or agencies, please.

[www.scholastic.ca](http://www.scholastic.ca)



## Make a SPLASH this summer! Join our splashworks team of Lifeguards

Current CPR Basic Rescuer (C) required. You must be at least 16 years of age.

Please apply online:  
[www.canadaswonderland.com](http://www.canadaswonderland.com) or call 905-832-7401

We are committed to employment equity and welcome all applicants with excellent communication skills to apply. A Cedar Fair Entertainment Company.

[www.canadaswonderland.com](http://www.canadaswonderland.com)



Habitat for Humanity York Region is currently looking to fill the position of:

### ReStore Manager

Habitat for Humanity ReStores are building supply stores that accept and resell quality new and used building materials.

The successful candidate will manage the daily operations including, administration, financial reporting, product acquisition, marketing, sales and personnel management.

Candidates should have five or more years experience in a management role in a major Canadian retail environment preferably in the home improvement sector with proven experience in the management of staff and volunteers.

Applications will close on Friday, July 18th at 5:00 pm. To apply for this position, contact HFHYR at: 905-868-8722 or email us at: [info@hfhyr.ca](mailto:info@hfhyr.ca).

We thank all applicants for their interest, however, only those considered for an interview will be contacted.

514 Salon & Spa Help

Upscale Nail Spa  
182 Main Street,  
Unionville  
requires  
**NAIL  
TECHNICIAN  
and  
ESTHETICIAN**  
905-258-0300

515 Skilled & Technical Help

**P/T  
Experienced  
DIESEL  
MECHANIC**  
needed  
Fax resume  
to:  
905-660-6468

509 Drivers

509 Drivers

509 Drivers

I'm the driver...  
of success.



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**\$250  
UPON  
COMPLETION  
OF  
TRAINING**

514 Salon & Spa Help

514 Salon & Spa Help

515 Skilled & Technical Help

### ESTHETICIANS

the SPA at Markville, located in the Markville Shopping Centre, Hwy #7 East & McCowan Road in Markham, Ontario is currently seeking:

### FULL OR PART-TIME ESTHETICIANS

We are offering above average wages, plus commissions.

Please call for an interview at  
905-513-0045 and ask for Yvonne

515 Skilled & Technical Help

515 Skilled & Technical Help



## THE LIBERAL GRAPHIC ARTIST

Busy newspaper production centre requires experienced Macintosh Graphic Artist for part-time position. High typing proficiency and experience in ad assembly and design with InDesign, Adobe Illustrator and Photoshop are required.

This position is based in Richmond Hill.

Please send resumes to:  
[pburgess@yrmg.com](mailto:pburgess@yrmg.com)  
by July 11, 2008.  
No phone calls, please.



Requires Wood Finisher/  
Spray Painter, Cabinet Assembler  
& Accessory Line Worker  
**STUDENTS WELCOME.**

For hi-end kitchen manufacturer, Yonge/ Major Mac. Excellent wages/benefits. Email resume to: [apuskas@irpinia.com](mailto:apuskas@irpinia.com) or fax: 905-780-0554, Attn: Andy



### F/T & P/T DRIVERS

- Experience not necessary
- Excellent driving record a must
- Good command of English

### ROADSIDE MOBILITY SPECIALISTS

- Class A Mechanic License req'd.
- Excellent people skills
- Good command of English

Excellent Benefit package available  
Call Cathy/ Brian at:  
905-294-2422

525 Office Help

525 Office Help

### MARKETING ASSISTANT Maternity Leave

College degree, preferably in marketing or related discipline. Proficiency in Microsoft Office. Working knowledge of basic design software, Adobe, Photoshop, Illustrator, Quark, knowledge of basic marketing and communication functions. This position will provide administrative assistance to the North American marketing and sales team. Duties include sales support, leads, maintenance and distribution, co-ordination of Canadian Trade shows schedule, presentation and proposal assistance/creation, maintain sales and marketing databases and miscellaneous other functions.

Email resume to  
[sylvia.pinto@checkpt.com](mailto:sylvia.pinto@checkpt.com)  
or fax 905-948-1056

### Sales Coordinator

Position available for Markham Call Center - Responsibilities will include editing & completing proposal packages for new and existing clientele. Must have excellent written communication skills and be proficient in the following computer skills - MS Word, Excel, PowerPoint, Lotus Notes and Photo Shop. Excellent salary and benefits. Please send your resume to [cedoo@mjrcollections.com](mailto:cedoo@mjrcollections.com)

525 Office Help

525 Office Help

525 Office Help



At **iTRANS**  
everyone  
is part of **the Team**

transportation planning & engineering consultants

Recognized as one of the **Best Workplaces in Canada**,

iTRANS Consulting is one of the leading transportation consulting engineering companies in Canada. Our Richmond Hill office, at Hwy 7 and Hwy 404, is accessible by public transit and conveniently located near area amenities.

We are currently seeking individuals to be part of our corporate support team as **Administrative Assistant(s) - contract to full time.**

For full details of the job descriptions and required qualifications, visit our website: [www.itransconsulting.com](http://www.itransconsulting.com)

Please forward your resume and cover letter, indicating which position, by email to [humanresources@itransconsulting.com](mailto:humanresources@itransconsulting.com) or by fax to 905-882-1557.



### LEGAL ASSISTANT

For civil litigation lawyer  
**PART TIME  
STOUFFVILLE**  
Fax Resume to  
905-642-2366 or  
[coiri@interlog.com](mailto:coiri@interlog.com)  
Attention Alison

### FULL TIME RECEPTIONIST

Residential & Commercial Developer, Great West Developments, requires a Receptionist to start immediately. Monday-Friday 9am-5pm. Applicant must have a post secondary school education and a strong command of English, both written & spoken. Proficiency in Microsoft Office is necessary. Must be a self-starter with good attention to detail and able to work within a busy high-paced environment. Head office located at Bathurst and Major Mackenzie, Richmond Hill.

Interested applicants please fax your resume to: 905-770-3437

### FULL-TIME MEDICAL SECRETARY POSITION

**Location:** 9th Line & Hwy. 7, Markham  
**Required:** Experienced, computer / transcription skills.  
**Fax resumes:** 905-471-1903

### Data Operators

Require keyboarding & computer skills. 8,000+K/S. Must be able to work at a fast pace. English skills required. Hwy 7 & Warden Ave.  
**Please fax to: 905-475-2227, or e-mail: [cindy@ajddataservices.com](mailto:cindy@ajddataservices.com)**

### PART-TIME RECEPTIONIST

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

### NEW HOME RECEPTIONIST

Weekends only, 11am-6pm. Must have knowledge of computer. Must be friendly and responsible.  
**Call 905-640-0002**

### Friendly, outgoing, F/T RECEPTIONIST

required for busy law firm. Must have strong computer & administrative skills. Legal experience an asset. Fax resume to (905) 773-3435.

### CLASSIFIED HOTLINE

1-800  
743-3353

### Fax us your ad

(905)  
853-1765

We are located at Markham and need an enthusiastic cheerful administrative assistant. Responsibilities will include filing, data entry, organizing paperwork, answering multi-line phones in a professional manner as well as other general office duties as requested. Interested applicants are requested to email their resume to [lee@actechical.com](mailto:lee@actechical.com) or phone 905-666-8676 to arrange for a personal interview. Salary \$30,000 - \$40,000