

Monday, September 15, 2008 10am-3pm

PREMIERE BALLROOM & CONVENTION CENTRE

9019 Leslie Street (just North of Hwy. 7) **Richmond Hill** 

Whether you are looking for a career change or new to the job market, we are the right place for you to take the first step to success!

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For more information please contact Amy Hughes at 1-888-211-7288 x 216 or email ahughes@yrmg.com

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505 Careers

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Our phone lines are open: Monday-Friday 8:00am-6:00pm 1-800-743-3353

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**ADMINISTRATIVE** 

**SECRETARY** 

Cosburn Giberson Landscape Architects

have an administrative secretarial posi-

tion open. The firm is offering a

career challenge to an organized person

to work with a team who takes pride in

their work. Responsibilities include

work processing, reception, basic ac-

counting (A/P, A/R, payroll) and man-

agement of office supplies. Computer lit-

eracy in Microsoft Office, Acrobat Distil-

ler 7.0, Adobe Designer 7.0 & payroll -

ADP software is required. Candidates

will require excellent communication

skills and a demonstrated ability to

Interested applications should apply to:

Cosburn Giberson Landscape Architects

7270 Woodbine Avenue, Suite 100

Markham, Ontario L3R 4B9

Fax: 905-475-5930

Email: cosgib@rogers.com

complete work independently.

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

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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

• 3:30 p.m. to 8:00 p.m. plus Saturday (9:00 a.m. - 1:30 p.m.)

12:00 p.m. to 8:00 p.m. Monday to Friday (four weekdays)

of shifts are available including:

Minimum of three evenings per week

plus Saturday (9:00 a.m. - 1:30 p.m.)

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\*SCHOLASTIC

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"This is a fantastic program. It helped me get back on track!"

"This is the best thing I have ever done for myself. I learned a lot and had fun at the same time!"

"I never attended anything like this before. It opened my eyes. Thank you!"

This dynamic 5 day workshop will help you take control of your life!

Available at no cost to any unemployed person in York Region

Learn how to:

- Handle change, overcome obstacles and identify & reduce stress
- · Turn your negative self-talk into words of empowerment
- · Understand how limiting beliefs and negative habits are holding you back
- · Design strategies for managing your life and career successfully · Get what you want out of life while re-building confidence and self-esteem

Upcoming 2008 Sessions Please Call for Information or to Register

Markham Newmarket 905.508.5791 July 21 - 25, Aug. 11 - 15 905.836.8973

Richmond Hill 905.508.5791 July 14 - 18, Aug. 18 - 22

Aug. 5 - 8 (4 days), Sept. 15-19

Stouffville 905.508.5791 Aug. 25 - 29

Presented by: Academy ~ LEARNING

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## DZ DRIVER NEEDED

Roll off exp. (2 years) Wages/Benefits to commensurate with exp. Please fax resume to: 905-660-6468

509 Drivers

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

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YRMG Classifieds

request that advertisers check their ad upon publication, as we cannot be responsible for more than one incorrect insertion. There shall be no iability for non-insertion of any advertisement. Liability for errors in ads are limited to the amount paid for the

space occupying the error. Please be advised that all advertising content is subject to the approval and policy review of management of YRMG

Classifieds (The Era-Banner, The Liberal, Vaughan Citizen, Markham Economist & Sun. Stouffville Sun-Tribune. Georgina Advocate). Rights reserved to decline, rework or properly reclassify an ad at any time.



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

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